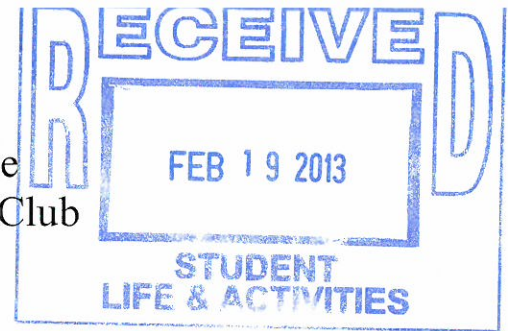


Brookdale Community College
Psychology and Human Services Club
Adopted: February 2013



Article I Name:

The name of this organization shall be The Psychology and Human Services Club

Article II Purpose:

The purpose of The Psychology and Human Services Club is to:

- A. Enable members to learn more about the fields of psychology and human services and meet other students with similar interests.
- B. Provide an open forum for guest orators to speak to our members in relation to the countless ways one can assist their communities.
- C. Through membership students may become acquainted with professional development for their career and other aspects of psychology that are not taught in the classroom.
- D. Host activities each year not limited to: informative speakers, off-campus trips, campus awareness events, and membership parties.
- E. Create a social-learning atmosphere for students interested in Psychology and Human Services. It is designed to bring together students, teachers, and members of the professions in tasks of advancing scholarship by fostering professionalism, competence, and fraternity in the fields.
- F. Provide educational enrichment, personal development, social opportunities and networking.

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 Committee:

Section 1. Committee Makeup:

The Executive Committee includes the positions of President, Vice President, Secretary, and 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). Only a member of the club is permitted to be an officer of the organization.

Section 2. Method of Selection

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. Each candidate must receive a majority of the votes cast in order to be elected. In the event of a tie there will be a run-off election between the top two candidates. If there is still a tie the candidate will be elected by a majority vote by the current executive officers. The advisor makes the decision in the instance that there is a tie amongst the executive officers.

Section 3. Duties & Responsibilities

A. The President

1. Calls meetings.
2. In cooperation with the other officers, organizes and coordinates activities and planning for club events.
3. Meets with the Executive Committee to plan the agenda before each club meeting.
4. Presides over meetings.
5. Delegates responsibilities to club members who are willing and able to carry them out.
6. Acts as the spokesperson for the organization.
7. Maintains the official club roster with the Secretary.
8. Acts as a liaison with the club's faculty advisors.

B. The Vice-President

1. Becomes acting president in the absence of the president.
2. Reviews and recommends changes to the club bylaws as needed.
3. Meets with the Executive Committee to plan the agenda before each club meeting.
4. Assists in planning activities.

C. The Secretary

1. Records minutes of regular meetings and provides copies to the executive board and faculty advisors.
2. Meets with the Executive Committee to plan the agenda before each club meeting.
3. Assists in planning activities.
4. Reserves a room, as needed, for each activity.
5. Maintains the official club roster, with the President.

D. 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.
5. Prepares the budget.

Section 4. Filling of Vacancies

In the event of a vacancy in the office of President, the Vice President assumes his/her duties. In the event of a vacancy in the office of either the Secretary or Treasurer, these offices may be combined. The remaining officers may choose to hold 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. Frequency of meetings:

The Psychology and Humans Services Club will meet approximately six times a semester. The club reserves the right to hold special meetings on an as needed basis.

Article VI: Size of 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 semester/year. Then a quorum will be a total of ten (10) active members as long as two members are club officers.

Article VII: Parliamentary Procedure:

Business meetings shall be conducted according to *Robert's Rules of Order*, latest edition.

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 & 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: Faculty Advisor(s):

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: 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: Amendment(s):

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.