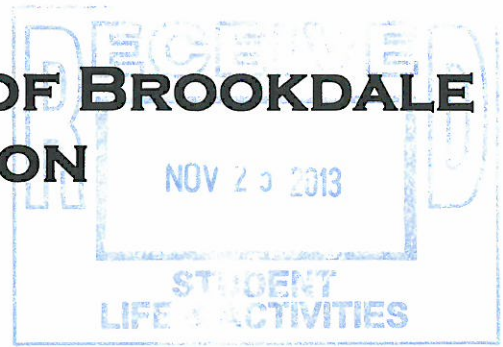


HONORS ASSOCIATION OF BROOKDALE CONSTITUTION



Article I: The name of the organization

- A. Honors Association

Article II: Purpose

The Honors Association is an open-membership organization that promotes four main objectives: 1) The HAB supports Honors students by functioning as a liaison with the Honors program, student life organizations, and Governance and by providing a forum to express concerns and issues pertaining to Honors students; 2) Through extra-curricular activities, it supports the mission of Brookdale's Honors program to promote global awareness, cultural experiences, and local involvement. It provides avenues for students to connect their studies to the campus and world beyond the classroom. 3) The HAB is a source of information about Honors studies to the broader campus community and encourages students to become involved in Honors activities both inside and outside the classroom. 4) To promote overall academic success and involvement to all interested students on the BCC campus, and to put our members in the best position to transfer into another institution or another field of their choice after BCC.

Article III: Membership

- A. Membership is open to all Honors students as well as any other 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.

Article IV: Executive Committee and Organizational Structure

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).

A. Officers and Roles

a. President

- i. The Honors Association 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 monthly meetings
2. Assists in setting and reviewing agendas for monthly meetings
3. Functions as spokesperson for the Honors Association
4. Acts as liaison among Honors students, faculty, and the Honors Committee
5. Reserves the right to call additional meetings when necessary, with approval from advisor

b. Vice Presidents

- i. The Honors Association will all elect two vice presidents annually.

- ii. Term of Office
 - 1. Same as for President
 - iii. Role of Executive Vice President
 - 1. Assists in presiding over all HAB meetings.
 - 2. Assists in setting and reviewing agendas for HAB meetings.
 - 3. Focuses on internal aspects of the HAB, works to create goals for the HAB and work with the other HAB members to achieve those goals during their time as members of the Honors Association.
 - iv. Role of Vice President of Campus Affairs
 - 1. Assists in presiding over all HAB meetings.
 - 2. Assists in setting and reviewing agendas for HAB meetings.
 - 3. In charge of planning and executing all events and programs that the HAB holds and promotes on campus.
 - c. Secretary
 - i. The Honors Association will elect one secretary annually
 - ii. Term of office
 - 1. Same as for other officers
 - iii. Roles
 - 1. Keeps written records, including attendance and HAB roster
 - 2. Communicates with HAB members
 - 3. Promotes the Honors Association through advertising and other promotions around campus and in the community
 - 4. Responsible for submitting paperwork to the SLA and other campus offices including but not limited to, re-registration, catering forms, room request forms, program proposals, and member add/drop submissions.
 - d. Treasurer
 - i. The Honors Association will elect one treasurer annually
 - ii. Term of office
 - 1. Same as for other officers
 - iii. Roles
 - 1. Helps prepare the HAB budget
 - 2. Handles the HAB finances
 - 3. Helps organize any fundraisers for the HAB
- B. Advisor
- a. A faculty member who either teaches Honors courses or who is a member of the Honors Committee will serve as advisor
 - b. Role
 - i. Provide guidance to student leaders in scheduling and planning meetings, inviting guest speakers, coordinating and chaperoning field trips, organizing fundraising activities
- C. Agenda
- a. The agenda must be set by the student leadership and approved by the HAB advisor at least one week in advance of scheduled meetings.
 - b. Time must be allotted for open discussion.
- D. Voting
- a. Only Honors Association members are eligible to vote

- b. Majority is defined as more than 50 percent of total votes possible
- E. Elections
- a. Regular Elections of all HAB officers shall occur by vote of all Honors HAB members present during the last meeting of the spring semester each academic year
 - i. Any HAB member may nominate any other member for election. Members may also self-nominate
 - ii. Each nominee must accept or decline nomination
 - iii. Votes will be tallied following the meeting by an unrelated party and the results will be communicated to all HAB members within one week
- F. Mid-Term Elections
- a. In the event that a HAB 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.
 - b. Members will be notified of the vacancy and their nominations will be accepted
 - c. The term of office will end at the final meeting of the Spring semester.

Article V: Frequency of Meetings

A. Meetings

1. Will be held twice a month, throughout both Fall and Spring semester
2. First meeting shall occur no later than the third week of the semester

Article VI: In order to conduct official business, a majority of active members will constitute a quorum.

Article VII: Questions of parliamentary procedure shall be decided by the organization 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 & 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 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: 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

- A. Amendments to this constitution may be suggested at any Honors HAB meeting
- B. A written proposal must be presented
- C. Voting on amendments shall occur at any subsequent meeting and will be ratified by a two-thirds majority vote.

Article XII: Copies of Constitution

- A. A copy of this constitution will be available at all times to all inducted members
- B. Additional copies of this constitution shall be made available to anyone upon request by contacting the Honors HAB advisor.