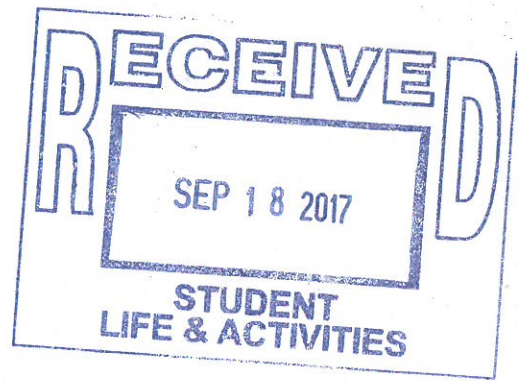


## Constitution



### Article I - Organization Name:

Student Veterans of America – Brookdale Chapter

### Article II - Purpose:

The purpose of this organization shall be to address the challenges associated with the transition from military service to being actively engaged in the college experience. This is a recognized chapter of the Student Veterans of America, a national 501(c)(3) organization, which provides military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation.

### 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, or veteran status. This organization shall not limit any member in the enjoyment of any right or privilege, advantage or opportunity.

Non-students may be guests of the organization, but have none of the rights or responsibilities of membership.

#### a) Member Eligibility:

Any duly registered student, part-time or full-time, with a minimum credit load of 1 credit hour per semester.

#### b) Voting member eligibility:

Members who attend a minimum of 3 entire general membership meetings in a single term (Fall and Spring), will be entitled to voting privileges thereafter. Voting members who fail to maintain this standard will lose their voting privileges.

### Article IV – Leadership:

**Section 1- Structure:** Leadership shall be comprised of a President, Vice President, Secretary, and Treasurer. Students who serve in these leadership positions must be currently enrolled for a minimum of 6 college credits (active, not audit status) and must have an acceptable ratio of credits attempted to credits earned (as defined by the college catalog).

The positions of President and Vice President may only be filled by either Veterans, as defined by the US Department of Defense, or students serving in Active or Reserve military duty. Department of Defense Form DD-214 must be presented to the College's Veterans Certifying Officer to verify veteran, active or reserve military status.

**Section 2- Selection of Leadership:** Elections for President and Vice President will be held once a year, during the last meeting of the Spring semester. Elections for Secretary and Treasurer will be held each semester (Fall and Spring). Nominations may be re-opened by a majority vote. All organization elections shall be held in accordance with the BCC Student Life & Activities (SLA) bylaws.

**Section 3 - Officer responsibilities:**

All officers are responsible for training their successors.

President

- a) Conducts general membership meetings.
- b) Ensures chapter activities are in compliance with SLA policies and procedures.
- c) Schedules and plans meetings, alongside the Vice President.
- d) Cosigns all financial transactions.
- e) Acts as the formal representative of the organization.
- f) Will not vote in general membership elections, except in the event of a tie.

Vice President

- a) Assumes the role of the President, in his/her absence.
- b) Assists the President in scheduling and planning meetings.
- c) Responsible for submitting to the SLA, any monies accumulated from fundraising activities.
- d) Audits the organization's financial records.
- e) Maintains order and discipline during meetings.

Secretary

- a) Responsible for keeping all meeting minutes and records.
- b) Maintains complete records of all correspondence.
- c) Notifies members of upcoming meetings, functions, and activities pertaining to the organization.

- d) Maintain flow of communication between general membership and organizational leadership.
- e) Keeps meeting attendance logs and member roster.

#### Treasurer

- a) Manages financial accounts of the organization and cosigns financial transactions, with the President.
- b) Reviews and maintains budget, alongside SLA administration.
- c) Presents relevant budget information during meetings.

**Section 4 – Leadership vacancies:** If an elected officer is no longer able to fulfill their duties, an election for that position will be conducted. If a vacancy exists in either the office of Secretary or Treasurer, these positions can be combined. The organization must ensure that there are at least 2 officers at any given time.

#### Article V - Frequency of Meetings:

Meetings shall be held, at a minimum, every other week, during the Fall and Spring semesters. More meetings can be added, as needed.

#### Article VI – Quorum:

In order for formal business to be conducted, a quorum of 2/3 of the membership must be present. Such formal business includes the election of new officers or the decision to expend the funds of the organization.

#### Article VII – Parliamentary Procedure:

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

#### 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 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 - Advisors:

The Advisor(s) 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 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<sup>st</sup>, and conclude June 30<sup>th</sup> of the following year.

Article X - Rules & Regulations:

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 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.

If a rule or directive from the Student Veterans of America (SVA) is in conflict with ASBCC rules, guidelines, or policies, then the ASBCC rules, guidelines, or policies, take precedence, unless the ASBCC and Office of Student Life and Activities makes an exception. If a rule or directive is in conflict with Brookdale Community College regulations or policies, then the BCC regulations or policies take precedence.

Article XI - Amendments:

This constitution may be amended by a two-thirds vote of the membership, provided the amendment was submitted, in writing, at a previous meeting, and notice of the proposed amendment was given to all members, at least one week before the meeting to vote on the 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.