The Constitution of Culinary Arts Club
Bakersfield College

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The Constitution of The Culinary Arts Club  
Bakersfield College

Article I. Preamble
We, the members of The Culinary Arts Club of Bakersfield College do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

Article II. Name
Section 1. Name
The name of the organization will be The Culinary Arts Club henceforth referred to as CAC.

Article III. Purpose
Section 1. Mission Statement
The Mission of the CAC is to raise awareness of the Renegade Room and the Culinary Arts Program among the students of Bakersfield College and the community of Bakersfield.

Section 2. Purpose
CAC was established for the expressed purpose of developing student and community awareness of the Renegade Room and the Culinary Arts Program as a whole.

Section 3. Authority
1) CAC will register with the Office of Student Life in accordance with policies and procedures set forth to be a registered club at Bakersfield College within the Bakersfield College’s Office of Student Life. CAC understands and is committed to fulfilling its responsibilities of abiding by Bakersfield College Student Government Association (BCSGA), the Office of Student Life, Bakersfield College, Kern Community College District’s policies, conditions, and procedures.

Article IV. Membership
Section 1. General Membership
1) CAC accepts all members of the Bakersfield College community.
2) Membership in the organization shall be open to all those regularly-enrolled in Bakersfield College Culinary Arts Program. Students who are interested in membership. There shall be no other requirements for admission to general membership. Each general member has equal rights and privileges.
3) The general membership will be responsible and encouraged to attend CAC meetings and events.
4) There shall be no required dues for any of the general membership of the CAC as the revenues are provided through fundraising and donations.

Section 2. Active Members
1) Active Members shall be limited to students who are registered and enrolled at Bakersfield College as either full or part time students.
2) Any BC student from the General Membership that is enrolled in the Culinary Arts Program, or has been enrolled in the Culinary Arts Program within the last twelve (12) months will be considered eligible to be an Active Member of the CAC.
3) CAC leadership positions and voting privileges shall be restricted to only Active Members.
4) Active Members must attend all CAC meetings.
   a) If an Active Member must miss a meeting they will notify the Officers 24 hours before the start of the meeting.
5) If an Active member misses two meetings in a row or three meetings in a semester their role as Active Member may be retracted if the Executive Board chooses to until the start of the following semester.
Section 3. Non-Discrimination Clause
CAC complies with all federal laws, executive orders and state regulations pertaining thereto and does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4. Anti-Bullying and Harassment Statement
CAC will not tolerate any form of bullying or hazing. Bullying and/or hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which deems, degrades, or disgraces any person regardless of location, intent, or consent of participants. It can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any CAC events. In keeping with the commitment to a positive academic environment, the BC community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within registered CAC members is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

Article V. Officers

Section 1. Executive Board
1) The CAC Executive Board is comprised of:
   a) President
   b) Vice President
   c) Secretary
   d) Assistant Secretary
   e) Treasurer
   f) Inter-Club Council Representative (ICC Rep)
   g) Advisor
2) The CAC Executive Board is responsible for providing all aspects of leadership for the CAC and is responsible for their own actions as well as the actions of all CAC and its members.
3) To be on the Executive Board one must be a BC Student and Active Member of the CAC

Section 2. President
1) The President is the primary student contact for the CAC and the “external spokesperson” of the group who regularly interacts with other Organizations and College officials. The President is the liaison between the CAC and the advisor and other University or community contacts.
2) The responsibilities of this position include but are not limited to:
   a) Providing guidance, direction, and support for the CAC in pursuit of its goals and objectives
   b) Voting in cases where there is a tie
   c) Chairing all CAC meetings
   d) Overseeing the process of CAC event planning
   e) Maintaining a current list of members of the CAC officers, advisor and members
   f) Submitting all required paperwork for CAC renewal
   g) Holding a minimum of two meetings for the general membership per semester
   h) Representing the CAC at official functions
   i) Maintains contact with the CAC advisor and the Office of Student Life and ICC Rep
   j) Attend all CAC Executive Board meetings

Section 3. Vice President
1) The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all CAC communication and events.
2) The responsibilities of the Vice President include but are not limited to:
   a) Chairing CAC meetings in the absence of the President
b) Assisting the President with the oversight of the CAC including fundraising, event planning, etc.
c) Scheduling locations for meetings and events
d) Planning New Officer’s orientation and organization retreats
e) Obtaining appropriate facilities for CAC activities
f) Coordinating organizational recruitment efforts
g) Maintains contact with the CAC advisor, the Office of Student Life, the President, and ICC Rep
h) Responsible for all public relations with any and all outside affiliates.
i) Attend all CAC Executive Board meetings

Section 4. Treasurer
1) The Treasurer (chief financial officer) manages the financial matters of the CAC. The treasurer should keep the officers and members informed about the CAC’s financial activities.
2) The responsibilities of the Treasurer include but are not limited to:
   a) Preparing the annual CAC budget
   b) Monitoring the CAC’s budget
   c) Tending to the status of all purchase requests
d) Collecting funds and depositing to the CAC’s Club Account
e) Paying bills in a timely manner
f) Keeping a record of all transactions, deposits, checks and adjusting entries
g) Preparing monthly financial reports and documents to keep the CAC’s membership informed about the CAC’s financial situation
h) Collect and maintain accurate information regarding membership dues or agreements
i) Should be familiar with the SOF Conditions and Procedures
j) Oversees all CAC fundraising activities
k) Maintains contact with the CAC advisor and the Office of Student Life
l) Attend all CAC Executive Board meetings

Section 5. Secretary
1) The Secretary keeps the CAC afloat and running efficiently. Record keeping and operational duties are vital. The Secretary works hand in hand with the other officers for the day-to-day needs of their CAC.
2) The responsibilities of the Secretary include but are not limited to:
   a) Taking minutes at every CAC meeting
   b) Keep an accurate record of all proceedings of the CAC meetings
   c) Maintaining the CAC history for the academic year
d) Assisting with CAC projects where needed
e) Maintaining CAC overall communication, which may include emails, letters, or phone calls
f) Maintaining and update membership roster for the CAC
g) Provide copies of the minutes of the previous meetings to all members present at each meeting
h) Maintaining contact with the CAC advisor and the Office of Student Life
i) Attend all CAC Executive Board meetings

Section 6. Assistant Secretary
3) The Assistant Secretary assists the Secretary in all day-to-day needs of the CAC.
4) The responsibilities of the Assistant Secretary include but are not limited to:
   a) Maintaining contact with the CAC advisor and the Office of Student Life
   b) Maintaining contact information for all members and Officers
c) Be responsible for notifying all active members of all meetings
d) Creates Monthly Newsletter for all CAC activities.
e) Maintaining contact information for any and all outside affiliates
f) Attend all CAC Executive Board meetings
g) Taking Attendance at all CAC meetings
Section 7.  Inter-Club Council Representative

1) The Inter-Club Council Representative (ICC Rep) is the main point of contact for the CAC and BCSGA by attending bi-monthly meetings.

2) The responsibilities of the ICC Rep include but are not limited to:
   a) Attend ICC meetings held by BCSGA
   b) Relate information from BCSGA back to the CAC
   c) Maintains contact with the CAC advisor and the Office of Student Life
   d) Being the liaison between the CAC and any other BC clubs
   e) Attend all CAC Executive Board meetings
   f) Chairing CAC meetings in the absence of President and Vice President

Section 8.  CAC Advisor

1) The CAC Advisor is chosen and approved by the members of the CAC and confirmed by the Office of Student Life at Bakersfield College.

2) Behind most successful Club is an effective advisor. The CAC Advisor provides the organization with continuity from year to year by sharing CAC history and assisting new officers during the transition process. The CAC Advisor selected should be an individual who has a high level interest in the activity of the CAC and preferably some experience or expertise in the area or activity. The CAC Advisor is a vital link between the CAC and Bakersfield College, providing guidance and offering mature judgment and experience in program development.

3) The responsibilities of the CAC Advisor include but are not limited to:
   a) Attend CAC Executive Board meetings when possible
   b) Recognize and support participation in the CAC for its contribution to the educational and personal development of students within the higher education setting
   c) Provides continuity within the CAC and should be familiar with the CAC’s history
   d) Be familiar with the CAC’s constitution and bylaws and be prepared to assist the CAC Executive Board and other members with interpretation when necessary
   e) Be available during the development and coordination of programs for the CAC. The CAC Advisor shall ensure the activities and undertakings of the CAC are sound and reflect favorably on the College by offering suggestions or ideas for the group's discussion
   f) Be aware of the goals and direction of the CAC by attending CAC meetings and consulting with the Executive Board. CAC Advisor should monitor the CAC Advisor’s progress toward predetermined organizational goals and objectives
   g) Be aware of the general financial condition of the CAC Advisor and encourage the keeping of good financial records
   h) Assist the CAC in complying with College policies and procedures. The CAC Advisor needs to be aware of the CAC conditions and procedures, the Student Code of Conduct, and the BC/KCCD Policies and procedures
   i) Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments
   j) Assist in orienting new officers and developing the leadership skills of all members
   k) Consult the Office of Student Life about organizational opportunities, plans or changes in CAC status or a member’s status when appropriate
   l) Attend most, if not all, CAC meetings and events. While CAC Advisor is not required to attend all meetings, they should meet with the club at least once every other month and the Executive Board bimonthly. Notes from these meetings should be placed in the club’s records
   m) Continue the voluntary association of being the CAC Advisor as long as both parties believe the relationship is productive and mutually satisfying
   n) Refrain from managing the CAC or completing the tasks assigned to the CAC. The management of the CAC is each member’s responsibility
   o) Maintains contact with the Office of Student Life
   p) Works with the Executive Board to achieve the goals of the CAC
   q) Meets with President, Vice President, and ICC Rep to discuss future ICC meetings
Article VI. Operations

Section 1. CAC Meetings
1) CAC shall meet at least once every month, beginning within two weeks of the start of the fall semester and continuing throughout the year at the same regularity so long as this CAC continues to remain registered with the Office of Student Life.
2) The President shall be responsible for requesting items to be placed on the agenda, developing the agenda of the meeting, and posting the agenda at least three (3) instructional days before the meeting is held.
3) The Secretary, or designee, shall be responsible for taking minutes and presenting them to the membership at the next scheduled meeting.
4) All meetings will occur at the time selected and will follow the procedure set forth below:
   a) Attendance
   b) Report by the President
   c) Unfinished Business from previous meeting(s)
   d) Committee reports
      i) Vice President
      ii) ICC Rep
      iii) Treasurer
      iv) Secretary
      v) Assistant Secretary
      vi) Advisor
   e) Vote on all committee motions and decisions
   f) Any other business put forward by the Active Members of the club
   g) General Member comments
   h) Dismissal by the President

Section 2. Quorum
The number of individuals required to hold a bona fide meeting shall be and the majority of The Executive Board and of active members (meaning one more than half of the registered membership).

Section 3. Parliamentary Procedures
1) The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

Section 4. Standing Committees
1) The President and or any two (2) members of the Executive Board shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization
2) The President shall appoint the chairpersons and members of all committees
   a) The Advisor may appoint members if they feel it is necessary
3) The organization shall have the following standing committees:
   a) Marketing Committee
   b) Fundraising Committee
4) The duties of each of Standing Committees are as follows:
   a) Marketing
      i) Design all posters, banners, and fliers related to the CAC
      ii) Submit designs to the Executive Board
      iii) Create any and all advertisements related to the CAC to be presented to the Executive Board
   b) Fundraising
      i) Organize and run all fundraising projects related to the CAC
Section 5. Executive Committee
1) The Executive Committee shall consist of the elected and appointed officers, with the CAC Advisor(s)
2) CAC Advisor(s) serve as non-voting member(s)
3) The Executive Committee shall meet every month in the academic year.
4) Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
5) When necessary, Executive Committee business can be conducted via email, online meetings, or phone meetings but all decisions and actions must be reflected within the next scheduled CAC meeting for verification.
6) The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
7) The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the Active Members by a majority vote.

Section 6. Voting
1) All official CAC decisions shall require a simple majority vote of the Active Members present at either a regular or called meeting provided a majority of the Active Members are present
2) The exceptions of voting quorum are of impeachment votes which require a three-fourths vote plurality, and amendments which require two-thirds plurality. Or if a decision is time sensitive and must be decided before the next official CAC meeting where a majority of Active Members are present

Section 7. Election of Officers
1) All officers shall be elected by a majority vote of eligible Active Members of CAC.
2) All elections will be held on an annual basis during the month of April.
3) The CAC Advisor will take nominations from the floor, the nomination process must be closed and the movement seconded.
4) General Members will not have nomination rights.
5) The nominated parties will be allowed to vote.
6) All voting shall be done by secret ballot to be collected and tabulated by the CAC Advisor and one voting member appointed by an outgoing officer.
7) The newly appointed officers will assume their office at the first meeting of the following semester.

Section 8. Removal of Officers
1) Any officer in violation of the CAC’s purpose or constitution may be removed from office by the following process:
   a) A written request by at least three active members of the organization
   b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
   c) Discussion by the membership in regular or called meeting where a majority of the active members are in attendance;
   d) Opportunity for the accused to testify and/or defend;
   e) Motion to impeach followed by a second; and
   f) Three-fourths voting plurality at said meeting in support of the impeachment.

Section 9. Filing Vacancies
1) In the case where an officer’s position becomes vacant, then replacement shall be according to the normal procedure:
   a) Vacancy placement on the next agenda
   b) Nomination from the floor and
   c) Confirmation of position by majority vote
Article VII. Finances

Section 1. Finance Code
1) CAC will finance the activities it engages in by the following means:
   a) Member contributions appropriate amount set or membership contract
      i) Contributions will NOT be compensated
   b) The CAC will contact the Office of Student Life before obligating funds (including initiating, purchasing or committing funds) and to adhere to the BC’s Procurement Process
   c) The CAC may NOT have a bank account outside the College
   d) Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
2) The President, Treasurer, and CAC Advisor agree to attend financial meetings as needed
3) CAC agrees to maintain a detailed budget and understand that the members are liable for overdrafts. If there are insufficient funds to cover bills accrued on the organization’s behalf, the Treasurer, and committee responsible at the time of incurring these costs agree to pay such expenses.
4) The members of the CAC agree to contact the Office of Student Life to develop fundraising strategies that comply with the College and Foundation conditions and procedures prior to soliciting or receiving.

Section 2. Annual Budget
1) The President, CAC Advisor, and/or Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year
2) Any unbudgeted expenditures shall be approved in advance by the Active Members
3) When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [$100], but must be placed on the agenda for the next scheduled meeting for verification.

Article VIII. Amendments

Section 1. Amendments to the Constitution
1) This CAC constitution is binding to all members of the CAC. But the constitution is not binding unto itself.
2) Amendments to the constitution may be proposed in writing by any voting member at any meeting at which two-thirds (2/3) of the voting members is present.
3) These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
4) Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of Active Members.
5) Amendments shall come from the floor at any regular or called meeting, provided a majority of the membership is in attendance.
6) Amendments require:
   a) Motion
   b) Second
   c) Discussion
   d) Two-thirds voting plurality

Article IX. Registration Renewal

Section 1. Annual Registration Renewal
1) CAC will update with the Office of Student Life within two (2) weeks after new officer are elected
2) CAC’s active registered status commences when the CAC has completed the requirements for registration with the Office of Student Life
3) CAC’s registered status continues until Labor Day of the each academic year where then the CAC must resubmit a renewal form with the Office of Student Life
   a) The current President must submit the renewal form
Article X.  By-Laws

Clause 1.  The CAC may construct By-Laws when the President or any two members of the Executive Board present them to the voting members at an official CAC meeting.

Section 1.  By-Laws and Policies

- Ad Hoc Committees of the CAC may be established by a member of the Executive Board for a single purpose, or up to a 1-year commitment. Such committees will be eliminated from the By-Laws once abolished or defunct.
- Policies pertaining to the time, or location of organizational meetings may be adopted by the Executive Board without being voted on by Active Members.
- Additional board members or additional Executive positions may be established by the Executive Board.
- Structures/purposes of committees may be established by the Executive Board.