

The Brookdale Math Club Constitution

Article I. Name

The name of the organization shall be The Brookdale Math Club.

Article II. Purpose

The purpose of the Brookdale Math Club is to foster a community of students around a common interest in mathematics.

Article III. Membership

Full membership in this organization shall be only 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.

Membership is free; there shall be no collection of dues from members.

Article IV. Executive Committee

Section 1.

The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, and up to two Public Relations Officers. 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).

Section 2.

Elections must be held at least once a year. The general active membership elects the members of the Executive Committee. Nominations shall be made at the meeting prior to the election and posted.

A candidate must receive a majority of the votes cast in order to win the election. In the event that no candidate receives a majority of the votes, the winner will be determined by Instant Runoff Voting. For example, in the event that there are three candidates for a particular office, each voter would select and rank their top TWO choices. Then, if no candidate were selected as the top choice of the majority of the voters, the votes of the third-place candidate would be redistributed according to the second choice indicated on each of those ballots.

Section 3.

The President (1) calls meetings, (2) meets with the Executive Committee to plan the agenda before each club meeting, (3) presides over meetings, (4) assists in planning activities, (5) acts as the spokesperson for the organization, (6) maintains the official club roster, with the Secretary, and (7) updates the club's Faculty Advisors, in addition to other requirements which the club may have.

The Vice-President (1) meets with the Executive Committee to plan the agenda before each club meeting, (2) assists in planning activities, and (3) acts in place of the President in the President's absence.

The Secretary (1) meets with the Executive Committee to plan the agenda before each club meeting, (2) assists in planning activities, (3) records the minutes of each meeting and keeps them on file, (4) reserves a room, as needed, for each activity, and (5) maintains the official club roster, with the President.

The Treasurer (1) meets with the Executive Committee to plan the agenda before each club meeting, (2) assists in planning activities, (3) keeps the financial records of the organization, (4) submits a financial report to the club, when needed, and (5) prepares the budget.

The Public Relations Officer (or Officers) (1) meets with the Executive Committee to plan the agenda before each club meeting, (2) assists in planning activities, (3) prepares and distributes fliers for each meeting and activity, and (4) prepares news releases for campus-wide distribution.

Only a member of the club is permitted to be an officer of the organization.

Section 4. Vacancy

In case of a vacancy in the office of President, the Vice President assumes his/her duties. In case of a vacancy in the office of the Secretary or Treasurer, these offices may be combined. There may also be an election to fill any vacancy for the remainder of the term of office. The organization ensures that there are at least two officers at any given time.

Article V. Meetings

The organization will meet at least three times a semester. The organization will also provide for special meetings as needed.

Article VI. Quorum

The quorum for an organization is the minimum number of the active members required to be present at a meeting in order to transact formal business. Such formal business includes the election of new officers or the decision to expend the funds of the organization.

Only for the purpose of counting a quorum, an active member will be defined as one who has attended at least half of the official meetings of the club for the current academic year. Then a quorum will be 51% of the total number of active members.

Article VII. Procedure

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

Article VIII. 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 and 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. 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 on July 1, and conclude on June 30, of the following year.

Article X. Rules and Regulations

This organization shall abide by all applicable rules and regulations of the College and under the privileges as granted by 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 active membership, provided the amendment was submitted in writing at a previous regular meeting, and notices 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 Services Board following procedure for recognition.

October 7, 2008