

SUFFOLK COUNTY COMMUNITY COLLEGE

AMMERMAN CAMPUS

CONSTITUTION OF THE CLUB BOARD OF SCCC CLUB/ORGANIZATION

ARTICLE I NAME OF THE ORGANIZATION

Section 1: The name of this organization shall be Club Board.

ARTICLE II PURPOSES OF THE ORGANIZATION

Section 1: The scope and function of this campus organization will be to operate within the stipulations and actions of the Board of Trustees of the College, the County Legislature and the State University of New York. The Club Board shall:

- a. Approve registrations for new student organizations. Review constitutions for all student organizations on campus, with power to revoke the recognition of those student organizations not following the guidelines set forth by the Club Board or not functioning at all.
- b. Develop and recommend policies relating to student organization activities and expenditure of funds for student organizations.
- c. Aid in the coordination of the activities of the various clubs.
- d. Assist student organization officers with proper paper work procedures when such help is requested.
- e. Conduct themselves in a leadership role and maintain confidentiality when needed.
- f. Each Club Board officer shall represent Club Board on at least one campus-wide committee; but not limited to, the Student-Affairs Committee, Distinguished Lecture Committee, and Student Trustee Election Committee.

ARTICLE III MEMBERSHIP

Section 1: The Club Board shall consist of five student club presidents or vice presidents. Each person shall serve for a maximum of two semesters regardless of when during the semester the candidate took office.

Section 2: An executive officer from Campus Activities Board may serve as an ex-officio, non-voting member of Club Board. No executive officer of Campus Activities Board or publications editor shall serve as a voting member of Club Board.

Section 3: All candidates, members, and/or representatives of the Board must maintain a 2.5 cumulative average and be in good college standing. Furthermore, three of the five members must be full-time students. Two members can be part-time students enrolled in at least six (6) credits. All candidates must have completed at least 12 college credits by the time of election.

Section 4: The treasurer of Student Government Association (SGA) may serve as an ex-officio, non-voting member of Club Board (CB). The purpose of this position is to allow the executive board of SGA an insight into the workings of CB. This knowledge will assist SGA in its role as student liaison to administration and will allow SGA to be more able to speak on behalf of CB with regards to budget concerns at meetings of the Campus Association Advisory Committee.

- a. In the event that the treasurer of SGA cannot act in the capacity designated in Section 4, she/he may designate another executive board member of SGA to replace her/him.

ARTICLE IV ELECTIONS

Section 1: The Club Board shall be established by the election of five student organization presidents or vice presidents.

Section 2: The members of the active student organizations (those who have registered with the Office of Campus Activities according to the guidelines) shall have the responsibility of nominating candidates. Any club president or vice president who meets the above qualifications as outlined in Article III, Section III, may be nominated. If seconded, their names shall appear on a ballot.

Section 3: Election of Club Board officers will be conducted in the following manner. Nominations shall be accepted from club members at the specified Officer/Advisor meeting and seconded by a different club member. If more than one nomination is received for any seat on Club Board, a vote must be conducted at that meeting. Each club shall receive one vote. Voting shall be conducted by secret ballot. The counting of votes will be conducted by a Club Board officer in front of the Club Board advisor or his/her designee.

Section 4: Only one member of each club may serve on Club Board during the same term.

Section 5: The five nominees receiving the most votes shall represent all student organizations. In the event that the number of candidates is equal to the number of positions, those candidates shall be considered to have been elected.

Section 6: Newly elected Club Board officers will train with current Club Board officers through the end of the elected semester and then shall take office and being serving immediately after their election though the following two semesters.

ARTICLE V POSITIONS

Outreach Chair—responsible for all workshops for student clubs on the process of receiving funding from club board, responsible for meeting new interest groups on the process of how to become a club, and work with interest groups in their process of becoming a new club.

Communication Chair—responsible to take accurate notes of all club board meetings, along with contacting clubs with the outcomes of club board decisions, and keep an up-to-date list of all club board approved events, activities and programs.

Club Relations Chair—devise a system of publicity for the club program, organize the meeting space, meeting times and meeting dates for all clubs.

Finance Chair—responsible for keeping accurate records of all club expenditures and the overall club budgets. Maintain the database for incentive award points for all clubs.

Events and Activities Chair—responsible to oversee and develop the agenda for all officer and advisor meetings, chair all officer and advisor meetings. Work with college and campus community to involve the clubs in college and campus events. Oversee the assignment of student leaders to campus and college committees.

ARTICLE VI MEETINGS

Section 1: Meetings shall be held weekly during the regular academic term.

Section 2: Meetings shall be open to all club members and advisors. Prior notification of attendance will be required at which time they will be granted 10 minutes for discussion.

Section 3: Quorum: A quorum shall consist of 3 out of 5 Club Board officers to hold a valid meeting.

Section 4: Parliamentary Authority: *Robert's Rules of Order*, revised, shall govern all proceedings except when inconsistent with the constitution of the Board or the charter of Suffolk County Community College Association.

Section 5: A president or vice president of a club who is serving on Club Board cannot vote on matters concerning their own club. In the case of a tie vote, the ex-officio member of Club Board will vote on said matter.

ARTICLE VII VACANCIES

Section 1: In the event of a vacancy on the Club Board, the unexpired term will be filled by a vote of club presidents at the next scheduled meeting.

ARTICLE VIII IMPEACHMENT

Section 1: Any member of the Club Board may be impeached, by a majority vote of the remainder of the Club Board, if he/she has:

- a. Missed three (3) meetings.
- b. Willfully neglected to perform his/her duties and discharge his/her responsibilities.
- c. Club Board members are expected to be present and ready to work on time for each meeting. Failure to do so may be considered willful neglect to perform duties.
- d. Failure to keep confidentiality regarding important issues.

ARTICLE IX AMENDMENTS

Section 1: Amendments to this Constitution must be submitted in writing by any Club Board member at any Club Board meeting.

Section 2: Proposed amendments shall be voted upon at the regular Club Board meeting and shall be adopted upon receiving a three-fifth vote of the Club Board, subject to approval of the Director of Campus Activities.

Revised by the Club Board
October 2008