The Constitution of BC Communication Club
Bakersfield College

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II. Preamble

We, the members of BC Communication Club do hereby establish this Constitution in order that our mission and purpose is realized to its fullest extent.

III. Name

1. Name

What is the exact title to be used in addressing this organization?
The name of the organization will be BC Communication Club and will heretofore be referred to as BCCC.

IV. Purpose

1. Mission Statement

The Mission of the BCCC is to encourage students to network with other Communication majors and faculty, explore career opportunities in the Communication field, and participate in events that provide real-life speaking opportunities, leadership building, and effective communication skills during their two years at Bakersfield College.

2. Purpose

BCCC was established for the expressed purpose of developing leadership skills as well as foster interest in the Communication discipline and encourage networking among peers as well as faculty members. This organization is an entity that is initiated and directed by a group of current BC students who share a common vision in promoting an extra-curricular or co-curricular mission that enriches campus or community life and personal development.

3. Authority

1. BCCC will registered with the Office of Student Life in accordance with policies and procedures set forth to be a registered student organization at Bakersfield College within the Bakersfield College’s Office of Student Life. BCCC 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.

V. Membership

1. General Membership

1. BCCC accepts all members of the Bakersfield College community.
2. Membership in the organization shall be open to all those regularly-enrolled at Bakersfield College 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 strongly encouraged to attend StudOrg meetings and events.
4. There shall be no required dues for any the general membership of the StudOrg as the revenues are provided through fundraising and donations.

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 who signs the membership agreement form will be considered an Active Member of the StudOrg.
3. BCCC leadership positions and voting privileges shall be restricted to only Active Members.
3. Non-Discrimination Clause
BC Communication Club 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.

4. Anti-Bullying and Harassment Statement
BCCC 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 StudOrg. 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 StudOrg is a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin.

VI. Officers

1. Executive Board
1. The BCCC Club Executive Board is comprised of:
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. ICC Rep
2. The BCCC Executive Board is responsible for providing all aspects of leadership for the student organization and is responsible for their own actions as well as the actions of all student organization and members.
3. Be a BC Student and Active Member of the BCCC.

2. President
1. The President is the primary student contact for the BCCC and the “external spokesperson” of the group who regularly interacts with other student organizations and College officials. The President is the liaison between the student organization 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 BCCC in pursuit of its goals and objectives
   b. Voting in cases where there is a tie
   c. Chairing all StudOrg meetings
   d. Overseeing the process of student organization event planning
   e. Maintaining a current list of members of the StudOrg officers, advisor and members
   f. Submitting all required paperwork for StudOrg renewal
   g. Holding a minimum of two meetings for the general membership per semester
   h. Representing the StudOrg at official functions
   i. Maintains contact with the StudOrg advisor and the Office of Student Life

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 student organization communication and events.
2. The responsibilities of the Vice President include but are not limited to:
a. Chairing StudOrg meetings in the absence of the President
b. Assisting the President with the oversight of the StudOrg 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 StudOrg activities
f. Coordinating organizational recruitment efforts
g. Maintains contact with the StudOrg advisor and the Office of Student Life

4. Treasurer
1. The Treasurer (chief financial officer) manages the financial matters of the BCCC. The treasurer should keep the officers and members informed about the student organization’s financial activities.
2. The responsibilities of the Treasurer include but are not limited to:
   a. Preparing the annual StudOrg budget
   b. Monitoring the StudOrg’s budget
   c. Tending to the status of all purchase requests
d. Collecting funds and depositing to the StudOrg’s Club Account
e. Paying bills in a timely manner
f. Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
g. Preparing monthly financial reports and documents to keep the StudOrg’s membership informed about the StudOrg’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 StudOrg fundraising activities
k. Maintains contact with the StudOrg advisor and the Office of Student Life

5. Secretary
1. The Secretary keeps the StudOrg 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 the BCCC.
2. The responsibilities of the Secretary include but are not limited to:
   a. Taking minutes at every StudOrg meeting
   b. Keep an accurate record of all proceedings of the StudOrg meetings
c. Maintaining the StudOrg history for the academic year
d. Assisting with StudOrg projects where needed
e. Maintain and update membership roster for the StudOrg
f. Be responsible for notifying all active members of all meetings
g. Provide copies of the minutes of the previous meetings to all members present at each meeting
h. Maintains contact with the StudOrg advisor and the Office of Student Life

6. Inter-Council Council Representative
1. The Inter-Council Council Representative (ICC Rep) is the main point of contact for the StudOrg and BCSGA by attending bi-monthly meeting.
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 StudOrg
c. Maintains contact with the StudOrg advisor and the Office of Student Life
d. Maintaining StudOrg overall communication, which may include emails and social media

VII. Operations
1. **StudOrg Meetings**
   1. BCCC shall meet at least twice a semester, beginning within two weeks of the start of the fall semester and continuing throughout the year at the same regularity so long as this StudOrg continues to remain registered with the Office of Student Life.
   2. The President, or designee, 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. Committee reports
      d. Vote on all committee motions and decisions
      e. Any other business put forward by the members of the club
      f. Dismissal by the President

2. **Quorum**
   1. The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members (meaning one more than half of the registered membership).

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 bylaws and any special rules of order the organization may adopt.

4. **Standing Committees**
   1. The President 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.

5. **Executive Committee**
   1. The Executive Committee shall consist of the elected and appointed officers, with the StudOrg Advisor(s)
   2. StudOrg Advisor(s) serve as non-voting member(s)
   3. The Executive Committee shall meet once a month
   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 or via online meetings, but all decisions and actions must be reflected within the next scheduled StudOrg 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.

6. **Voting**
   1. All official StudOrg decisions shall require a simple majority vote of the membership 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.
7. **Election of Officers**
1. All officers shall be elected by a majority vote of eligible Active Members of BCCC.
2. All elections will be held on an annual basis during the month of April.
3. The StudOrg Advisor will take nominations from the floor, the nomination process must be closed and the movement seconded.
4. The nominated parties will be allowed to vote.
5. All voting shall be done by secret ballot to be collected and tabulated by the StudOrg Advisor and one voting member appointed by an outgoing officer.
6. No officer may serve more than two consecutive terms.

8. **Removal of Officers**
1. Any officer in violation of the StudOrg’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.

9. **Filling 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

**VIII. Finances**

10. **Finance Code**
1. BCCC will finance the activities it engages in by the following means:
   a. The StudOrg 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
   b. The StudOrg may NOT have a bank account outside the College
   c. Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
2. The President, Treasurer, and StudOrg Advisor agree to attend financial meetings as needed
3. StudOrg 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 officers and StudOrg Advisor responsible at the time of incurring these costs agree to pay such expenses.
4. The members of the StudOrg 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.

11. **Annual Budget**
1. The President, StudOrg 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 [$20.00], but must be placed on the agenda for the next scheduled meeting for verification.

IX. Amendments

1. Amendments to the Constitution
1. This StudOrg constitution is binding to all members of the BCCC. 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