

Brooklyn College

1. **Name**

- 1.1. The name of this organization shall be **"The Computer Science Club"**. No other name will be used in the advertisement or representation of the organization.
- 1.2. The purpose of this organization shall be to further the interest of majors and spark the interests of non-majors in the field of computer science and related topics.
 - 1.2.1. This organization acknowledges that any actions meant to limit the ease of membership registration for students desiring membership is unjust and as such shall never have any try out, pledging, or related policies.

2. **Membership**

- 2.1.1. Membership in this organization shall be open only to matriculated students of Brooklyn College. This includes undergraduate and graduate students.
- 2.1.2. Honorary non-voting membership may be granted by the Executive Board.
 - 2.1.2.1. Honorary members may not accept any compensation, funds, or assets related or funded by the student activity fee monies of Brooklyn College nor shall any honorary member use student activity fee monies for travel-related expenses unless serving as a CUNY-mandated chaperone.
- 2.1.3. Any person desiring membership shall register with the secretary at any time prior to a general membership meeting
- 2.1.4. Any member may end their affiliation with the student organization by notifying the Secretary.
- 2.1.5. No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.

3. **Rights and Responsibilities of Members**

- 3.1. All members admitted three (3) months before elections may vote in elections of the Executive Board to take office the following term.
- 3.2. Any and all members agree to promote a safe environment for all.

4. **Officers**

- 4.1. **Qualifications for Officers**

- 4.1.1. Candidates shall be eligible only if they have been an active member of this organization for at least one (1) year prior to their term.
- 4.1.2. All officers of this organization must be matriculated undergraduate students of Brooklyn College, have a minimum overall grade point average of 2.5, and must be registered for at least one course for the term during which they are to serve.
- 4.2. **The President shall:**
 - 4.2.1. Preside at all meetings and shall be the chairperson of the Executive Board.
 - 4.2.2. Call special meetings of the club
 - 4.2.3. Prepare and file any report required
 - 4.2.4. Create and distribute agendas for each meeting of the organization
 - 4.2.5. Represent the club at official functions
 - 4.2.6. Be held personally responsible for all debts incurred by this group.
 - 4.2.7. Be answerable to Student Government concerning any inquiry of the group.
 - 4.2.8. Serve as a liaison between the faculty of the Department of Computer and Information Science and The Computer Science Club.
 - 4.2.9. Remain fair and impartial during organizational decision making processes
- 4.3. **The Vice President shall:**
 - 4.3.1. Substitute for the President when necessary
 - 4.3.2. Serve as an ex-officio member of all committees.
 - 4.3.3. Coordinate organizational recruitment efforts
 - 4.3.4. Represent organization at official functions
 - 4.3.5. Coordinate organization election
 - 4.3.6. Remain fair and impartial during organizational decision making processes
- 4.4. **The Treasurer shall:**
 - 4.4.1. Collect all fees
 - 4.4.2. Be personally responsible for all funds as authorized by the group, and submit a report of the financial status of the group at all business meetings.
 - 4.4.3. Keeps all financial records of the organization
 - 4.4.4. Prepare the annual budget to be submitted to the appropriate Student Government.
 - 4.4.5. Prepares all budget requests for funds
 - 4.4.6. Advises members on financial matters (i.e. vendors, ticket selling procedures)
 - 4.4.7. Represents organization at official functions

- 4.4.8. Remains fair and impartial during organization decision making processes
- 4.5. **The Secretary shall:**
 - 4.5.1. Keep the minutes of the meetings of the organization, and report to the organization at each general meeting, as well as be responsible for correspondence between members. All minutes shall be filed with the office of Student Affairs Involvement & Leadership
 - 4.5.2. Notify all members of meetings
 - 4.5.3. Prepare organization's calendar of events
 - 4.5.4. Represent organization at official functions
 - 4.5.5. Remain fair and impartial during organization decision making process
 - 4.5.6. Shall serve as the Club Connector and update the Bulldog Connection portal as necessary
 - 4.5.7. Continually seek out and suggest names of willing and available people from the professional or collegiate world to speak before open meetings of the club; also the same suggestions of available films or other presentations, even by members of the club themselves. Once the suggestion is approved by majority vote of the Officers, the President will then officially direct the committee to make all arrangements necessary to realize the presentations, including arranging for a mutually agreeable date between presenter and society, the arrangement of publicity of said event with the Vice President and Recording Secretary, and any other duties necessary to realize same.

5. Election Procedures

- 5.1. **Election Procedures**
 - 5.1.1. All officers shall serve [one term, one year] and maybe re-elected for [one] additional term.
 - 5.1.2. Any member shall have the right to nominate any member or themselves for a position
 - 5.1.3. Nominations shall be open at least two (2) weeks prior to elections
 - 5.1.4. Elections shall be held once a year.
 - 5.1.4.1. The candidates shall campaign.
 - 5.1.4.2. The candidates shall have an opportunity one (1) week prior to voting to present a speech to the general membership and have a question and answer session as outlined by the current executive board.
 - 5.1.4.3. Candidates win by majority vote.
- 5.2. **Special Elections:**

- 5.2.1. Shall be called by the President of the club.
- 5.2.2. The candidate shall win by a majority vote.
- 5.2.3. Nominations from the floor shall be accepted one (1) week prior to elections.
- 5.2.4. Nominations may also be made by the Executive Board.
- 5.2.5. Elections may only be held when a quorum of registered regular members are present. Election shall be a majority vote of that quorum.

6. Impeachment and Vacancies

- 6.1. An impeachable offense is one which violates the precepts of the organization in Article I or malfeasance, misfeasance or nonfeasance.
 - 6.1.1. Any registered member may call for the formation of an impeachment committee at any general membership meeting.
 - 6.1.1.1. An impeachment committee shall be formed on the basis of an election to be held when the motion is put to membership. The committee shall consist of a combination of the executive board and regular members. The initiator(s) of the impeachment proceedings shall be barred from becoming a member of this committee.
 - 6.1.2. The recommendations of this committee shall be released at either the next general meeting or a special general meeting called by the committee.
 - 6.1.3. The accused officer shall be notified in writing at least five (5) days before such a meeting is to be held and a bill of particulars will accompany the notice.
 - 6.1.4. Conviction on impeachment charges does not mean mandatory expulsion from the club.
 - 6.1.5. Convicted persons are still responsible for debts incurred and completion of all responsibilities assumed prior to conviction, i.e. those persons responsible for funds at Central Depository are still responsible for debts incurred.
 - 6.1.6. Any member may be expelled for attempts to undermine the club, its functions or for acting inappropriately.
- 6.2. **Vacancies**
 - 6.2.1. The vice-president shall assume duties of any vacant office until special election is held.
 - 6.2.2. If more than one office is vacant, they shall be filled by presidential appointment, until a special election is held.
 - 6.2.3. A special election shall be called at the meeting following the announcement of the vacancy or vacancies. The procedure for regular elections shall be followed.

7. Executive Board

- 7.1. The Executive Board shall consist of the officers and chairperson of the standing committees of the organization.
- 7.2. The Executive Board shall formulate the agenda and take emergency action upon the approval of a majority of the committee.
- 7.3. The Executive Board shall attend functions as required by CLAS Student Government.
- 7.4. The Executive Board shall know the Fiscal Guidelines for Expenditure of Student Activity Fees as established by the Board of Trustees of The City University of New York & by the Brooklyn College Association, Inc.

8. Meetings

- 8.1. All meetings shall be governed by Robert's Rules of Order.

9. Amendments

- 9.1. Amendments to this constitution or to the by-laws shall be introduced from the floor or the Executive Board and submitted to the secretary in writing at a regular meeting.
- 9.2. The entire membership shall be notified in writing at least five (5) days previous to the vote on a proposed amendment.
- 9.3. 2/3 vote of those voting shall be necessary for the passage of an amendment.
- 9.4. Student Government shall be duly notified and ratify the passage of any amendments. Student Government reserves the right to deny proposed amendments, but shall provide written explanation or propose an amended version of the proposed amendment.

10. Litigation

- 10.1. In the case of dispute between members, malfeasance or misconduct, any registered student may bring their issue forward to the Judicial Branch of CLAS Student Government to seek remedy to their issue(s).

11. Dissolution

- 11.1. In the event of the dissolution of this group, all accrued funds and assets shall revert to the Brooklyn College Association, Inc.

This constitution is now enacted on this 11th of April, 2018

Signed by:

Student Organization Representative

Chava Shulman
Print Name (Club Officer)

4/11/18
Date

Chava Shulman
Signature (Club Officer)

Student Government Representative

Chava Shulman
Signature

4/11/18
Date

CLAS
Division