

Students for Global Citizenship (S4GC) Constitution

CONTENTS

1. [Article I: Name](#)
2. [Article II: Vision and Mission](#)
3. [Article III: Club Membership and Voting Rights](#)
4. [Article IV: Executive Board](#)
5. [Article V: Advisor](#)
6. [Article VI: Quorum](#)
7. [Article VII: Scheduled Meetings and Events](#)
8. [Article VIII: Meeting Procedures and Voting](#)
9. [Article IX: Parliamentary Procedure](#)
10. [Article X: Finances](#)
11. [Article XI: Compliance](#)

ARTICLE I: NAME

Students for Global Citizenship (S4GC)

ARTICLE II: VISION AND MISSION

Vision: S4GC strives to raise awareness of global issues and diversity at Brookdale and beyond. The club seeks to effect change locally and globally by partnering with relevant organizations and empowering people to address inequities and promote human rights.

Mission

- **Awareness:** Raise awareness of diversity and global issues by offering cocurricular learning opportunities (via campus presentations, workshops, panels, etc.) and publicizing relevant information (via posters, articles, social media campaigns, etc.).
- **Action:** Empower people to make a positive contribution to their global and local communities by collaborating with relevant organizations, providing pathways to engagement, and participating in fundraising or community service.

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.

ARTICLE IV: EXECUTIVE BOARD

Section 1: Leadership Positions and Eligibility

The Executive Board will be composed of four duly elected leaders who assume the respective roles of president, vice president, treasurer, and secretary. 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

Students in leadership positions are selected by a simple majority vote of active club members. Each member retains their leadership position for one semester.

Section 3: Duties

All members of the executive board are expected to work collaboratively and take a leadership role in all official club events and activities.

- President: Develop and distribute meeting agendas; preside over meetings; act as the club spokesperson; delegate all other general administrative duties.
- Vice President: Work closely with the president in a supportive capacity and assume general duties in the absence of the president.
- Treasurer: Maintain financial records; organize and oversee all fundraisers; prepare and submit all proposals (events, travel, funding).
- Secretary: Keep records of club membership and attendance; transcribe meeting minutes and all official voting results.
- Public Relations: Design and distribute event flyers and promotional materials; photograph and post events to social media pages; attend recruitment fairs.

Section 4: Absences and Vacancies

In the event of an executive's absence or failure to uphold or properly delegate their duties, the other members in leadership positions will assume relevant responsibilities until a replacement is duly elected. Replacement elections must be approved by three officers and the advisor. Elections can be conducted in-person or asynchronously and must be affirmed by a simple majority of active club members if a quorum is met.

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 the advisor does not maintain voting rights. If disputes or inefficient club proceedings cannot be effectively addressed by membership, the advisor will recommend solutions.

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.

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 and approved by a simple majority vote of membership.

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. Motions may be amended and voted on using the same process. Official votes on club business may occur synchronously or asynchronously. A simple majority 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 of all active members. In this case, abstentions will count as negative votes. Amendments should be discussed in a club meeting and adjusted based on feedback. To be voted on, the text of all amendments must be distributed to all active members at least one week before the vote. All amendments must be approved by the Student Life Board and Director of Student Life & Activities, following the recognition procedure, before becoming effective.

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.

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.

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.
