

CONSTITUTION: ORGANIZATION FOR WALL LEADERS **[THE O.W.L. CLUB]**

ARTICLE I Name of the organization

ORGANIZATION FOR WALL LEADERS – [the O.W.L. club]

ARTICLE II Statement of purpose

The purpose of the O.W.L. club is to work and plan with Student Life & Activities to bring socially-engaging, academically-stimulating, and community-minded events to the Wall campus.

ARTICLE III Membership

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 Officers of the club

Section 1 The officers of this club shall include a President, a Vice President, and a secretary/treasurer. 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 credit earned (as defined by the college catalog

Section 2 During the first official meeting of each academic year, active members who wish to hold an executive position may choose to declare their candidacy for the position they desire. All general active members shall be notified of the candidates for each position. During the second official meeting of the academic year in which quorum has been established, general active members must vote for who they most wish to hold each executive position. The candidate with the most votes wins the election for his or her intended position.

Section 3 The duties, authority, and responsibilities of each officer are as follows:

The **President** must create organize, and coordinate agendas that are proactive to the club's initiatives. The President presides over meetings and acts as the overall leader of the group by setting a vision which allows everyone to contribute & participate. The President must act as the official representative of the club and must maintain channels of communication with SLA and the SLB.

The Vice-President must help create and carry out the agendas set forth by the President. The Vice-President (in the absence of the President) may assume the responsibilities of the President. The Vice-President can head special committees and may also act as an official representative of the club.

The Secretary/Treasurer must keep accurate records of members of the club. The Secretary/Treasurer must keep club meeting minutes, membership attendance and accurate financial records regarding club business.

Note: only members who meet the eligibility requirements as set forth in Article IV, section 1, are permitted to be an officer of the O.W.L. club.

Section 4 In the event that the President resigns or is unable to perform his/her duties, the Vice-President will act as President until a special election (for a new President) is held and votes are cast. Any member interested in running for a vacant position must inform the secretary at least one week prior to the special election. Members will be notified by email of the special election and eligible candidates.

In the event that the Vice-President resigns or is unable to perform his/her duties the Secretary/Treasurer will act as Vice-President. The same special election and procedures will be followed with regard to the Vice-President's resignation as with the President.

Section 5 In the event of an election tie for any position, BOTH candidates will assume the office as co- officers

ARTICLE V Meetings

There shall be special events planned each semester and ONE meeting each month during the fall and spring semesters. All events will meet the criteria set forth and described in Article II.

ARTICLE VI Size of quorum

The size of quorum for all regular meetings is 5 and the quorum for elections shall be a majority of the club members or at a minimum 6 members.

ARTICLE VII Parliamentary procedures

Questions of parliamentary procedures shall be decided by the organization and /or forms laid down in Roberts's Rules of Order.

ARTICLE VIII The handling of all monies allocated and earned by the club

All monies of the organization will be kept in a special account 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 club's 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 Brookdale Club and 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, 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 Students of Brookdale Community College. The rules and regulations are found in such documents as the Brookdale Community College Catalog, The Student Handbooks, 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 **Constitution/Amendments**

An amendment shall only be occur to the constitution by a 2/3 vote of membership, provided the amendment was submitted in writing at a previous regular meeting, and notice of the proposed was given to all members at least one week before the meeting of the constitutional amendment. Before becoming effective all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.