

Brookdale Community College

Computer Science Club

Constitution

Drafted on 3/15/18

Article I: This organization shall be titled the “Brookdale Community College Computer Science Club”.

Article II: Purpose

Section 1: To help students understand up-to-date computer technology. Review current hardware and software products. Explore different areas of interest. Create a social environment where students with various technology experiences come together and share information with one another. Provide technology resources for less fortunate individuals in the form of charitable giving and volunteerism.

Section 2: Our goals that we intend to reach are:

1. Associate ourselves with other groups where we can learn more about the latest innovations in technology.
2. Reach out to high school students and make them aware of various computer science academic and industry trends.
3. Make students interested in technology able to explore their passions and desires in a comfortable environment.
4. Support the technological needs of fellow clubs and organizations at our own school (i.e. building websites for them & computer support).

Article III: Membership

Section 1. 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.

Section 2. Knowledge of current technologies, methods, and/or theories, and software is not required to participate in the club.

Section 3. Any student of the college who does not already have membership and wishes to attain membership shall be granted “Non-Voting” member status.

Section 4. “Voting” member status shall be granted to any student who has attained “Non-Voting” member status and has attended three consecutive meetings.

- I. In the case that a “Non-Voting” member is unable to attend three consecutive meetings, the Executive Board shall have the discretion to award “Voting” member status as long as the member has attended three meetings and shows commitment to the organization.
- II. “Voting” member status shall be granted at the fourth meeting attended.
- III. Only members who have attained “Voting” member status shall be allowed to vote as well as run for a position on the Executive Board. See Article IV, Section 2, Subsection I for exceptions.

Article IV: Executive Board

Section 1. Elections shall be held every college semester. Nominations shall be conducted at the first meeting and elections carried out during the second. Members who are nominated must be notified to all members prior to the date of elections. Reelections shall be re-opened by a majority vote if the club deems it necessary.

Section 2. The Executive Board shall consist of six positions. The positions for this organization shall be President, Vice President, Treasurer, Secretary, Liaison, and Webmaster. Students who serve in these leadership positions shall be currently enrolled for a minimum of six college credits (active-not audit status), shall have an acceptable ratio of credits to attempted credits earned (as defined by the college catalog), and must have attained “Voting” member status prior to time of election.

- I. In the case that there are no “Voting” members willing and/or able to run for a vacant position on the Executive Board, “Non-Voting” members shall be able to run for the vacant position at the discretion of the club advisor.

Section 3. The duties of the President are to preside over the meetings, act as the organization's spokesperson, call meetings into order, and will act as the overall official for the organization in addition to any other duties that the organization denotes. The President is responsible for maintaining the overall operation of the organization. The President can, if necessary, take care of any of the other E-board members responsibility.

Section 4. The duty of the Vice President is to assist the President in all aspects of maintaining the overall operation of the organization.

- I. In the absence of the President, the Vice President shall be responsible for all duties of the President.
- II. In case of vacancy in office of President, the Vice President shall be responsible for all duties of the President.

Section 5. The duties of the Treasurer are to maintain all assets, document all expenditures of the organization, and document all donations/income. The Treasurer shall be responsible for all monies that are passed through the organization.

- I. It is the responsibility of the Treasurer to document all donations received by the organization. Any donations which warrant the organization to donate monies, services, time, etc. in return shall be reported to the President immediately.
- II. The Treasurer shall be involved in all fundraising actions conducted by the organization.
- III. The Treasurer must have all proposals, fundraisers, and donations approved by the President.

Section 6. The duties of the Secretary are to record meeting minutes, maintain the schedule of the organization, maintain a roster of members, maintain all files of the organization, and recording attendance at all organization functions.

Section 7. The duties of the Liaison are to act as a bridge between the membership and the Executive Board. It is the duty of the Liaison to ensure that any and all question, concerns, comments, etc. offered by a member are addressed by the executive board in a timely manner. The Liaison shall also be responsible for assisting the President in maintaining relations with other organizations on and off campus.

Section 8. The duties of the Webmaster are to maintain the overall operation of the Digital Marketing Committee.

Article V: Digital Marketing Committee

Section 1. The Digital Marketing Committee shall consist of any member who would like to participate in the committee.

Section 2. The Digital Marketing Committee shall be responsible for all advertising and recruiting done by the organization. It will also be responsible for working with the Secretary to maintain a member roster.

Section 3. The Digital Marketing Committee shall be responsible for maintaining the organization's website.

Section 4. Communication made from the club to its members including news updates, memos, and other information shall be submitted and dispersed to and from this committee.

Article VI: Meetings

Section 1. This organization shall meet once a week on Tuesdays at 11:45am-1:15pm.

Section 2. Club meetings shall follow Robert's Rules of Order.

Section 3. Club meetings shall be open floor. All members, "Voting" and "Non-Voting" alike will have equal time to express their opinions on any and all appropriate topics.

Article VII: The minimum number of (living) bodies to be present in the circumstance of a major event is to be no less than 50% of the club's total membership. This includes, but is not limited to, election or eviction of executive members, revising of club doctrine, and club expenditures. Non-present students may drop off a vote in a sealed envelope to a club advisor to maintain anonymity, if applicable.

Article VIII: Attendance

Section 1. Members of the organization are expected to attend a minimum five club meetings per semester. (Based on a 15 week semester.)

Section 2. Members who wish to attend club trips are required to attend a minimum of five club meetings or the equivalent percentage (approximately 33.3%) of meetings held up to the time of the trip. (Based on a 15 week semester.)

- I. Members who do not meet the required percentage for club trips shall be allowed to attend at the discretion of the club advisor.

Article IX: 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.

Article X: 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 XI: This organization shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Associated Students of 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 regulations of the College

as provided by the Board of Trustees, by the State of New Jersey, and the Federal Government.

Article XII: This constitution may be amended by two-thirds votes from students of "Voting" member status. All members must be notified of the proposed amendment within a reasonable amount of time before the amendment is voted on. Before becoming effective, all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.