

**Constitution for Educational Opportunity Fund Student Alliance**  
**"EOFSA"**

**Preamble**

We, the member of "Educational Opportunity Fund Student Alliance" do hereby establish this Constitution in order that our purpose is realized to its fullest extent.

**Article I. Name**

The name of the organization will be "EOFSA- Educational Opportunity Fund Student Alliance" henceforth referred to as "EOFSA".

**Article II. Purpose**

**Section 1.** "EOFSA" is established for the express purpose of developing leadership skills, social responsibility, helping & giving back to the community, and involvement in affairs of the Educational Opportunity Fund Program. This club shall give members the opportunity to be involved in the planning of Educational Opportunity Fund (EOF) Program events. Club members will be able to suggest programming for EOF conferences and events, serve as moderators during conferences, and program ambassadors to new EOF students at such functions as conferences and orientations.

Members will give back and support the community in any efforts possible in the pursuit in change for the better. Members will participate in service projects which will be suggested by both the members and the advisor. "EOFSA" will also apply as chapter of the Alliance of EOF Students of New Jersey.

Under the guidance and direction of N.J.E.O.F.P.A., as represented by the parent organization's Student Development and Leadership program, A.E.S.N.J. will pursue the following purposes:

1. Strengthen the ability of Educational Opportunity Fund Programs and their host institutions in gaining the necessary resources for improving their effectiveness in meeting the needs of EOF students.
2. Provide leadership training opportunities for EOF students and others, which enhance self-empowerment, and the ability to relate to and work with other
3. Exercise social responsibility through community service and public education initiatives
4. Actively network with youth leadership organizations which may be college, high school, or community agency based in promoting community development initiatives

**Section 2.** "EOFSA" will abide by established college policies. "EOFSA" understands and is committed to abiding by the policies of Brookdale Community College

**Article III. Membership**

**Section 1.** Membership into this organization shall only be available to students of Brookdale Community College. To become a member of EOFSA one must attend the meetings, show & express interest in the cause and purpose of the club. Membership is not limited to only EOF students.

Active membership shall be limited to currently enrolled Brookdale Community College students. Members may receive electronic minutes from meetings upon written or verbal request.

**Section 2.** There are no dues required for active membership. Active status is based on voluntary participation in at least two or more meetings or events per semester.

**Section 3.** “EOFSA” openly admits students into its club regardless of race, color, creed, gender, sexual orientation, disability, religious affiliation, or political view. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.

**Section 4.** Meetings will occur on a bi-weekly basis. The place and time will be selected by “EOFSA”. The Secretary and Treasurer will be in charge of attendance and making sure contact information is up to date. The following procedure will serve as a guide for meetings.

- Report by President
- Committee reports
- Votes on committee motions and decisions
- New business put forth by members and advisor
- Dismissal by the President

#### **Article IV. Officers**

**Section 1.** “EOFSA” will be governed by the Executive Board Members. These Executive Board Members will consist of the following: a designated President, Vice President, Secretary, and Treasurer. There are other positions that can serve on an Executive Board (public relations, parliamentarian, design expert, etc...). 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).

**Section 2.** Executive Board Members titles and duties:

- *President*- acts as the spokesperson for the group, preside over meetings, calls for meetings, and acts as the overall official for the organization. The President will appoint committee chairpersons, and delegate responsibilities.
- *Vice-President*- acts in the place of the President in their absence, heads special committees, and assist other board members in their responsibilities. In case of vacancy in the office of President, the Vice-President will assume the duties of the President.
- *Secretary*- keeps records of the meetings and formal business, writes letters for the organization, send minutes from the meetings, and handle mail and email correspondences.
- *Treasurer*- keeps financial records, keeps roster up to date, prepares the budget, and make club deposits

#### **Article V. Operations**

**Section 1.** Initially, officers will be designated on a first to show interest basis, providing they meet the requirement set forth by the ASBCC (Associate Students of Brookdale Community College). After which, all officers shall be elected by a majority vote of eligible voting members of “EOFSA”.

**Section 2.** *Election Process:* All officers shall be elected by a majority vote of eligible active voting members of “EOFSA” as set forth in Article III; Section 1&2. The President will take nominations. Self-nominations will be allowed, and nominated members may vote. All active “EOFSA” members are eligible for office. Voting shall be done by secret ballot. Ballots shall be collected and counted by the Secretary, one voting member of “EOFSA” (appointed by the outgoing or present President), and the club advisor. Members must be physically present in order to vote.

**Section 3.** Elections will be held on an annual basis during the month of May or September, except for the first year. In the event that an Executive Board Member position is available after the month of September, nominations will be taken and a vote will be done at the next club meeting.

**Section 4.** Elected officers will assume their position once orientated by the outgoing officer, President, and/or club advisor.

**Section 5.** *Removal of an Officer:* Any officer of “EOFSA” who violates any part of this Constitution can be removed from office by one of the following processes:

- A. Written request from at least three members of the organization. Followed by written notification to the officer of the request, and a request to speak at the next meeting. Last 2/3 majority vote to remove the officer, by secret ballot counted by Secretary and club advisor.
- B. In the event that there is not enough active members to vote, a written request from at least two to three Executive Board Members to the advisor. Followed by written notification to the officer of the request, and a request of a meeting with the Executive Board Members and club advisor. Last a 2/3 majority vote at the meeting with club advisor.
- C. An Officer may give written notification of resignation to the Executive Board Members and the club advisor.

During the whole removal process the club advisor must be kept up to date and aware of all actions. Actions cannot be finalized without the advisor.

## **Article VI. Finances**

“EOFSA” shall finance the activities it engages in by the allocated amount into our budget for the current fiscal year (July 1st – June 30<sup>th</sup>) that all active clubs receive, and by monies that are raised through fundraising, private donations, and sales.

All monies of the organization shall be kept in a special account assigned by the Associate Students of Brookdale Community College and the Office of Student Life and Activities. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursement will be kept on file with the ASBCC Treasurer and updated as needed.

## **Article VII. Advisor**

The advisor shall be a regular employee of the College. The duties of 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 club advisor shall attend meetings and provide general counsel to "EOFSA" members. 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 VIII. Rule**

This organization shall abide by all applicable rules and regulations of the college under the privileges as granted by the Associated Students 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.

If a rule or directive from the parent organization is in conflict with ASBCC rules, guidelines, or policies, then the ASBCC rules, guidelines or policies take precedent unless the ASBCC and Office of Student Life and Activities makes an exemption. If a rule or directive is in conflict with Brookdale Community College regulations or policies, then the BCC regulation or policies take precedent.

#### **Article IX. Amendments**

This Constitution is binding to all members of the "EOFSA" but, this Constitution is not binding unto itself. Amendments to this Constitution may be proposed in writing by any active member of "EOFSA". Amendments will be placed on the agenda for the next meeting. Proposed amendments will be adopted pending a 2/3 majority vote. Amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition before becoming effect.

#### **Article X. Registration Renewal**

"EOFSA" will apply to the office of Campus Programs for registration on an annual basis one month after "EOFSA" new officer elections.