

WELLNESS CLUB CONSTITUTION

ARTICLE I: CLUB NAME

This club's name is the Wellness Club.

ARTICLE II: CLUB PURPOSE AND AIMS

Provide resources that enhance the overall wellness of the Brookdale community. This club aims to build a space for students and community members to gain tools that enhance their wellbeing and address their needs. The Wellness Club should be a safe environment for students to uplift and advocate for one another.

ARTICLE III: MEMBERSHIP

1. 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. Brookdale Community College cannot support any organization that discriminates based on the aforementioned criteria. Non-students may be guests but do not have membership rights or responsibilities.
2. General membership will be granted to any student who attends two meetings.

ARTICLE IV: EXECUTIVE BOARD

SECTION 1: POSITIONS & QUALIFICATIONS

A. Club officers include: President, Vice President, Secretary, and Events Facilitator

1. 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).

2. Executive board members must attend at least five (5) consecutive club meetings or otherwise have consistent attendance/presence in the club.
3. Executive members are required to listen to and take into consideration the thoughts and feelings of active membership.

SECTION 2: ELECTIONS

Elections for nominated executive board members must be held in person through secret ballots. Nominations should be made at the meeting prior to the election and be made known to all active membership. Members eligible for voting should have attended at least two (2) consecutive meetings or otherwise have consistent attendance or presence in the club.

SECTION 3: DUTIES OF EXECUTIVE BOARD OFFICERS

- A. President: The president is the head of the executive board and the primary public representative of the club.
 1. Preside over all meetings and group conversations.
 2. Compile the agenda for meetings.
 - a. Act in accordance with the members' interests, curating the space for members comes first.
 - b. Keep tabs on what meeting plans are for upcoming weeks.
 3. Open conversations to all members.
 4. Be the primary correspondent between the rest of the club, executive board, and the advisor. Also the primary contact that other clubs can communicate with.

B. Vice President: The vice president is the secondary head of the executive board and the right hand to the president.

1. Assume the role and responsibilities of the president in their absence.
2. Act as an advocate for members. Keep track of members' concerns and bring them up to the rest of the executive board.
 - a. Be aware of members' concerns and needs.
 - b. Keep track of members' ideas to bring to the rest of the executive board.
 - c. Act as a mediator if the meeting gets out of hand.
3. Drive focus towards topics in group discussions by guiding conversation and being proactive in adding to the conversation.
4. Attend SLC Leadership meetings when possible and report back to the president.
5. Perform any duties delegated by the president.

C. Secretary: The secretary is the club's document-keeper and keeps important notes organized.

1. Keep notes on meetings and help structure the agenda.
 - a. Notes should ideally be shared with the members and other officers of the executive board.
2. Facilitate conversations at the beginning of meetings, including icebreakers.
3. Help submit proposals for events. Have notes and general documentation for any future plans available as well.
4. Much like the Vice President, the secretary also acts as an advocate and social middleman between general members and the rest of the executive board.

D. Events Facilitator: The Events Facilitator oversees event coordination for the club; this includes all financial matters relating to the club.

1. In charge of submitting event proposals and coordinating with SLA for any assistance needed for events.
2. Oversee funds and finances for the club, including keeping financial records and collecting dues.
3. Try to be present at events that require funds in order to help manage them.
4. Keep tabs on needed supplies, budgeting, events that require funding, and other matters related to finance.
5. Be in open communication with advisors about club funds, including any possible plans involving funds or funding.

SECTION 4: VACANCY PROCEDURE

In the case of the vacancy in the office of President, the Vice President assumes their duties. If the Secretary or Events Facilitator positions are vacant, they are usually combined. The Wellness Club will ensure there are at least two officers at all times.

ARTICLE V: MEETINGS

The Wellness Club will meet weekly. Additionally, the Executive Board will meet at least once a month with the advisor.

ARTICLE VI: QUOROM

1. A minimum of three (3) active members must be present before a club meeting can commence.
2. Formal business, including elections or the expansion of funds, must have at least five (5) active members present.
3. At least two-thirds of members must be in agreement before club decisions are made, including when an officer is instated onto the executive board.

ARTICLE VII: PARLIAMENTARY PROCEDURE

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

ARTICLE VIII: FINANCES

All monies of the organization shall 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 IX: 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.

ARTICLE X: RULES AND REGULATIONS

The Wellness Club will 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.

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 regular meeting, and notice of the proposed amendment was given to all members at least one week before the meeting. All

amendments must be approved by the Student Life Board and Director of Student Life & Activities, following the recognition procedure, before becoming effective.