

The Constitution of The Environmental Club at Brookdale Community College

Contents:

Article I: General Information

- Section I: Name
- Section II: Mission Statement
- Section III: Objectives

Article II: Membership

- Section I: Eligibility for Environmental Club Membership
- Section II: Membership Status

Article III: Executive Board

- Section I: The Executive Board
- Section II: Duties of the Executive Board
- Section III: Eligibility
- Section IV: Responsibilities of the Executive Board Positions

Article IV: Elections

- Section I: Nomination of Executive Board
- Section II: Election of the Executive Board

Article V: Terms, Impeachment, and Resignation

- Section I: Terms
- Section II: Impeachment
- Section III: Resignation

Article I: General Information

Section I: Name

The name of this organization shall be Brookdale Environmental Club.

Section II: Mission Statement

The Brookdale Environmental Club provides the Brookdale Community College community and students with awareness of environmental issues facing the world and the Monmouth County community. This club provides students with information on local, national, and world problems that impact the environment. Students actively engage in clean-ups, education, composting, gardening, creating informational blog/social media posts regarding the environment, and community involvement issues regarding environmental issues.

Section III: Objectives

- To encourage environmental sustainability, speaking out on environmental issues, and creating a safe club environment for everyone involved.
- To support and encourage fellow students and community members to become more involved with both local and worldwide environmental issues.
- To educate on environmental topics such as sustainability, local environmental issues, worldwide environmental issues, and any other environmental topics that come to be.

Article II: Membership

Section I: Eligibility for Environmental Membership

- A. Membership to this organization on campus is available to all Brookdale Community College students who believe in the mission statement and objectives and would like to help promote our mission statements to fellow students and community members.
- B. Membership can be revoked and members will be reported to Brookdale for displaying any discriminatory behavior toward any members of Environmental Club and other peers on Brookdale Campus.

Section II: Membership Status

- A. Membership in this organization is dependent upon signing in at an Environmental Club Meeting or event and regular attendance.
- B. Members are not required to be enrolled as an Environmental Science academic major, or in an Environmental Science related academic program to pursue membership status.

Article III: Executive Board

Section I: The Executive Board

- A. The Executive Board (E-Board) shall consist of the:
- President
 - Vice President
 - Treasure(s)
 - Secretary
 - Communications Manager
- B. The Executive Board shall meet at least once a month, but as frequently as necessary to adequately pursue Environmental Club's mission.

Section II: Duties of the Executive Board

- A. The duties of the Executive Board are as follows:
- Creating and carrying out goals
 - Ensure that the mission is being carried out
 - Report to the Student Life Board
 - Attend President's meetings

Section III: Eligibility

- A. Officers must be a part time or full time student at Brookdale Community College.
- B. Officers must be currently enrolled for a minimum of 6 college credits (active-not audit status).
- C. Officers must be available to attend every meeting as well as event hosted by Environmental Club, with the exception of two unnotified absences per semester as well as two notified absences with proper reasoning for absence.

Section IV: Responsibilities of the Executive Board Positions

- A. President
- Preside over meetings.
 - May create ad hoc committees.
 - Act as a representative to the Student Life Board.
 - Shall plan and coordinate club meetings and events.
 - Shall conduct external communications with staff and speakers.
- B. Vice President
- Preside over meetings in which the President is unable to preside over.
 - Will work with the President to create strategies and achieve goals as determined by the executive board.

- Act as a representative to the Student Life board alongside the President.
- Shall plan and coordinate club meetings and events alongside the President.
- Shall conduct external communications with staff and speakers along side the President.

C. Treasurer

- Shall keep records of all finances and transactions made by the Environmental Club.
- Reports to E-board on all budgetary concerns.
- Develops and manages fundraising initiatives to ensure the organization can fulfill its goals.
- Works with Secretary to handle/transport donations.
- Reports to President for the signing off of any expenditures.
- There may be up to two elected treasurers on the executive board.

D. Secretary

- Shall take notes during meeting, including time spent in meeting.
- Shall keep a detailed history of the organization.
- Shall be responsible for internal communication between members.
- Shall maintain records of attendance of members and inform them of their status.

E. Communications Manager

- Shall advertise the group to students at Brookdale.
- Shall advertise the events to organization's members.
- Shall be responsible for the student club's social media representation.
- Shall report to President for approval of social media progress and content.

Article IV: Elections

Section I: Nomination of Executive Board

- A. Any member or advisor may nominate a student member for the executive Board.

Section II: Election of Executive Board

- A. Elections will usually be held in the spring of each year to determine who will serve on the next executive board.
- B. Members will be provided resources to give their choice of vote electronically, or through physical means.

Article V: Terms, Impeachment, and Resignation

Section I: Terms

- A. E-board nominations and elections are held in the Spring for the following Fall. Vacancies are filled by self or peer nomination and elections held when necessary.
- If a board member is impeached or has to resign from their role, President and Vice President have the authority to schedule and hold an election to find a replacement for the board member who left, as soon as the role has been officially stripped from the previous board member.

Section II: Impeachment

- A. Any executive board member has the chance to be impeached under the following conditions:
- Failure to comply with option C, Section III, of Article III. The board has the right to vote any board member out, including the President and Vice President, if they fail to comply with Article III.
 - Failure to complete the tasks that come along with your board position, which are listed above in Section IV, of Article III.
 - Failure to communicate with other board members, including President and Vice President, on important matters concerning Environmental Club, such as making monetary/media decisions without permission from the President and Vice President.
 - Student Life will be notified of any and all impeachments.

Section III: Resignation

- In consultation with faculty advisor, E-board members who must resign from their position must notify board members in advance, affording opportunity and proper procedures for leadership transition; Secretary must record all processes.
- No show E-board members will be considered resigned and a replacement will be same as Article IV, Section I.
- If entire board resigns, advisor has authority to nominate E-board members.