

Constitution of the Associated Students of Brookdale Community College

Preamble

The students of Brookdale Community College, with the approval of the presidents of the college, hereby establish the Associated Students of Brookdale Community College. The rights, privileges and responsibilities of the students set forth are recognized as such by the college in its entirety.

All enrolled students at Brookdale community College shall be members of this organization and shall have the right, privileges and responsibilities set forth in this constitution.

Article I

Name

Section 1.

The elected leadership of the Associated Students Of Brookdale Community College shall be called the Student Life Board, hereinafter referred to as the ASBCC and SLB respectively. The SLB shall represent the ASBCC according to the guidelines stated in the subsequent articles.

Article II

Student Life Board

Section 1.

Membership of Students Life Board shall be gained by any ASBCC student who seeks fifty signatures by the student body. If one is on the executive board these signatures have to be in by May first.

Section 2.

The President, Vice President, and Treasurer for the fall term should be chosen before the completion of the spring semester. Within the first week after the fall term, the SLB shall hold an organizational meeting for electing a Secretary and Parliamentarian.

Section 3.

The advisors to the SLB shall be the coordinator/s of Student Life and Activities. The advisor/s shall have no vote. The advisor/s and President can call special meetings of the full SLB.

Section 4.

The SLB shall have the following powers and responsibilities:

- a. To make rules for the SLB.
- b. To approve requests of the student body from the college administration and other agencies.
- c. To promote and encourage students participation in SLB activities.
- d. To establish meeting times.
- e. To speak for the ASBCC to the public, administration, institutes, and organizations.
- f. To establish a finance committee, which will operate within the guidelines set forth in article IX.
- g. To recognize and administer student run clubs and organization, to which it has the right to fund and govern.

Article III
SLB Administration

Section 1.

All general SLB meetings shall be open to the entire student body. Students will be given an opportunity to speak during the open discussion portion, as set in the meeting's agenda.

Section 2.

A quorum must be present to conduct official business. The presence of half of the official members shall constitute a quorum.

Section 3.

The SLB shall establish committees to administer their various activities as they deem appropriate. Names of committee chairpersons will be submitted to the SLB for approval.

Section 4.

Should the President be absent from a meeting, the Vice President shall conduct the meeting.

Section 5.

The Board may reassign functions among its members by a simple majority.

Section 6.

The Board may provide penalties including expulsion for any member of the Board who commits a violation of the Student Conduct code of BCC. Furthermore, any regularly absent Board member (missing three (3) consecutive board meetings) will be subject to disciplinary action by the Board. Following the violation, the member in question will be given a written warning and be allowed time at the next meeting to defend him/herself. If deemed necessary, a motion for expulsion will be moved. This would be by two-thirds vote of those voting at that meeting.

Article IV
President - SLB

Section 1.

The President shall preside at all meeting of the SLB. He/She is to work with other board members to best benefit the student body at Brookdale Community College. He/She shall designate responsibilities to those involved with the Board.

Section 2.

The president shall be responsible for supervising the Board's elections.

Section 3.

Working in conjunction with the Board members, the President shall recommend the approval of any awards and the class gift to the college.

Section 4.

The President shall appoint special committees with the approval of the SLB.

Section 5.

The President shall perform all other duties pertaining to his/her office and represent the association in all matters concerning the Board.

Section 6.

It shall be the duty of the President to appoint students to college committees.

Section 7.

The President will only vote in the case of a tie.

Section 8.

The President will make two college reports to the college governance forum – 1 in the fall and 1 in the spring- this report will also be forwarded to college administrators through Student Life and Activities.

Article V Vice President

Section 1.

Fulfill specified duties of the President in his/her absence.

Section 2.

Oversee internal organization functions, committees, chairpersons, etc.

Section 3.

Perform such other duties as the President may delegate to him/her or those developing upon his/her office.

Section 4.

Draft the Social Contract to be signed by the Board with the aid of the President.

Section 5.

The Vice president is a voting member.

Section 6.

The Vice President shall also oversee all programming duties, ensuring all timelines set by SLB are met.

Article VI Secretary

Section 1.

Working with other executive board members the secretary will create meeting agendas.

Section 2.

The secretary shall record and distribute the minutes of SLB meetings.

Section 3.

The secretary shall keep an accurate file of all activities, reports, papers, and documents associated with the Board.

Section 4.

All general correspondence affiliated with the SLB shall be handled by the secretary, who in turn shall report information to the Board.

Section 5.

It shall be the secretary's responsibility to see that the time and place of all Board meetings are announced as well as posting the minutes of the SLB meeting on-line.

Section 6.

It shall be the secretary's duty to take attendance to all of the SLB meetings.

Section 7.

The secretary is a voting member.

Section 8.

The secretary shall also oversee all marketing duties for SLB recruitment and activities.

Article VII Parliamentarian

Section 1.

The parliamentarian is responsible for overseeing order in the meetings.

Section 2.

The parliamentarian is responsible for resolving all disputes as it pertains to conduct of the meeting.

Section 3.

The parliamentarian will act as liaison between SLB and all other student clubs and organizations on campus.

Section 4.

The parliamentarian will review all club and organization constitutions and keep record of the changes.

Article VIII Treasurer

Section 1.

A finance committee will be established to determine and approve the distribution of all funds from the general service fee.

- In establishing a finance committee the treasurer will-
 - a. Chair the finance committee meetings.
 - b. Maintain records of all monies collected and disbursed.
 - c. Oversee budget preparation and supervision.
 - d. Oversee accounting and billing along with the Student Life & Activities administrative assistant.
 - e. Act as a liaison with the college business office.
 - f. Forward all approved program proposals to the office of Student Life & Activities

Section 3.

The finance committee will consist of:

- a. At least three (3) elected SLB officers all having one vote and the SLB president who shall vote only in case of a tie.
- b. The director of Student Life and Activities or his/her designee, who has no vote.
- c. The treasurer, who has no vote.
- d. The accountant, who chairs the finance meetings in the absence of the treasurer, and has no vote.

- e. Other non-voting members appointed by the Board.

Section 4.

A quorum of three (3) voting members must be present to conduct any business of the finance committee. The SLB secretary shall cast the tie-breaking vote if the SLB president is not present.

Section 5.

The finance committee shall establish regulations for the preparation, establishment, and the expenditure of the annual budget, with the treasurer acting as a consultant.

Section 6.

The Budget for the use of the student activities fee for the following year shall be approved and transmitted to the Board's advisor no later than the end of the spring term.

Article IX
Elections and Vacancies

Section 1.

The election process will start with interviews given by our advisors and retiring president.

Section 2.

President, Vice President, and Treasurer will run at the end of spring semester if the application is approved. All persons approved will make a speech and elections will be the third meeting of the fall semester.

Section 3.

Vacancies created by persons not returning to college in the fall and spring terms of vacancies created by resignations or dismissal shall be filled by appointment by the SLB.

Section 4.

Vacancies will be publicized by means of campus communications. Any students interested may submit his/her name for consideration by the SLB.

Section 5.

Individuals filling vacancies will take office immediately following their appointments by the SLB.

Section 6.

No elected member shall continue to serve in any capacity if he/she does not enroll in the subsequent long term at Brookdale Community College.

Section 7.

To be eligible to run for the SLB, a student must be in good academic standing.

Section 8.

To hold an Executive position on the SLB, a student must carry a minimum of six (6) credits in both the fall and spring terms and a student must be in good academic standing.*

**To be in good academic standing a student must not be on academic limitation, probation and maintain a 2.5 GPA.*

Article X
Amendments

Section 1.

This constitution may be amended by

- A. A two-thirds majority vote of the Student Life Board.
- and
- B. Approval of said amendment(s) by two thirds of the existing recognized clubs and organizations.

Article XI
By-Laws

Section 1.

The SLB shall write by-laws consistent with these articles, which shall be approved at a regular meeting of the Board by a majority vote of those present.

Committees

Standing Committees

- Are committees that operate from year to year and include the Finance Committee and S.C.A.B. the Student Club Advisory Board.

Ad Hoc Committees

- Are committees that operates as the needs arises and are created at the request of the SLB executive board.

Membership

Section 1.

For committees will be appointed and approved by majority vote of SLB.

Section 2.

All members must file a completed 50 signatures and student I.D. sheet for each school year to retain membership and voting privileges.

Club Approvals

Section 1.

All persons wishing to file an application for a new club must do so by the assigned date of each semester. If not done by then they must wait until the following semester.

Section 2.

All new clubs will be on a probation period until the new budget is comes out. In this time they will be closely watched and may be revoked if they are not living up to proposed constitution.

Section 3

S.C.A.B. - Student Club Advisory Board will be the SLB committee that reviews clubs at the end of their probationary year to confirm that they are living up to their proposed constitution.

- Rosters (with e-mail and numbers) to be submitted and checked within the first month of each semester.

All Members

Office hours

- All members are required to perform a designated office hour once a week.
- All executive board members are required three (3) designated office hours a week.
- Office hours are separate from times spent in the office for meetings and are designed to staff the office so students may address concerns to the board

Speak Outs

- Speak outs shall be held twice a semester.
- Every Member is required to attend at least two (2) a year.

Merit System

- Will be in effect to recognize members who are participating in events. Lost/gain of points will be appointed by the executive board.

Article XII Amendments

Amendment I-Extended powers of Parliamentarian

Section 1.

The Parliamentarian will serve as a prosecutor during impeachment trials.

Section 2.

The Parliamentarian will advise students on the Student Conduct Code.

Section 3

Will serves as chairperson of the Judicial Review Committee.

Amendment II-Judicial Review Committee

Section 1.

The committee will consist of executive and general board members that will advise students on Student Conduct Code hearings.

Section 2.

During impeachments the general board members of the committee will review the accusations and a majority will vote whether or not there is enough grounding for charges.

Amendment III-Process for Impeachment

Section 1.

Executive or general board members may bring up accusations of impeachment against a member.

Section 2.

The Judicial Review Committee reviews the accusations, if found to have grounding, the Parliamentarian will charge the board member at the next meeting.

Section 3.

At the meeting the charges are brought, a date must be set for a trial. The member being impeached retains their voting privileges until the outcome of the trial.

Section 4.

During the trial, executive and board members will act as the jury. A guilty decision will be decided by a 2/3 majority of the jury.

Section 5.

If an executive board member is impeached, they may continue as a general member.

Section 6.

The President shall act as judge in all cases unless they're being impeached, in which case the Vice President shall reside. If the Parliamentarian is being impeached, the Vice President will fill the role of Prosecutor and be temporary head of the Judicial Review Committee.

Section 7.

If a general member is impeached they will be removed from the Board and will not be able to rejoin for a 6 month period from their removal.

Amendment IV-Voting Powers for the President

Section 1

The President shall have full voting powers as a member of a committee, except in the Financial Committee, where they will continue to retain only a tie breaking vote.

Amendment V-Subject for Impeachment

Section 1.

After 3 unexcused absences, determined by the discretion of the Secretary with the input of the Executive Board.

Section 2.

Acts with interests that conflict with interests of the Board.

Section 3.

Not holding responsibilities of office.

Section 4.

Abuse of authority.

Section 5

Violation of the Brookdale Community College Student Conduct Code