

Guidelines for Writing Constitutions

Organization constitutions should include the following clauses and provisions. Items underlined must be read verbatim in the organization's final documents:

Article I: Club Name

State the name of the organization.

Article II: Club Purpose and Aims

State the purpose and aims of the group, ensuring consistency with College and ASBCC regulations.

Article III: Club Membership

Full membership is available to Brookdale Community College students regardless of race, color, gender, sexual orientation, or political, ethnic, or religious affiliation. Membership must not restrict any member's rights, privileges, advantages, or opportunities. Brookdale Community College cannot support any organization that discriminates based on the aforementioned criteria. Non-students may be guests but do not have membership rights or responsibilities. Organizations must maintain accurate official rosters and submit them to the Office of Student Life upon request. Initiation fees and/or dues help identify active members.

Article IV: Executive Board

- **Section 1:** Describe the make-up of the Executive Board, typically consisting of a President, Vice President, Secretary, and Treasurer. Executive Board members must be currently enrolled in a minimum of six college credits (not audit status) and have an acceptable ratio of credits attempted to credits earned as defined by the college catalog.
- **Section 2:** State the method of selection and the term of office for Executive Board members. Elections must be held annually, with nominations made at the meeting prior to the election and notification sent to all members. Nominations can be reopened by majority vote.
- **Section 3:** Outline the duties, authority, and responsibilities of each officer. Typically, the President presides over meetings, acts as the spokesperson, calls meetings, and oversees the organization. The Vice President heads special committees and substitutes for the President when necessary. The Secretary maintains records of meetings and formal business, and the Treasurer manages financial records, maintains the officers' roster, and prepares the budget. Only eligible club members (as per Article IV, Section 1) can be officers.
- **Section 4:** Provide procedures for filling vacancies among executive officers. If the Secretary or Treasurer positions are vacant, they are usually combined. Ensure there are at least two officers at all times.

Article V: 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: Quorum

State the quorum size for regular meetings, typically the majority of active members, required to transact formal business, such as officer elections or fund expenditures.

Article VII: Parliamentary Procedure

Decisions on parliamentary procedure should be made by the organization or follow the latest edition of Robert's Rules of Order.

Article VIII: Finances

All organization funds must be kept in a special account assigned by the ASBCC and the Office of Student Life & Activities. Use of funds is governed by the ASBCC Finance Committee Guidelines. Authorized check disbursement signatures will be kept on file with the ASBCC Treasurer and updated as necessary.

Article IX: Advisor

The advisor must be a regular College employee, with duties defined in the Role of the Brookdale Club & Organization Advisor. Advisors can participate in all organization activities, with their roles beginning on July 1 and ending on June 30 of the following year.

Article X: Compliance

The organization must abide by all applicable College rules and regulations, as found in the Brookdale Community College Catalog, The Student Handbook, and the general regulations 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, or international organizations: if a parent organization rule conflicts with ASBCC rules, guidelines, or policies, the ASBCC rules take precedence unless an exception is made by the ASBCC and the Office of Student Life & Activities. If a rule conflicts with Brookdale Community College regulations or policies, the College regulations or policies take precedence.

Article XI: Amendments

The usual amendment procedure is: "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. All amendments must be approved by the Student Life Board and Director of Student Life & Activities, following the recognition procedure, before becoming effective."