

# Students for Global Citizenship (S4GC) Constitution

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## **ARTICLE I: NAME**

Students for Global Citizenship (S4GC)

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## **ARTICLE II: VISION AND MISSION**

**Vision:** To inspire compassionate citizens who champion equity, celebrate diversity, and pursue positive change in their communities and around the world.

**Mission:**

- **Awareness:** Provide cocurricular experiences that enhance community awareness of diversity and global issues.
- **Action:** Create global and local change via service, advocacy, engagement.

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## **ARTICLE III: CLUB MEMBERSHIP AND VOTING RIGHTS**

Full membership is available to Brookdale Community College students regardless of race, color, gender, sexual orientation, or political, ethnic, or religious affiliation. Membership must not restrict any member's rights, privileges, advantages, or opportunities. To be an official club member with voting rights, a student must have attended at least half of the scheduled meetings that have

occurred within a given semester. Students may join S4GC at any time, but they will not have voting rights until the minimum threshold for attendance is met. Non-students may be guests at club meetings or events, but they do not have membership rights.

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## **ARTICLE IV: EXECUTIVE BOARD**

### **Section 1: Leadership Positions and Eligibility**

The Executive Board is composed of duly elected leaders who work collaboratively to fulfill the mission of the club. Executive Board members must be currently enrolled in a minimum of six college credits (not audit status) and have an acceptable ratio of credits attempted to credits earned as defined by the College Catalog.

### **Section 2: Election and Service**

Eligible students interested in leadership positions will self-nominate at the beginning of the semester. If multiple people are interested in the same position, discussion aimed at revising roles and redefining responsibilities will be initiated. Executive leaders must be affirmed by a simple majority of active club members in attendance at a meeting (virtual or in-person) to assume official duties. Each executive retains their leadership position for one semester.

### **Section 3: Duties**

All members of the executive board are expected to work collaboratively and be present at official club meetings and club-sponsored events and activities. Responsibilities should be fairly distributed between all executives and co-executives. Collaborative problem-solving will be practiced by the executive team when any imbalances in the distribution of work arise.

- President: Lead the club in its essential operations by developing and distributing meeting agendas, presiding over meetings, and delegating all other general administrative duties when the roles are unclear. The president is responsible for building consensus and ensuring all endeavors reflect the will of a majority of club members.
- Vice President: Work closely with the president and assume general duties in the absence of any executive. The vice president should also ensure that all endeavors adhere to the constitution and reflect the mission of the club.

- Recording Officer: Keep records of club membership and attendance, take meeting minutes, and share all official voting results. The recording officer is responsible for documenting the work of the club during official meetings where a quorum is established.
- Financial Coordinator: Manage all financial records and submit all proposals (events, travel, funding). The financial coordinator is also responsible for maintaining communication with SLA and updating the club on the status of event proposals and available club funds.
- Public Relations: Promote the club in various mediums by advertising events and documenting and sharing records of official club activities. The public relations executive should be savvy with social media, adept in graphic design, and willing to attend recruitment events.
- Community Liaison: Network with local and global organizations to arrange for volunteer and service activities. The community liaison is responsible for planning and managing events that benefit or engage the community beyond Brookdale.

#### **Section 4: Absences and Vacancies**

In the event of an executive's absence, the other members in leadership positions will assume relevant responsibilities and duties, as needed, or delegate to willing club members until a replacement is duly elected. If an executive misses more than two successive club meetings without reason, the position will be considered vacant and an election (synchronous or asynchronous) to replace the officer will be held within two weeks.

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### **ARTICLE V: ADVISOR**

The advisor must be a regular College employee, with duties defined in the Role of the Brookdale Club & Organization Advisor. Advisors can participate in all organization activities, with their roles beginning on July 1 and ending on June 30 of the following year. The S4GC advisor shall empower the club to chart its own course, serving in a supportive capacity, as needed. The advisor may attend club meetings and events, but does not maintain voting rights. If disputes or inefficient club proceedings cannot be effectively addressed by membership, the advisor will recommend solutions.

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## **ARTICLE VI: QUORUM**

A quorum must be established for a formal club meeting to proceed. A quorum consists of at least two executive officers and at least three general members.

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## **ARTICLE VII: SCHEDULED MEETINGS AND EVENTS**

To maintain active club status, S4GC will meet or exceed Brookdale's minimum requirements for meetings and events. A meeting schedule will be drafted by executive leadership and amended by a simple majority vote of membership.

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## **ARTICLE VIII: MEETING PROCEDURES AND VOTING**

Points of discussion relevant to an agenda item may be raised by any club member during a meeting. For a motion to be voted on, it must first be discussed in a meeting where quorum is established.

Motions must be clearly stated by a club member, "I move to vote on X" and seconded by another member. The club president will then lead a discussion of the motion under consideration. Motions may be amended after discussion and voted on using the same process. Official votes on club business may occur synchronously or asynchronously after discussion with general membership. A simple majority of those present is needed in all votes except constitutional amendments. Abstentions will not be counted in votes requiring a simple majority.

This S4GC Constitution may be amended by a two-thirds affirmative vote when a quorum is met. In this case, abstentions will count as negative votes. Amendments should be discussed in a club meeting and adjusted based on feedback from general membership. All amendments must be approved by the Student Life Board and Director of Student Life & Activities before becoming effective.

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## **ARTICLE IX: PARLIAMENTARY PROCEDURE**

The latest edition of *Robert's Rules of Order* will be used to answer questions of parliamentary procedure not addressed in this document.

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## **ARTICLE X: FINANCES**

All organization funds must be kept in a special account assigned by the ASBCC and the Office of Student Life & Activities. Use of funds is governed by the ASBCC Finance Committee Guidelines. Authorized check disbursement signatures will be kept on file with the ASBCC Treasurer and updated as necessary.

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## **ARTICLE XI: COMPLIANCE**

The organization must abide by all applicable College rules and regulations, as found in the Brookdale Community College Catalog, The Student Handbook, and the general regulations provided by the Board of Trustees, the State of New Jersey, and the Federal Government.

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