

# **Multicultural Club**

## **Last Revised, March 2015**

### **Article 1 - Name**

*Name:* The name of this club will be named and herein known as Multicultural Club.

*Purpose:* The purpose of this club is to be a safe, hate-free space for ALL students. It will function as a support group where students can connect with their own communities while learning from other communities, and will do so by providing educational programs for the campus. It is an organization dedicated to respectful learning, community building, the appreciation of diversity and culture competency.

*Affiliations:* Multicultural Club is affiliated with the Office of Student Affairs.

### **Article II - Membership**

*Membership Requirements:* Multicultural Club is open for any student at Bay State College to join as they please.

*Criteria for Voting Membership:* Members who have attended 3 consecutive meetings earn voting privileges.

### **Article III - Officers**

The *President* is responsible for:

- a) Running all club meetings
- b) Acting as the direct representative for Multicultural Club
- c) Present the budget and program of activities to SGA
- d) Being a liaison between club members and Bay State Staff/Faculty
- e) Making sure all clubs paperwork is up-to-date and turned into SGA
- f) Attending SGA meetings to give updates on the club

*Vice President* is responsible for:

- a) Assisting the president with tasks
- b) Running meetings if the president is absent
- c) Recording meeting minutes and emailing them to members within 36 hours of meeting
- d) Keeping a database of all club meetings
- e) Sending out any/all club emails and messages

*Treasurer* is responsible for:

- a) Attending all club meetings
- b) Keeping a detailed recording of all club expenditures and ensures the budget is only used for items it has been allocated for
- c) Maintaining all recipes, invoices, and other records needed to prove how the club budget has been spent
- d) Preparing budget request for president to present to SGA

*Event Coordinator* is responsible for:

- a) Overseeing all events that Multicultural Club puts on
- b) Managing and supervising all events sub committee that may exist
- c) Helping event committees get the required material they need for their event (this includes but is not limited to; helping with funding request, set up and tear down, room reservations and promotional materials)
- d) Acting as a liaison between the club and event committees
- e) Promotion materials for events

#### **Article IV - Election and Removal of Officers**

*Elections:* Primary elections will be held in the fall of each year.

*Elections Process:* All officers will be elected by an anonymous vote of all club members and current executive board. Elections will be held yearly at the beginning of the fall semester.

*Removal of Officer(s):*

- a. Because of the nature and mission of this club, there will be zero tolerance against any officer perpetrating any form of hate speech, the officer will be asked to step down immediately from their position. Said officer is allowed to remain in the club as a member, and free to reapply at the following election. The remaining board members are to decide if they need to elect officers or wait till the next election.
- b. Officers failing to do their duties
- c. Missing 3 or more club meetings without giving prior notice
- d. Majority vote by the executive board to remove said person from office

#### **Article V - Meetings**

Club meetings will take place once a week, at a time and place determined by current elected officers.

Special meetings can be scheduled as needed in the case such as upcoming events.

## **Article VI - Funds & Contracts**

There will be no membership dues. Funds will be requested through SGA and allocated only to the activities/items that they were requested for.