

**CONSTITUTION OF
Guinean Students Association Club
AT Borough of Manhattan Community College
CITY UNIVERSITY OF NEW YORK**

PREAMBLE

The Student Government Association of Borough of Manhattan Community College has the regulatory power to grant, suspend, or revoke the charter of all clubs.

ARTICLE I – NAME

The official name of this organization shall be **Guinean Students Association** at Borough of Manhattan Community College. **Hereinafter referred to as (GSA)**. No other name will be used in the advertisement or representation of the organization.

ARTICLE II – PURPOSE

The Guinean Student Association Club aims to promote Guinean culture and heritage, to bring together all Guinean Students for a better future. We are also going to help serve as a voice at Borough of Manhattan CC for current and future Guinean students.

Reminder: The purpose and function shall not duplicate that of any other existing organization at BBCC

ARTICLE III – MEMBERSHIP

Section 1 – Qualifications

- A. All members must be matriculated students of BMCC and must subscribe to or be interested in the purpose of the organization.
- B. **No person shall be denied membership or office because of national or ethnic origin, race, color, sex, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.**

ARTICLE IV - OFFICERS/ELECTIONS/REMOVAL OF AN OFFICER

Section 1 – Officers

Undergraduate:

All officers of this organization must be matriculated undergraduate students of BMCC, 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.

Graduate:

All officers of this organization must be matriculated graduate students of BMCC, have a minimum overall grade point average of 3.0, and no minimum credits for the term during which they are to serve.

Note: No one can serve as the President of one organization while simultaneously serving as Treasurer of another, nor can anyone serve as President of more than one organization.

A. There shall be a **President** who shall ...

- i) Preside at all meetings of the club
- ii) Call special meetings of the club
- iii) Prepares and files any report required
- iv) Create and distribute agendas for each meeting of the organization
- v) Represent the club at official functions
- vi) Maintain contact with club adviser(s)
- vii) Remain fair and impartial during organization decision making processes

B. There shall be a **Vice-President** who shall...

- i) Assume the duties of the President as needed
- ii) Serve as an ex-officio member of standing committees
- iii) Coordinate organizational recruitment efforts
- iv) Represent organization at official functions
- v) Coordinate organization election
- vi) Remain fair and impartial during organizational decision-making processes

C. There shall be a **Secretary** who shall ...

- i) Keep a record of all members and events of the organization
- ii) Keep and distribute minutes of each meeting of the organization
- iii) Notify all members of meetings
- iv) Prepare organization's calendar of events
- v) Represent organization at official functions
- vi) Remain fair and impartial during organization decision making process

D. There shall be a **Treasurer** who shall ...

- i) Keeps all financial records of the organization
- ii) Prepare the annual budget to be submitted to the appropriate Student Government.
- iii) Prepares all budget requests for funds
- iv) Advises members on financial matters (i.e. vendors, ticket selling procedures)
- v) Represents organization at official functions
- vi) Remains fair and impartial during organization decision making processes

SECTION 2 – ELECTIONS

A. All officers shall serve [one term, one year] and maybe re-elected for [one] additional term.

B. General elections & Election Process:

- i) Shall be held once a year.
- ii) The candidates shall campaign.
- iii) 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.
- iv) Candidates win by majority vote.

C. Special elections:

- i) Shall be called by the President of the club.
- ii) The candidate shall win by a majority vote.

SECTION 3 – REMOVAL OF AN OFFICER

- A. A win two-thirds majority vote of the active voting membership is required for the impeachment proceedings to be activated.
- B. The officer in question must be notified of the charges in writing.
- C. A special meeting must be set up to discuss the charges; all parties must be allowed to respond.
- D. Should a decision be made, a win two-thirds majority vote of the active voting membership will result in the removal of the officer to be impeached.
- E. Determine how a replacement will be selected and when the new person takes office.
- F. A copy of the typed minutes from both, the meeting when the impeachment proceeding was enacted, and the meeting when the voting for removal for the officer to be impeached must be submitted to the Office of Student Life.

ARTICLE V - EXECUTIVE BOARD

Section 1 -The Executive Board shall consist of the elected officers of the organization.

Section 2 - The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

Section 3 -The Vice-President shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, they shall be filled by presidential appointment until a special election is held.

Section 4 – The Executive Board shall choose a faculty advisor for the organization.

Section 5 – The Executive Board shall attend functions as required by the Office of Student Activities.

Section 6 - 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 BMCC Association, Inc.

ARTICLE VI – Faculty Advisor (Optional)

Section 1 – The Executive Board shall choose a Faculty Advisor at BMCC

ARTICLE VII – MEETINGS

Section 1 – The Guinean Student Association will hold regular meetings...
Once a week

Section 2 -A quorum consisting of two officers plus a majority of duly registered members is necessary for the transaction of any business.

Section 3 -The rules contained in Robert's Rules of Order - Newly Revised shall govern this organization in all cases in which they are not inconsistent with the constitution and the by-laws of this organization.

ARTICLE VIII – AMENDMENTS

Section 1 -Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.

Section 2 -The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

Section 3 –A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

Section 4 –A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Student Activities with the revised constitution of the organization.