CONSTITUTION
Atypical’s Alliance: A social club for older students

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OVERVIEW

This document is the proposed constitution for the new club, Atypical’s Alliance. It shall be amended as required and ratified during the club’s first meeting. It sets forth the conditions according to which the club shall be governed.

ARTICLE I – NAME

The name of this club shall be “Atypical’s Alliance: A social club for older students”

ARTICLE II – PURPOSE

The purpose of Atypical’s Alliance is to provide periodical organized meeting places and times for older Berklee students to meet, and to socialize, network, share experiences and otherwise support each other.

ARTICLE III – MEMBERSHIP

Membership shall consist of any person who wishes to join and is also:

- A registered Berklee student
- A Berklee faculty member
- A Berklee staff member
- A Berklee Alumnae/Alumni

Voting membership is restricted to members who are currently enrolled in classes at Berklee.
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ARTICLE IV - OFFICERS

Officers of this club shall be elected as described in ARTICLE V - ELECTIONS, and their duties shall be as follows:

• President
  o Organizes and runs club meetings
  o Serves as liaison between the club and the Student Activities Office (SAC)
  o Represents the club at campus meetings
  o Keeps the club advisor informed about club activities
  o Has the authority to create committees to carry out the club’s goal
  o Appoints a new officer to replace a resigning officer, as necessary

• Vice President
  o Runs meetings when the President is unable to do so
  o Takes over responsibilities of the President if s/he is unable to fulfill them
  o Assists the President as necessary
  o Is in charge of the club’s public relations
  o Assumes the responsibilities of the President if s/he resigns

• Secretary
  o Maintains and updates a list of all club members, including names, addresses and contact information
  o Takes, types and posts minutes
  o Handles all correspondence
  o Keeps club members informed about all club projects and activities in a timely fashion
  o Is the custodian of all club records including minutes, proceedings and activities

• Treasurer
  o Is responsible for all club finances
  o Formulates and implements income generation strategies
  o Prepares and submits funding allocations to be submitted as delineated in the document, “Policies and Procedures Governing Student Organizations”
  o Prepares and submits the club’s financial statement by the end of each semester
ARTICLE V – ELECTIONS

An Election Committee will be appointed by the President four (4) weeks prior to elections. Club officers will be elected by club members as follows:

- Nominations will be submitted to the Election Committee until election day. Nominees must:
  - Be voting members of the club
  - Have attended at least three (3) club meetings
  - Must have a minimum cumulative GPA of 2.00 during his/her term of office

- An election will be held once per year, either:
  - During the last scheduled meeting in April (term of office shall be May 1st to April 30th of the following year), or
  - During the second scheduled meeting of the Fall semester (term of office shall be October 1st to September 30th of the following year).

**NOTE:** Additional elections may be held as necessary at the discretion of the President or by majority vote. Officers elected in an additional election shall serve until the end of the current term.

- Membership will be advised of elections at least two (2) weeks in advance of the election date.
- An updated list of nominees will be provided to club members by the Election Committee during the week prior to elections via email, a website or other agreed upon method.

ARTICLE VI – CEASATION OF DUTIES

An elected officer may resign at his or her discretion at any time, but is requested to provide the president with ample advance notice.

In the case of resignation, or if an elected officer is unable to perform the duties of the office to which s/he has been elected:

- The President shall appoint a replacement who will serve until the end of the current term, or
- An emergency election will be held as set forth in ARTICLE V – ELECTIONS
- If the President resigns or becomes unable to perform his/her duties, the Vice President will take over the President’s duties.
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ARTICLE VII – MEETINGS

Meetings shall occur as follows:
- Will take place at least once a month during the Fall and Spring semesters.
- The Secretary shall notify all membership of all meetings in a timely fashion including date, time and location
- Can be conducted online if necessary due to inclement weather or other unforeseeable event
- When conducting business at a meeting,
  - A quorum shall consist of 2/3 of voting membership
  - Votes may be cast via phone (if conferenced in to the meeting), online via polls, or by other pre-approved method as long as the voting member has knowledge of the business being conducted and at the discretion of the president.

ARTICLE VIII – FINANCES

The Treasurer shall request funding or generate funds as needed as outlined in the document, “Policy and Procedures Governing Student Organizations at Berklee.”

ARTICLE IX – AMENDMENTS

Passage of amendments to this constitution will be accepted as follows:
- Only if there has been previous notice of such amendments
- Only if a quorum is present as described in ARTICLE VII - MEETINGS
- Passage of amendments is by a majority vote (2/3 of quorum)

ARTICLE X – RATIFICATION

The constitution shall be ratified with a quorum present as described in ARTICLE VII – MEETINGS, and by a majority vote of 2/3 of the quorum.