

GUIDELINES TO WRITING CONSTITUTIONS

Organization constitutions should contain the following clauses and provisions (underlined items must be read verbatim in the organization's final documents):

Article I State the name of the organization

Article II State the purpose and aims of the group. All these must be consistent with College and ASBCC regulations.

Article III Membership:

Full membership in this organization shall only be available to students 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. Brookdale Community College cannot aid any agency or organization which discriminates on the basis of any of the above. Non-students may be guests of organizations, but have none of the rights and responsibilities of membership. An organization must keep accurate official rosters that are submitted, when requested, to the Office of Student Life. The provision for initiation fees and/or dues is helpful to the organization in identifying those members who are active members.

Article IV Executive Board:

Section 1 - Should state the make-up of the Executive Board. There are a variety of configurations for an Executive Board. The usual organization is a 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 - State the method of selection of members and their term. Elections must be held once a year. The general active membership elects the members of the Executive Board. Nominations should be made at the meeting prior to the election, 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 - Should delineate the duties, authority and responsibilities of each officer. Under the usual form of government, 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 other requirements which the organization might have. The Vice President usually heads special committees and acts in place of the President in their absence. The Secretary keeps the 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 members of the club (who meet the eligibility requirements as set

forth in Article IV, Section 1, are permitted to be an officer of the organization.

Section 4 - Should provide for filling of vacancies of executive officers. Generally in the case of a vacancy in the office of secretary or treasurer, these offices are usually combined. The organization should ensure that there are at least two officers at any given time.

Article V Should stipulate the frequency of meetings. Organizations must meet at least once a month during the Fall and Spring terms. This section should also provide for special meetings.

Article VI Should state the size of the quorum for all regular meetings. The quorum for an organization is that number of the active members required to be 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 Questions of parliamentary procedure shall be decided by the organization and/or forms laid down in *Robert's Rules of Order*, latest edition.

Article VIII All monies of the organization shall be kept in a special account assigned by the ASBCC 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.

Article IX The advisor should 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 advisor may participate in all activities of the organization. Advisor's roles begin July 1, and conclude June 30, of the following year.

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

The following should be added verbatim **only** if the group is an affiliate, chapter, or college student chapter of a state, national/international organization: if a rule of directive from the parent organization is in conflict with the ASBCC rules, guidelines, or policies, then the ASBCC rules, guidelines, or policies takes precedent unless the ASBCC and Office of Student Life & Activities makes an exception. If a rule or directive is in conflict with Brookdale Community College regulations or policies, then the BCC regulations or policies take precedent.

Article XI Amendments:

The usual amendment procedure is stated as follows: "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 & Activities,
following procedure for recognition.