Baking and Pastry Arts Club

Official Constitution

As adopted for the 2016-2017 academic year and all years hence forth, until official club termination or amendment addition.

Article One: Official Club Name

Official club name is Baking and Pastry Arts club

Article Two: Purpose

The official purpose of our club is to provide out of class fun learning for Baking and Pastry Arts and Baking and Service Management majors, and allow students to become more involved in our Paul Smith’s College community, while bringing a new perspective to it.

Article Three: Membership

1. Members: Any student of the Baking, Culinary, or Hospitality majors can be accepted in to the Baking and Pastry Arts club. Also, any student that can obtain a chef’s uniform for club events may be accepted.
2. Full Membership: In order to be considered a full club member one must attended all club meetings or send an email to a club adviser with a specific reason. If a member misses more than three meetings without notifying the executive board, they are no longer considered a member, and can no longer participate in club events until they attended three consecutive meetings for reinstatement or a unanimous vote of the club executive board for immediate reinstatement. Professionalism is essential at all formal and in formal events.
3. Full Membership Privileges:

Members have the right to vote in our organization on any open vote such as; events, fundraisers, officer instatement and impeachment. They have the right to bring ideas to the floor without prejudice from fellow club members. They also have the privilege to take any problems and concerns to the board or board members publicly or privately. Our club has an open door policy.

Should a member be found negatively effecting another member, or any action deemed inappropriate by any member of the club, disciplinary action will be taken by an anonymous vote by the board. If necessary, a private meeting will be held with the accused member. Should the vote come to a tie the advisor has the right to cast a vote during the revote. Also the advisor will help in the choice of action to best benefit the entire club and the accused.

Article Four: Meetings

Meetings are held in times that would best suit all members of the club and advisor to the best of our abilities. Should a member not be able to attend, refer back to article three. During the meetings we will be holding votes on all events, fundraisers, all club activities, and any other open vote. We will talk about the results, comments, and concerns about activities, and brainstorm new ones.

Article Five: Executive Board

President:

-Monitors all functions for compliance to all PSC and SGA policy.

-over sees all officers and makes sure their duties are being fulfilled if not, calling a vote for a new officer

-Should a member of the board be taken out of office or not yet elected he or she will take on the responsibility until a board member is elected or volunteers and is approved by the board. In the event of a temporary inability to fulfill duties, the president takes on the responsibility until a vote is needed.

-Responsible for follow up on all funding and spending

-Chair Meetings

-Meets with the advisor(s) to keep them informed and involved

-Handles inter-organization disciplinary actions as seen fit as they a rise

-Over sees all elections without interfering

-Represents the best interest of the club at all times

Vise-President:

-Takes on all responsibilities in the absences, removal, or resignation of the President

-Assists president with duties

-In charge of all advertising or promotions

Secretary:

-Records what is discussed during meetings and takes attendance

-Checks the mailbox at least once a week and shares it with the appropriate members of the board

-Assists the Vise-President with all advertising and promotions

Treasurer:

-Works with the executive board in developing fund requests to be submitted

-Keeps accurate records of all receipts and disbursements

-Works with the SGA treasurer to keep precise account information

-Presents fiscal reports

Advisor:

-Attends meetings and events

-Assists in organization goals and interoperations of college policies

-Intervenes in internal conflicts among members

-Offers ideas and feed back

-Assists in the transition of new officers

-Meets with club officers to remain up to date on club happenings

-Makes sure members are following the constitution and meeting expectations

-Assists the Treasurer with the club budget

-Required to sign all monetary forms, van requests, and event forms, prior to official submission

Article 7: Elections

All elections are open to full members, anonymous, and are done at the end of each academic year two meetings before the end of the year to help with training of the new officers for easier transition unless otherwise needed. Officers are nominated representing through a campaign for all offices and them a vote is taken or a volunteer in chosen should the event of no nominee is found. Should an officer resign the president shall take on the responsibility until another candidate is found or a volunteer is voted in.

Articles 8: Committees/ Divisions

Advertising committee:

The advertising committee is headed by the vise-president and the secretary and is in charge of all advertising. All advertising must be done under SGA guidelines and approved by the president.

The events committee is in charge of doing research for events communicating with the treasurer and the president on all the details then bring them to the table. Also they also help do research on any event brought to the table by any member of the club.

Article 9: Affiliations

Article 10: Advisor selection process

An advisor will be selected by the board. Must be a baking professor able and willing to participate in club events, and help advise the club with any situation that may arise. Advisors are only re-chosen if our current advisor decides for any reason they are no longer able to help for any reason.