

HISTORY & POLITICAL SCIENCE CLUB

CONSTITUTION

Article I: Name

A. History and Political Science Club

Article II: Purpose

It is the mission of the History and Political Science Club to provide our members as well as the broader campus community with a forum for information and discussion of historical and political topics.

Through the History and Political Science Club, students will discover a multitude of topics to peak their intellect and engage in scholarly dialogue and debate. Plus, the History and Political Science Club will serve as an arena for participants to seek new knowledge, experiences, and relationships by listening to guest speakers, to taking trips to important historical and political places and participating in other worthy endeavors and activities like providing service to our communities, raising awareness and funds to make a difference in the lives of others.

- We desire to make a positive and lasting impression.
- We aim for dynamic discussions each and every time.
- We hope to intrigue and captivate the attention and minds of our members and guests.
- We seek to foster intellect and critical thinking.
- We strive to make a positive difference.

The History and Political Science Club encourages students to enhance their educational experience by becoming involved with our group and immersing themselves in all we have to offer.

Article III: Membership

A. Membership is open to all interested Brookdale students.

B. 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.

C. Membership in the History and Political Science Club shall be gained by a student who attends at least one meeting per month and special events held by the club.

Article IV: Executive Committee and Organizational Structure

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).

A. Officers and Roles

a. President

- i. The History and Political Science Club will elect one president annually
- ii. Term of office

1. Will be elected to a one-year term of office to commence upon the conclusion of the last meeting of the spring semester or upon the completion of the voting process, whichever is later

iii. Roles

1. Presides over meetings and activities
2. Assists in setting and reviewing agendas for meetings
3. Functions as Club spokesperson
4. Organizes Club activities and events
5. Acts as liaison among members, officers, advisors, the Student Life Board and Student Life and Activities
6. Reserves the right to call additional meetings when necessary, with approval from advisor

b. Vice President

i. The History and Political Science Club will elect one Vice President annually

ii. Term of office

1. Same as for President

iii. Roles

1. Assists in presiding over meetings and activities
2. Assists in setting and reviewing agendas for meetings
3. Organizes Club activities and events
4. Presides over any meetings, activities, and events in the absence of the club president
5. Acts as liaison among members, officers, advisors, the Student Life Board and Student Life and Activities
6. Assists with delineation of member involvement.

c. Treasurer

i. The History and Political Science Club will elect one Treasurer annually

ii. Term of office

1. Same as for other officers

iii. Roles

1. Assists in presiding over meetings and activities
2. Assists in setting and reviewing agendas for meetings
3. Handles all Treasurer duties, including club budget and finances
4. Organizes fundraisers and Club activities and events
5. Submits paperwork in accordance to budget requests for catering, events, fundraisers etc.
6. Maintains track of budget and funds via excel.

d. Public Relations Coordinator

i. The History and Political Science Club will elect one Public Relations Coordinator annually

ii. Term of office

1. Same as for other officers

iii. Roles

1. Handles external communication
 - a. Communicates with Student Life and Activities, the Student Life Board, other clubs, Brookdale employees, and others
 - b. Promotes the Club's endeavors through *The Stall*, posters, flyers, word of mouth, and other means
 - c. Disseminates all necessary materials concerning or promoting Club activities

e. Secretary

i. The History and Political Science Club will elect one Secretary annually

ii. Term of office

1. Same as for other officers
- iii. Roles
1. Handles internal communication
 2. Communicates with History and Political Science Club members through email and phone calls and other appropriate means
 3. Keeps track of attendance and Club membership
 4. Keeps written records for the History and Political Science Club
 5. Disseminates all necessary materials concerning or promoting Club activities

B. Advisor

- a. A full-time faculty member or adjunct from the History and/or Political Science departments will serve as advisor to the History and Political Science Club
- b. Role
 - i. Provide guidance to student leaders in scheduling and planning meetings, inviting guest speakers, coordinating and chaperoning field trips, organizing fundraising activities
 - ii. Attend a minimum of 70% of all club meetings and functions

C. Voting

- a. Only History and Political Science Club members are eligible to vote
- b. Majority is defined as more than 50 percent of total votes possible

D. Elections

- a. Regular Elections of all club officers shall occur by vote of all History and Political Science Club members present during the last meeting of the spring semester each academic year
 - i. Any Club member may nominate any other member for election. Members may also self-nominate.
 - ii. Each nominee must accept or decline nomination
 - iii. Votes will be tallied following the meeting by the advisor and the results will be communicated to all Club members within one week

E. Mid-Term Elections

- a. In the event that a Club officer should vacate their post prior to the end of their term, an election to fill their position will be held during the next scheduled meeting.
- b. Members will be notified of the vacancy and their nominations will be accepted
- c. The term of office will end at the final meeting of the Spring semester.

F. Impeachment

- a. Executive officers or members may request impeachment proceedings against an executive officer
- b. The Advisor reviews the accusations, if found to have grounding, the Advisor will charge the executive club officer or member at the next meeting. At the meeting the charges are brought, a date must be set for trial. The member being impeached retains their voting privileges until the outcome of the trial.
- c. During the trial, executive officers will act as the jury. A guilty decision will be decided by a two-thirds majority.
- d. If an executive officer is impeached, they may not continue as a general member. They are disqualified from ever seeking a leadership position in the club again.
- e. The President shall act as judge in all cases unless they're being impeached, in which case the Vice President shall preside.

H. Subject for Impeachment

a. After three unexcused absences, determined by the discretion of the Secretary with the input of the Club Officers.

i. An excused absence is an absence attributed to academics, personal illness, family illness or another emergency. Exceptions will be made for night events and/or weekend events

c. Not holding responsibilities of office.

d. Abuse of authority.

e. Violation of the Brookdale Community College Student Conduct Code.

Article V: Frequency of Meetings

A. Meetings

1. Will be held between 1-4 times a month during the Fall and Spring semesters

2. First meeting shall occur no later than the third week of the semester

Article VI: In order to conduct official business, a majority of active members will constitute a quorum.

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 Associated Students of Brookdale Community College and the Office of Student Life Et 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 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: This organization shall abide by all applicable rules and regulations of the College and under the privileges as granted by the Associated Student 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 XI: Amendments

A. Amendments to this constitution may be suggested at any History and Political Science Club meeting

B. A written proposal must be presented

C. Voting on amendments shall occur at any subsequent meeting and will be ratified by a two-thirds majority vote.

Article XII: Copies of Constitution

A. A copy of this constitution shall be made available to anyone upon request by contacting the History and Political Science Club advisor.

Article XIII: Communication

- A. The club will use Brookdale email as the official mode of communication
- B. Executive officers and members should check their emails on a regular basis for important information regarding scheduling, meeting agendas, guest speakers, events, and trips