

Spring 2025



STUDENT
LIFE
BOARD

MEMBER BY-LAWS

SLB Member By-Laws

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Introduction

The following are the By-Laws for Brookdale Community College's Student Life Board Executive and General Members. The rights, responsibilities, processes, and procedures enclosed are the official means of operation for the Student Life Board. In accordance with the Constitution, the Student Life Board is the Student Government, Student Programming Board, and Finance Board all in one. The Executive and General Members create the Student Representation of the Associated Students of Brookdale Community College (ASBCC). The Student Life Board is comprised of a President, Vice-President, Secretary, Parliamentarian, Treasurer (Executive Board), and General Members. The Board maintains daily operations to serve the Associated Students of Brookdale Community College (ASBCC).

The Executive Board reviews this document within two weeks of assuming office as Executive Members and proposes alterations to the General Members at the first general meeting. This is to ensure that the processes and procedures outlined within are current and remain efficient for the current Board. Any changes need to be voted upon by majority vote of the Executive Board and 2/3 vote of General Voting Members.

General Executive Board Requirement

The Executive Members will adhere to all requirements and rights outlined in the SLB Contract and By-Laws. Each Executive Board member will be held with advanced standards outlined below.

Must attend all Executive Board meetings.

You must attend all general meetings unless permission has been granted at the preceding Executive Board Meeting.

Must attend all events that require full Executive Board attendance, as well as maintain a 75% attendance at Student Life Board sanctioned events.

Each Executive Member must complete at least three office hours weekly. Office hour responsibilities include checking SLB email, phone, social media, etc.

Each Executive Member can vote in general meetings, elections, constitutional amendments, and committees if they fulfill their 3 hours of weekly office hours (except for the President who shall only vote in the event of a tie). Office hours shall not overlap for executive members.

If an E-board Member misses more than three (3) unexcused general meetings, fails to complete their responsibilities, and fails to complete their weekly office hours, they will be subject to impeachment.

Executive Board members must maintain good academic standing (2.5 GPA) and judicial standing. □

President

Follow all the requirements of an Executive Member of the Student Life Board.

General President Requirements

1. The President orchestrates and facilitates the general meetings in accordance with the agenda created by the president. Calling the meeting, the President will motion to have the Parliamentarian call the meeting to order at the designated time. It is the responsibility of the President to mention the group discussions while maintaining a controlled order of discussion.
 - a. Will compile Executive Member thoughts and generate the general meeting agendas.

2. It is the expectation of the President of the Student Life Board to attend the monthly one-on-one meetings with the College President and any other College meeting(s) as deemed appropriate.
3. During peak times, all membership related items will be handled in joint by the President and Secretary.

Vice-President

Follow all the requirements of an Executive Member of the Student Life Board.

General Vice-President Requirements

1. The Vice-President will co-chair, along with the SLB Secretary, the PR & Programming Committee for the Student Life Board.
 - a. As the chairperson of the Programming side of the committee, the Vice-President will:
 - i. Delegate positions and tasks to committee members as needed for each event.
 - ii. Allow adequate time for group discussions regarding programming for the student body.
 - iii. Maintain a safe environment that allows for everyone's thoughts to be heard.
 - iv. The Vice-President will work alongside the Secretary to ensure that copies of the PR and Programming meeting minutes are completed following each meeting.
2. Oversees event set-up to ensure that the tasks of each Student Life Board sanctioned event are done quickly and efficiently.
 - a. Create the Event Sign-Ups Sheets, which are to be posted within the office prior to events with ample time to allow for members to sign up.
 - b. Creates a sign-in sheet to keep track of member attendance at SLB events.

Secretary

Follow all the requirements of an Executive Member of the Student Life Board.

During peak times, all membership related items will be handled in joint by the President and Secretary.

General Secretary Requirements

1. Meeting minutes will be recorded by the Secretary during the general meeting and will then be sent via email per request to the requesting member(s) before the next meeting.
2. Document and report on all written requests for changes and/or corrections to the meeting minutes.
3. The current Secretary will design a process to hold all public and private records for the Student Life Board.
4. The current Secretary will develop a process for the display and recordkeeping of Office Hour schedules and attendance.
5. The Secretary will solicit Office Hour sign-ups at the second general meeting of the Fall semester and develop a calendar to be on display for both members and the public.
6. The Secretary will ensure that meeting times are appropriately displayed outside of the Student Life Board office and all necessary updates are made to the website.
7. The current Secretary will develop a method to record all member attendances required to be tracked for enrollment.
8. It is the Secretary's responsibility to proactively inform a member that they are in jeopardy of not adhering to the requirements set forth in Student Life Board documents.
 - a. The Secretary will first discuss the matter with the Executive Board and proceed to a verbal warning, followed by a formal written warning requesting justification. Should the action continue, the Executive Board will determine if charges should be brought up against the member – please reference the Impeachment section of the By-Laws for the process.
9. Upon receiving a completed, and verified, petition to join the Student Life Board, the Secretary will invite the new member to join the subsequent general meeting and file the petition with the office documents for record keeping.
 - a. If a petition is completed but not verified, the Secretary will reach out to said student and request the updates be made to their petition and be resubmitted to the Office of Student Life and Activities for verification.
10. The Secretary will be the co-chair, along with the SLB Vice-President, of the PR & Programming Committee for the Student Life Board.

- a. As the chairperson of the Public Relations side of the committee, the Secretary will:
 - i. Delegate tasks to committee members.
 - ii. Ensure that fliers for campus posting are submitted.
 - iii. Work to ensure that all deadlines are met.
- 11. With the help of the Vice President, appoint and work with the ad hoc Social Media coordinator
 - a. Duties Social Media Coordinator are as follows:
 - i. Responsible for all social media for the Student Life Board
 - ii. Must attend all Public Relations/Programming Committee meetings
 - iii. Work with Public Relations/Programming Committee to plan all posts throughout the week before the events
 - b. Social Media Coordinator guidelines
 - i. Pictures/Videos need verbal consent prior to posting
 - ii. Personal information (i.e., name, age, hometown, tags etc.) needs verbal consent prior to posting
 - iii. Any conversations or posts of concerns should be reported to the SLA advisors. DO NOT DELETE
 - iv. Social Media Coordinator must maintain professionalism with all social media, including proper spelling and grammar
 - c. If Social Media Coordinator does not follow guidelines, Secretary has the right to re-assign the position under discussion/communication with executive board

Parliamentarian

Follow all the requirements of an Executive Member of the Student Life Board.

General Parliamentarian Responsibilities

1. The Parliamentarian will maintain order during all general meetings.
2. The Parliamentarian will, upon request of the President, call the meeting to order and close the meeting.

3. The Parliamentarian will be the chairperson of the Club Advisory Board (CAB) committee.
4. The Parliamentarian's general meeting report will provide information on varying club-related topics that may include:
 - a. Concerns, questions, CAB decisions, etc.
5. The Parliamentarian will adhere to the process below for New Club Registration.

New Club Registration

When the Parliamentarian receives a new club registration packet, they must contact the President of the proposed club. This is to ensure that the proposed club President can attend the subsequent CAB Meeting to answer any questions the committee may have. The new club registration packet will be reviewed by the Parliamentarian and the Parliamentarian Advisor before going to the CAB.

Once the Advisor and the Parliamentarian review the packet, the CAB Committee will review the packet and determine if they will recommend it to the Student Life Board for official recognition as a new club on campus. If the club is approved from the Student Life Board, the Parliamentarian must then contact the new club President again following approval. If a proposed club was denied a chance of being recommended to the Student Life Board, the Parliamentarian must state the reasons why they were denied at the next general meeting. The Parliamentarian must also discuss with the proposed club President to provide insight on the necessary improvements.

Treasurer

Follow all the requirements of an Executive Member of the Student Life Board.

General Treasurer Requirements

1. Ensure that Finance meeting attendance includes the Treasurer, SLB executive member, or representative from Student Life and Activities and at least three voting-members of the SLB.
2. The Treasurer will be the chair of the Finance Committee for the Student Life Board.
 - a. As the chairperson of the committee the Treasurer will:
 - i. Work with committee members to distribute club reserve funds

Proper Steps to Holding a Finance Meeting:

1. All proposals to be considered at the Finance meeting must be submitted before the proposal date.
2. Invite the clubs & organizations that have submitted proposals to the subsequent Finance meeting.
3. Prepare printed or electronic copies of the proposal for the Finance meetings so that all attendees can view the document.
4. Follow procedures outlined in the Southworth Decision of viewpoint-neutral funding when reviewing proposals, all proposal decisions must include determining if it is fiscally responsible, relevant to the club's mission, relevant to Brookdale's mission, and unique in nature.
5. After approving, denying, or tabling a proposal, send an email to the club and Student Life and Activities Administration to inform them of the Finance committee's decision.

General Voting and Non-Voting Members

General Voting & Non-Voting Members will adhere to all the requirements and the rights outlined in the SLB Contract and By-Laws.

Voting General Member Requirements

1. Must attend all general meetings
2. Must attend 75% of all events at which the Executive Board requires SLB attendance per month
3. Must complete a minimum of one (1) office hour weekly and must check emails and phone messages during office hours
4. Must be on at least one (1) committee
5. Eligible to vote within general meetings, elections, and constitutional amendments, committees
6. If Voting General Member misses more than three (3) unexcused general meetings and fails to complete their 1 office hour, they will be demoted to a Non-Voting General Member. To become a Voting Member again, they must again attend three (3) consecutive general meetings and make up their office hours the following week adding up to 2 office hours that week.
 - a. General members may overlap their office hours up to a maximum of 2 people at a time. An executive member may overlap their office hours alongside a general member up to a maximum of 2 people at a time.

7. Can chair any ADHOC committee
8. Voting General Members who do not fulfill their duties will be subject to impeachment from the board
9. Expectation that delegated tasks will be completed

Non-Voting General Members

1. These members are unable to attend general meetings because of class scheduling or some other conflict subject under the executive board.
2. Must attend 75% of all events that the Executive Board requires SLB attendance per month
3. Must complete a minimum of one (1) office hour weekly and must check emails and phone messages during office hours
4. Must be on at least one committee
5. Is not eligible to vote on constitutional amendments, elections, or committees.
6. Non-Voting General members may be promoted to full Voting Members if they attend three (3) consecutive general meetings where on the third, they are granted full membership and voting privileges and complete their assigned office hour of the week.
7. Non-Voting General Members who do not fulfill their duties may be subject to impeachment from the board

Committees

PR & Programming

Headed by the SLB Vice-President and Secretary, the PR & Programming Committee is the student programming and public relations section of the Student Life Board. The members who serve on this committee will work within it to plan and create advertisements and promotions for the Student Life Board, for any club and organization on campus, and for events that appeal to the student body as a whole.

Club Advisory Board (CAB)

Headed by the SLB Parliamentarian, the CAB committee may contain Voting Members and Non-Voting Members of the Student Life Board. Both Voting and Non-Voting Members can vote in committees during voting times. If a member of CAB is part of a club that the committee is voting on, the member must step out of the room due to conflict of interest. After voting is done, the member may return to the room.

Finance

Headed by the SLB Treasurer, committee members are responsible for voting to approve, deny, or table proposals submitted by clubs and organizations to Student Life & Activities that have requested funds from the club reserve budget for travel and/or campus events. All decisions must follow procedures outlined in the Southworth Decision of Viewpoint-Neutral Funding when reviewing proposals, all proposal decisions must include determining if it is fiscally responsible, relevant to the club's mission, relevant to Brookdale's mission, and unique in nature. Members must consistently attend all Finance committee meetings unless excused by the Treasurer.

Recap Committee

A recap meeting is meant to go over the entire meeting agenda of the general meeting. This will serve as an opportunity for members who are not able to make it to the general meeting. The recap meeting will count as a consecutive meeting attended towards their eligibility to become and remain a voting member.

Meeting Times

Revised February 2025

All committees will follow an established meeting schedule. The times and dates of all committee meetings will be determined before each semester starts by the corresponding Executive Board Member. Committee meeting times will be shared at the first general meeting and broadcast via email.

SLB Contract Overview

The Student Life Board Contract is the underlying rights and responsibilities of the Members of the Student Life Board. It is essential that all Members understand the information within the Contract. The Executive Members have amending duties outlined in the By-Laws; however, all Members are to comply with the SLB Contract.

Elections and Vacancies

Elections Process

Elections will be held for all Fall positions during the first general meeting in April.

Nominations will begin two weeks prior to the election. Nominations must be made during a general SLB meeting. Members may self-nominate or nominate another fellow Member who they believe would fit the Executive Board position description.

Newly elected Executive Board Members will be required to shadow the current Executive Board for the rest of the Spring semester. The Newly elected Executive Board's term will begin the day after May graduation and continue till the following Spring graduation.

Vacancy Process

Vacancies are created by people who leave before their term ends. Vacant positions must be filled within three weeks of vacancy.

Any vacancies are discussed during Executive Board meetings and left to the President to appoint someone to the position. While the president shall be appointed by the advisors under the 3 weeks of vacancy.

Executive Members must follow all general Executive Board requirements of the Student Life Board.

Impeachment Process

The impeachment process is the official process of remediating all possible internal affair complications of the Student Life Board. Any member who has found themselves in contempt of the rules and regulations can be brought up for impeachment.

The process for impeachment

Once a member has been charged, the President will convene a Judicial Review committee which will determine if there are any grounds for impeachment. As quoted in the constitution, the grounds for impeachment are violations of the student code of conduct and academic integrity code, failure to regularly attend general and/or committee meetings, unethical conduct, and for not holding responsibilities of office.

If it is found that there are grounds for impeachment, the Parliamentarian is to officially indict the Member at the subsequent general meeting. A trial will then be set for no more than 14 days (about 2 weeks) following the Member's formal accusation. If no trial date is established, then it will take place during the second general meeting following the formal accusation.

The accused may name any member of the ASBCC as their defense council to defend their position. During the trial, the Parliamentarian will, in accordance with the constitution, serve as the prosecutor. If the accused member is the Parliamentarian, the Vice-President will serve as the prosecutor. The President is to serve as the judge for all impeachment trials unless the President is the accused Member in which case the Vice-President assumes the role as the judge.

A jury convened by the Student Life and Activities Advisors will consist of no less than five (5) and no greater than ten (10) ASBCC students. This jury will act as the determining body in the impeachment trial. Should the jury reach a guilty verdict, they can suggest a sanction, but the official sanction is determined by the judge.