

Constitution of the Student Association for Future Educators (SAFE)
Brookdale Community College

Article I: The name of this club shall be the Student Association for Future Educators (SAFE).

Article II: The purposes of the Education Association are:

- to facilitate communication and support among students interested in establishing careers in all areas of education.
- to sponsor various professional activities and social events so that students will be able to share ideas about teaching
- to provide opportunities for students to interact with professionals in the field
- to provide opportunities for students to participate in educational and volunteer work within the surrounding community.

Article III. Membership:

- The membership of this association shall be open to any student in the education program who wants to be involved.
- Membership shall also be open to all other students and faculty who are interested in its purpose and wish to actively partake in its programs.
- An active member must pay an initiation fee and /or yearly dues.
- An active member must attend at least at least one meeting per semester, and two (2) workshop or association-sponsored events during the academic year (September through May).
- Former members may be guests (or limited access members) but have none of the rights and responsibilities of full membership.
- Full membership in this association 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.

Article IV. Executive Committee

Section 1: The executive committee shall consist of a President, Vice-President, Secretary, and Treasurer. Students who serve in these leadership positions must currently be 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: Elections will be held once a year during final meeting of the Spring semester for the following academic year. The

general active membership will elect the members of the executive committee. Nominations will be made prior to the election, with notification of those nominations being sent to all members prior to the election meeting.

Section 3: The duties, authority and responsibilities of the officers are as follows:

- The president will preside over meetings, act as the spokesperson for the Education club, call meetings, and act as the overall official of the club.
- The vice-president will head special committees and act in place of the president in his/her absence.
- The recording secretary will keep the records of the club, record the minutes, keep attendance records of each club-sponsored activity, keep copies of this constitution and all minutes of all meetings.
- The corresponding secretary will be responsible for all club correspondence, notification of meetings, and supervision of the nominating process.
- The treasurer will keep the financial records of the organization, keep the officers roster up to date, and prepare the budget with the president and vice-president.

Section 4: In the case of a vacancy in the office of president, the vice-president will assume the office. In the case of a vacancy in the office of secretary or treasurer, these offices will be combined. As the club grows larger, there may need to be an amendment to the constitution to add an additional position of second vice-president to share the assigned duties.

Article 5: Meetings

- Club meetings and/or workshops shall be held at least once each month during semesters when the club is active during the academic year.
- Additional meetings shall be held upon the request of any of the following: The president, five (5) or more active members, and/or an official representative of Brookdale Community College.
- Meetings for discussion and presentation of matters pertaining to the purposes stated in these articles shall be hosted as occasion warrants.

Article VI. Quorum Requirements

A majority of the education club's active members must be present in order to transact formal business.

Article VII: Questions of parliamentary procedure shall be decided by the association 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 and Activities. Use of allocated funds and earned income are governed by the ASBCCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCCC 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. The organization shall abide by all applicable rules and regulations of the college and 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.

Article XI: Amendments

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 on the constitutional amendment. Before becoming effective, all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.