

# CONSTITUTION OF THE HISTORY AND POLITICAL SCIENCE CLUB

## ARTICLE I: NAME

A. Brookdale Community College History and Political Science Club

## ARTICLE II: MISSION

It is the mission of the History and Political Science Club to provide our members, as well as the broader campus community, with a forum for information and discussion of political, historical, and social topics.

*Through the History and Political Science Club, students will discuss and debate the issues of the day, and how they relate to the issues of the past. The History and Political Science Club will additionally serve as an arena for participants to seek new knowledge, experiences, and relationships by engaging with their fellow club members, listening to guest speakers, taking trips to important historical and political places, and raising political awareness in the Brookdale community through fundraisers and other events.*

- We strive to make a lasting positive impact on our community.
- We aim for dynamic and thoughtful discussion.
- We seek to foster a politically aware campus population.
- We encourage critical thinking and approaching issues intelligently.

The History and Political Science Club encourages students to enhance their educational experience by becoming involved with our group and immersing themselves in all we have to offer.

## 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 History and Political Science 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, OFFICERS, AND ELECTIONS

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). Students fitting this criterion may serve in multiple roles within the executive committee.

### A. Officers and Roles

#### a. President

i. The History and Political Science 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. Organizes Club activities and events

5. Acts as liaison among members, officers, advisors, the Student Life Board and Student Life and Activities

6. Reserves the right to call additional meetings when necessary, with approval from a majority of the Executive Board or from an Advisor

#### b. Vice President

i. The History and Political Science Club will elect one Vice President annually

ii. Elected to a one-year term of office

iii. Roles

1. Assists in presiding over meetings and activities
2. Assists in setting and reviewing agendas for meetings
3. Co-organizes Club activities and events
4. Presides over any meetings, activities, and events in the absence of the club president
5. Acts as *liaison* among members, officers, advisors, the Student Life Board and Student Life and Activities
6. Assists with delineation of member involvement.

**c. Treasurer**

i. The History and Political Science Club will elect one Treasurer annually

ii. Term of office same as for other officers

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
5. Submits paperwork in accordance to budget requests for events, fundraisers etc.
6. Maintains track of budget and funds via excel.

**d. Public Relations Coordinator**

i. The History and Political Science Club will elect one Public Relations Coordinator annually

ii. Term of office same as for other officers

iii. Roles

1. Handles external communication

2. Communicates with Student Life and Activities, the Student Life Board, other clubs, Brookdale employees, and others

3. Promotes the Club's endeavors through The Stall, posters, flyers, word of mouth, and other means

4. Disseminates all necessary materials concerning or promoting Club activities

**e. Secretary**

i. The History and Political Science Club will elect one Secretary annually

ii. Term of office same as for other officers

iii. Roles

1. Handles internal communication

2. Communicates with History and Political Science Club members through email and phone calls and other appropriate means

3. Keeps track of attendance and Club membership

4. Keeps written records for the History and Political Science Club

5. Disseminates all necessary materials concerning or promoting Club activities

**f. Parliamentarian**

i. The History and Political Science Club will elect one-three Parliamentarians annually.

ii. Term of office same as for other officers

iii. Roles

1. Assists other Executive Board members

2. Acts as club liaison in the absence of other officers

3. Provides counsel to other officers

4. Has various duties as needed

**g. Advisor:** a full-time faculty member or adjunct from the History and/or Political Science departments will serve as advisor to the History and Political Science Club.

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

These club officer positions will be voted upon by club members.

#### B. Elections

a. Regular Elections of all club officers shall occur by vote of all History and Political Science Club members present during the last meeting of the spring semester each academic year. Any Club member may nominate any other member for election. Members may also self-nominate. Each nominee must accept or decline nomination. Votes will be tallied during/following the meeting and the results will be communicated to all Club members within one week. Non-members are not eligible to vote. The winner is the candidate who receives a clear majority (greater than 50%). In the event of a tie, a second vote will be called. In the event of a second tie, the current club officers will vote to decide the winner, with a majority required to win.

#### C. Snap 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. Members will be notified of the vacancy and their nominations will be accepted. The term of office will end at the final meeting of the Spring semester.

#### D. Impeachment

a. Executive officers or members may request impeachment proceedings against an executive officer by issuing a typed request to a club officer or advisor. The Advisor reviews the accusations. If the request is deemed reasonable, 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. During the trial, executive officers will act as the jury. A guilty decision will be decided by a majority. If an executive officer is impeached, they may not continue as a general member and must relinquish any and all membership and involvement with the History and Political

Science Club. They are by default disqualified from ever seeking a leadership position in the club again. The President shall preside as judge and sentence-giver in all cases unless the President is the officer being impeached, in which case the Vice President shall preside.

b. Subject for Impeachment

1. After three unexcused absences, determined by the discretion of the Secretary with the input of the Club Officers (an excused absence is an absence attributed to academics, personal illness, family illness or another emergency. Exceptions will be made for night events and/or weekend events).

2. Not holding responsibilities of office.

3. Abuse of authority and power.

4. Violation of the Brookdale Community College Student Conduct Code.

## ARTICLE V: FREQUENCY OF MEETINGS

Club meetings will be held between 1-4 times a month during the Fall and Spring semesters. Club meetings will be defined as an organized, scheduled gathering of four or more club members, with at least one club officer presiding. First meeting shall occur no later than the third week of the semester.

## ARTICLE VI:

Questions of parliamentary procedure shall be decided by the organization and/or forms laid down in Robert's Rules of Order, latest edition.

## ARTICLE VII: CLUB FUNDS

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 Et 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 XIII: COMMUNICATION

The club will use Brookdale Community College email as the official mode of communication. Executive officers and members should check their emails on a regular basis for important information regarding scheduling, meeting agendas, guest speakers, events, and trips. Failure to check one's email may result in a lack of knowledge regarding club activities.

## ARTICLE IX: CLUB ADVISOR

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: COMPLIANCE WITH RULES AND REGULATIONS

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

Amendments to this constitution may be suggested at any History and Political Science Club meeting. A written proposal must be submitted to a club officer to be considered for a vote. The club officers (President, Vice President, Treasurer, Secretary, and Public Relations Coordinator) will vote whether to open the Amendment to a floor vote. A majority is required in this preliminary vote. If the vote is split, an Advisor will be consulted, and their vote counted as the tiebreaker. Floor votes on amendments shall occur at any subsequent meeting and will be ratified by a majority vote by all present club members. The Amendment will then be added to this Constitution.

## ARTICLE XII: COPIES OF CONSTITUTION

A copy of this constitution shall be made available to anyone upon request by contacting any club officer or the club advisor.

## ARTICLE XIV: CLOSING PROTOCOL

This Constitution of the Brookdale History and Political Science Club is hereby recognized by the Club as its guiding document, as guidelines for the club's operation and organization, and as a code of conduct for its members and officers. By submitting this constitution, the club officers agree to adhere to the structure set forth above.