

BROOKDALE CHEMISTRY SOCIETY

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OFFICIAL CONSTITUTION

Clauses required to be verbatim are underlined.

Clauses that are required are in *italics*.

- I. The official name of this organization is “Brookdale Chemistry Society”.
- II. The aim of the Brookdale Chemistry Society is to foster a community of students who have an interest in chemistry. In particular, this organization focuses on enhancing the chemistry experience outside the classroom, teaching others about chemistry, and developing leadership skills in all members. All current Brookdale students, regardless of major, may join the organization.
- III. 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.
Membership is open to all students, regardless of major. Members may join the organization any time during the academic year.
- IV. The Leadership Team:
 1. The executive team is made at least two members: the president and the vice president. The president has the authority to create additional executive positions if s/he feels that they would enhance members’ experience in the organization. The president is highly encouraged to have a senior advisor (a student who has experience with student organizations at Brookdale) serve on the leadership team.
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 ration of credits attempted to credits earned (as defined by the college catalog).
 2. The organization has elections at the end of the Spring term for the following academic year. This allows the organization to meet up in the summer if desired. All members in the organization may vote in the election, and each member gets to cast one vote for each position. *Members may nominate any current member of the organization in a meeting prior to the election, and the club will give notice of those who are nominated to all members before the election.*
 3. The president of the organization presides over meetings, acts as a representative to the organization, and calls meetings. The vice president is in charge of keeping records (both written and financial) and preparing/managing the budget. The senior advisor is in charge of transition issues as well as mentoring the leadership team of the organization. The president and vice

president have the authority to assign the other officers (if any) other responsibilities.

4. The Brookdale Chemistry Society must have at least two officers. If there are less than two officers, the organization will have an election on the next meeting. The organization may also hold elections in the late Fall semester to fill in positions (or create new positions) for the Spring semester.
- V. *The Brookdale Chemistry Society meets at least three times per semester. The president, along with the members of the executive team, has the authority to decide how many additional meetings to have per semester.*
- VI. The quorum of the Brookdale Chemistry Society is the majority of the active members.
- VII. *Please refer to the latest edition of Robert's Rules of Order for questions related to parliamentary procedure.*
- 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 & 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.
- 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 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.
- 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 such 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.
- XI. This constitution may be amended with two-thirds vote of the membership. *This amendment must be submitted in writing in a previous regular meeting, and a notice of this amendment must be available to all members at least one week before the meeting on the amendment. After the membership passes the amendment, the leadership should discuss the amendment with the Student Life Board and the Director of Student Life and Activities for approval.*