

CONQUER CANCER CLUB CONSTITUTION

Article I: Name

- A. Conquer Cancer Club

Article II: Purpose

As the deadly disease cancer continues to wreak havoc on countless lives in our global community, we must do everything in our power to fight back and hopefully gain the advantage in this ongoing struggle. It is the mission of the Conquer Cancer Club to (1) be a community of those affected by cancer, (2) raise awareness of all different cancers (especially less well known and lesser funded cancers), (3) raise funds for those affected by this devastating disease and contribute to efforts to find new treatments and ultimately discover cures, (4) investigate the root causes of cancer in its many forms, research medical findings and treatments, and to present this information at our forums for all to learn from our collective pursuits, and (5) strive to make a real difference for those struggling with this wretched ailment. So many have been deeply affected by the grim prospects of a cancer diagnosis, followed by a heroic battle, and a tragic end. Thankfully, due to research, advancing science and medicine, new discoveries have been made. With progress there is hope. The Conquer Cancer Club seeks to be a beacon of hope for all members of the Brookdale Community. Together, let us seek to make cancer a thing of the past.

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 Conquer Cancer 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 Conquer Cancer 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. Acts as liaison among members, officers, advisors, the Student Life Board and Student Life & Activities
 - 5. Reserves the right to call additional meetings when necessary, with approval from advisor

b. Vice President - Activities & Finance

- i. The Conquer Cancer Club will elect one VP of Activities & Finance 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. Handles all Treasurer duties, including club budget and finances
 - 4. Organizes fundraisers and Club activities and events

c. Vice President - Communications

- i. The Conquer Cancer Club will elect one VP of Communications annually
- ii. Term of office
 - 1. Same as for other officers
- iii. Roles
 - 1. Handles external communication
 - a. Communicates with Student Life & Activities, the Student Life Board, other clubs, Brookdale employees, and others
 - b. Promotes the Club's endeavors through *Happenings*, *The Stall*, posters, word of mouth, and other means
 - c. Disseminates all necessary materials concerning or promoting Club activities

d. Vice President - Membership

- i. The Conquer Cancer Club will elect one VP of Membership annually
- ii. Term of office
 - 1. Same as for other officers
- iii. Roles
 - 1. Handles internal communication
 - a. Communicates with Conquer Cancer Club members through email and phone calls and other appropriate means
 - b. Keeps track of attendance and Club membership
 - c. Keeps written records for the Conquer Cancer Club
 - d. Disseminates all necessary materials concerning or promoting Club activities

e. Minister of Good Will

- i. The Conquer Cancer Club will elect one VP of Membership annually
- ii. Term of office
 - 1. Same as for other officers
- iii. Roles
 - 1. Counsels members in dealing with their loss or struggle
 - 2. Provides positive messages of hope and inspiration
 - 3. Directs members to additional resources of support
 - 4. Acts as a liaison between the Conquer Cancer Club and the community by reaching out to members of the community to discover where our help might be needed
 - 5. Serves as our community service coordinator

B. Advisor

- a. A full-time faculty member will serve as advisor to the Conquer Cancer 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. Agenda

- a. The agenda must be set by the student leadership and approved by the club advisor at least one week in advance of scheduled meetings.
- b. Time must be allotted for open discussion.

D. Voting

- a. Only Conquer Cancer Club members are eligible to vote
- b. Majority is defined as more than 50 percent of total votes possible

E. Elections

- a. Regular Elections of all club officers shall occur by vote of all Conquer Cancer 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

F. 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.

G. Impeachment

- a. Executive officers or members may bring up accusations of impeachment against a member.
- 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.
- b. Acts with interests that conflict with interests of the Club.
- 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
3. Meetings will not be held without presence of the advisor (whenever possible)

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 & 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 Conquer Cancer Club meeting
- A. A written proposal must be presented
- B. 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 Conquer Cancer Club advisor.

Approved September 22, 2011