

# Constitution

Article I Paralegal Studies Association (PSA)

Article II The purpose of the PSA is to provide relevant information and support for Brookdale Community College students who are seeking a degree in Paralegal Studies.

Article III Membership:

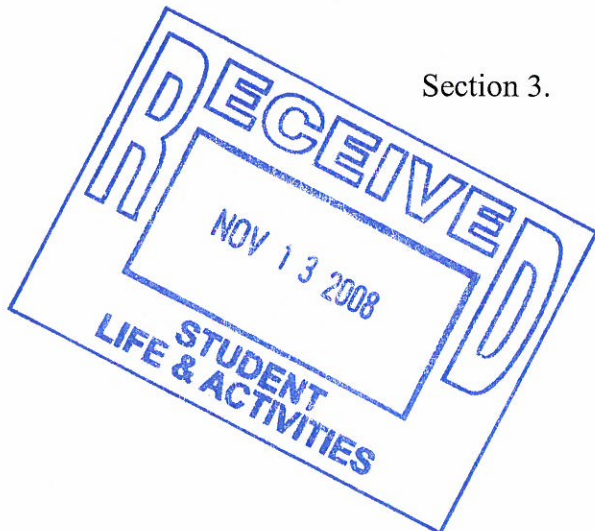
Membership in this organization shall only be available to Students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic or religious affiliation. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity. Brookdale Community College cannot aid any agency or organization which discriminates on the basis of any of the above. Non-students may be guests of organizations but have none of the rights and responsibilities of membership. This organization must keep accurate official membership rosters that are submitted, when requested, to the Office of Student Life.

Article IV Executive Committee

Section 1. The Executive Committee is comprised of a President, a Vice President, a Secretary and a 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 credits earned (as defined by the college catalog).

Section 2. The Executive Committee will be appointed by the club advisor and will be eligible for reappointment.

Section 3. The President shall have general supervisory power over the activities of the PSA, preside over meetings, act as the spokesperson for the organization, call meetings, and act as the chief executive for the organization. The Vice President shall oversee the development of programs of the PSA, supervise the work of individual committees within the PSA and will act in place of the President in his/her absence. The



Secretary shall keep the records of the meetings and formal business, as well as correspondence for the organization. The Treasurer will keep the financial records of the organization, keep the officers' roster up to date, and prepare the budget.

Section 4. Vacancies in the executive committee will be filled as follows: The President and Vice President will assume all responsibilities for the other if one is unable to complete term. A vacancy in either the office of Secretary or Treasurer will result in a merging of the duties of these two positions. If a vacancy should occur in any office, the club advisor shall provide the replacement.

- Article V The general membership will convene monthly for meetings. Special meetings, largely with guest speakers, will be held as the availability of a speaker dictates. Executive Board will hold bi-monthly meetings, or convene more frequently if needed, at the discretion of the President.
- Article VI A quorum for all regular meetings consists of at least 4 general members.
- 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 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 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 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, 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 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      This Constitution may be amended by a two-thirds vote of the membership, provided the amendment was submitted in writing at a previous regular meeting, and notice 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 Life Board and Director of Student Life and Activities following procedure for recognition.