

Unified Constitution of the Engineering & Physics Student Association (EPSA)

Brookdale Community College

Article I: Name

The organization shall be known as the **Engineering & Physics Student Association of Brookdale Community College**, hereafter referred to as **EPSA** or "the Association."

Article II: Purpose

The purpose of EPSA shall be to:

- **Promote Professional Interest:** Foster a deeper understanding of and appreciation for the fields of Engineering, Physics, and Astronomy through interactive projects, field trips, and hands-on activities.
- **Connect Theory & Application:** Relate concepts learned in the classroom directly to real-world industrial and scientific applications.
- **Industry & Academic Engagement:** Serve as a platform to invite specialists, guest speakers, and practitioners from technical and scientific disciplines for classroom integration and general member lectures.
- **Collaborative Environment:** Provide a welcoming space for students to share ideas for projects, activities, and career development.

Article III: Membership & Nondiscrimination

- **Section I: Eligibility:** Full membership is open to all currently enrolled students of Brookdale Community College.
- **Section II: Nondiscrimination Policy:** Membership and access to rights, privileges, advantages, or opportunities shall not be restricted based on race, color, gender, sexual orientation, or political, ethnic, or religious affiliation.
- **Section III: Active Membership:** To be classified as an active member eligible to vote on business or hold office, a student must attend a minimum of three (3) regular meetings per month.
 - *Attendance Policy:* Missing fewer than three meetings per month without cause yields a formal warning. A second violation results in removal from active status and club activities.
- **Section IV: Dues:** No membership dues are collected at this time. Imposing future dues requires a two-thirds (2/3) majority vote of active members.

Article IV: Executive Committee & Representatives

Section I: Officer Structure

The Executive Committee shall consist of four elected officers:

1. **President**
2. **Vice-President**
3. **Secretary / Recorder**
4. **Treasurer**

Section II: Student Representatives

To maintain organizational continuity, EPSA shall elect at least two (2) General Representatives:

- One (1) returning student
- One (1) new/incoming student

Section III: Eligibility Requirements

Candidates for executive office must:

- Be currently enrolled at Brookdale Community College for a minimum of six (6) active credit hours (non-audit status).
- Maintain an acceptable ratio of credits attempted to credits earned per College Catalog standards.

Article V: Duties of Officers & Representatives

- **President:** Presides over all official meetings, acts as primary spokesperson, organizes agendas, calls special meetings, appoints operational committees, and oversees general governance.
- **Vice-President:** Assists the President, oversees meeting room logistics/arrangements, and assumes full presidential duties during any temporary absence or vacancy of the President.
- **Secretary / Recorder:** Takes detailed minutes at all meetings, distributes records to members, manages correspondence, sends meeting notifications, and handles general club recordkeeping.
- **Treasurer:** Oversees all financial accounts, manages budget proposals, keeps accurate financial records, processes check disbursements, and reports financial standing upon request.
- **General Representatives:** Attend all scheduled meetings and assist the Executive Committee with projects, event coordination, and outreach as needed.

Article VI: Elections & Vacancies

- **Section I: Election Timeline:** Elections shall be held by popular vote during the first month of the Fall academic semester.

- **Section II: Term Limits:** Elected officers and representatives serve a term of one (1) academic year.
- **Section III: Election Procedure:** Candidates run for individual positions via majority vote of active members. A candidate may only run for one office at a time unless not elected to a higher office.
- **Section IV: Vacancies & Succession:**
 - If the Presidential office becomes vacant, the Vice-President automatically assumes the role of President.
 - If any other executive position opens, its responsibilities temporarily consolidate with the position directly above it until a special election is held.
- **Section V: Impeachment:** Officers must fulfill duties ethically, professionally, and maintain active member status. A first violation warrants formal advisement; subsequent non-compliance permits impeachment via a two-thirds (2/3) vote of active members.

Article VII: Meetings & Quorum

- **Section I: Regular Schedule:** General meetings shall be held weekly or bi-weekly on dates/times determined by member availability and officer scheduling.
- **Section II: Notifications:** Members shall receive meeting notices via email, campus mail, or newsletters at least one (1) week prior to any meeting.
- **Section III: Quorum:** Formal business decisions, elections, and voting require a quorum consisting of at least two-thirds (2/3) of active members present.

Article VIII: Financial Management

- **Section I: Account Administration:** All club funds shall be deposited into a dedicated campus account managed through the Associated Students of Brookdale Community College (ASBCC) and the Office of Student Life and Activities.
- **Section II: Financial Governance:** Use of funds, allocated budgets, and fundraising revenue must strictly adhere to ASBCC Finance Committee Guidelines.
- **Section III: Disbursements:** Authorized signature cards for expenditure approvals must remain updated and on file with the ASBCC Treasurer.

Article IX: Faculty Advisor(s)

- **Section I: Qualification:** The advisor(s) must be a regular faculty or staff member of the College.
- **Section II: Selection:** The Office of Student Life and Activities appoints an advisor each April for a term running July 1 through June 30 of the following year.
- **Section III: Role:** Advisors consult on club affairs, offer guidance to officers, and may attend all club events, meetings, and trips.

Article X: Governance & Authority

The organization shall strictly comply with all rules and regulations of Brookdale Community College, the Board of Trustees, the State of New Jersey, and federal law. Privileges are granted

under the authority of the Associated Students of Brookdale Community College (ASBCC) and the Office of Student Life & Activities.

Article XI: Amendments & Bylaws

- **Section I: Proposal:** Any active member may submit a written amendment proposal at a regular meeting.
- **Section II: Notice:** Proposed amendments must be distributed to all members in writing at least one (1) week prior to the official vote.
- **Section III: Adoption:** Amendments, bylaws, or special rules require a two-thirds $\frac{2}{3}$ vote of active members present.
- **Section IV: Administrative Approval:** Approved constitutional amendments must be formally submitted to and approved by the Student Life Board, the Director of Student Life & Activities, and the ASBCC before taking effect.
- **Section V: Annual Review:** This constitution shall undergo review by the Executive Committee once every academic year.