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Constitution

Article I

Name

W.E.S.T. (Women in Engineering, Science, and Technology)

Article II

Purpose

The purpose of W.E.S.T. is to support and encourage women taking math, engineering, science and technology courses by organizing peer study groups, providing mentoring of women students by appropriate faculty, and providing opportunities to get information on careers, scholarships, grants, etc. and provide such members with incredible networking devices for future experiences.

Article III

Membership

Full membership in this organization shall only be available to students, faculty, and staff of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic, or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity. Active membership is defined as being present at two out of four meetings per month. The status of one's membership is only used for official purposes and will not change any privileges of the membership.

Article IV

Executive Committee

Section 1

The Executive Committee is made up of the President, Vice President, Secretary, and Treasurer. Students who serve in these leadership positions must be **currently enrolled for a minimum of six college credits (active-not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).**

Section 2

Elections are held once a year. The general active membership elects the members of the executive committee. Majority wins with the active membership present. **Nominations are made at the meeting prior to the elections, with notification of those nominations being sent to all members prior to the election meeting.** Nomination may be re-opened by majority vote.

Section 3

The President presides over meetings, acts as the spokesperson for the organization, calls meetings, and acts as the overall official for the organization, in addition to the requirements that the organization might have. The Vice President heads special committees and acts in the place of the President in her absence. The Secretary keeps the

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records of the meetings and formal business, as well as writes letters for the organization. The treasurer keeps the financial records of the organization, keeps the officers' roster up to date, and prepares the budget. Only active members of the club (who meet eligibility requirements as set forth in Article IV, section 1) are permitted to be an officer of an organization.

**Section 4** In the case of the vacancy in the office of President, the Vice President assumes her duties. In the case of a vacancy in the office of Secretary or Treasurer, these offices are to be combined. In any case, the organization will ensure that there are at least two officers at any given time.

**Article V**

**Meetings**

W.E.S.T. meetings are to occur weekly, unless otherwise stipulated. All meetings will be made aware of by all members and are open to all members. Thus, there should be at least four meetings per month whereas three out of the four will be comprised of student attendance, and one out of the four will be attended by advisors, although, both members and advisors are welcome to any meeting, regardless of the purpose.

**Article VI**

**Quorum**

The size of the quorum for all regular meetings is five members, not including any advisors present. This, however, may include faculty members that are not advisors of the organization. The quorum for an organization is that number of the active members required being present at a meeting in order to transact formal business. Such formal business includes the election of new officers or the decision to expend the funds of the organization. The quorum for an organization is usually the majority of the active membership.

**Article VII**

**Parliamentary Procedure**

Question of parliamentary procedure shall be decided by the organization and/or forms laid down in *Robert's Rules of Order*, latest edition.

**Article VIII**

**Finances**

All monies of the organization shall be kept in a special account assigned by the Associated Students of Brookdale Community College and the Office of Student Life & Activities. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCC Treasurer and updated as needed.

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**Article IX****Advisor**

The advisor shall be a regular employee of the College. The duties of the faculty/staff advisor will be as defined in The Role of the Brookdale Club & Organization Advisor. The faculty advisor may participate in all activities of the organization. The Office of Student Life and Activities will appoint an advisor each April. Appointments begin July 1, and conclude June 30, of the following year.

**Article X****Rules**

This organization shall abide by all applicable rules and regulation of the college and under the privileges as granted by the Associated Students Brookdale Community College. The rules and regulations are found in such documents as the Brookdale Community College Catalog, the Student Handbook, as well as the general regulation of the College as provided by the Board of Trustees, by the State of New Jersey, and the Federal Government.

**Article XI****Amendments**

This constitution may be amended by a two-thirds vote of the membership, provided the amendment was submitted in writing at a previous regular meeting, and notice of the proposed amendment was given to all members at least one week before the meeting on the constitutional amendment. Before becoming effective, all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.