

## CONSTITUTION FOR THE BHCC STEM CLUB

- Article I Name and Purpose
- Section 1 The name of this organization shall be The BHCC STEM Club
- Section 2 The purpose of this organization shall be to give all students the opportunity to collaborate on projects related to disciplines of STEM while creating an environment of exploration regarding future careers.
- Article II Membership
- Section 1 Active Membership is open to all members of the Student Association at Bunker Hill Community College.
- Section 2 No academic restrictions shall be placed on qualifications for membership, except those defined by the Vice President of Academic and Student Affairs.
- Article III Meetings
- Section 1 The group shall meet on Tuesdays during activity hour (1:00 pm – 2:15 pm) virtually on WebEx.
- Section 2 In-person activities/ projects necessary to complete the projects goal must be discussed and agreed on by members of the active project.
- Article IV Officers
- Section 1 The Officers making up the Executive Council/Board will be **Co-Presidents, Secretary, Treasurer, and Outreach.**
- Section 2 Qualifications for officers are consistent with those outlined in the Student Association Constitution, Article 2, Section B.
- Section 3 Duties of Officers
- Duties and responsibilities of each officer should be clearly detailed.
- A. The President/Chairperson shall **be aware of all school resources and connect students to a network of guidance as well as be the main leader(s) to handle club collaboration and networking with other programs and offices.**
  - B. The Vice President will facilitate and run meetings according to the agenda if the President/ Chairperson is not present. They will also be a collaborator on items regarding the club and president matters.
  - C. The Secretary shall **take notes during all meetings, attend all meetings, and seek guidance from the Co-Presidents when necessary.**

- D. The Treasurer will create financial goals. Interface with Student Activities about fundraising and submit budget requests to SGA for club activities.
- E. Outreach Coordinator Creates and posts advertisements in print and on social media as well as distribute information in print to relevant parties.

Section 4	Term of Office Term of office shall be from September to May. One full academic year.
Section 5	Removal from Office Members and/or officers may be removed for the following reasons: Not showing up to 3 meetings without a justifiable reason, not properly following duties, and/or violating the code of conduct.
Article V	Quorum
Section 1	Quorum shall consist of one more than half of active club members. <i>(A quorum is how many members or officers must be present for a vote to be valid, by percentage or specific title.)</i>
Section 2	A quorum shall be required for the following types of voting: Board Elections, Events to try and fund field trips before the end of the academic year.
Article VI	Election and Duration of Officers
Section 1	The election of officers shall occur in accordance with the Student Association's Constitution; in the fall for the following academic year of service (Student Association Constitution, Article 3).
Article VII	Advisor
Section 1	The club shall have an advisor(s) chosen from the full-time faculty or staff of BHCC, appointed by the Student Activities Office.
Section 2	The advisor's responsibilities shall be those required by the Director Student Leadership and Engagement as printed in the Student Organization Manual.
Article VIII	Amendments
Section 1	Amendments to the charter/constitution may be offered by any active member and must be submitted to club officers.
Section 2	Amendments shall be brought before the club members to be voted on.
Section 3	Amendments will be passed by a two-thirds (2/3) majority vote of all members.

Section 4 All amendments passed by the voting membership must be forwarded to the SGA for final approval.

By-Laws By-laws are the rules and regulations for conducting the affairs of the club (it is not required for your group to have by-laws, but if there are things above and beyond what was previously outlined in your charter, you might want to write so the idea/process/procedure/etc. becomes a formal part of the group's operations).

By-laws are resolutions which the club has adopted for its own guidance. They are usually listed here but are not essential to all constitutions/charters. The process for approving by-laws is the same for approving amendments. By-laws may include:

Article I Committees  
Any standing committees the club has to conduct business.

Article II Order of Business  
The order by which the agenda of meetings is defined.

Article III Parliamentary Authority  
Most groups follow Robert's Rules of Order or parliamentary procedure for conducting their business.

As a state institution, all meetings fall within the guidelines of Massachusetts Open Meeting Laws, a copy of which is available in the Office of Student Activities.

Article IV Process for Setting Agendas or Calling Special Meetings

## DUTIES OF EXECUTIVE OFFICERS

Although there is no one way to run a group or define a position, the following statements are provided as a starting point to help group leaders identify their roles. Keep in mind that the goals of the organization may dictate other responsibilities. Role definition is one of mutual discussion, negotiation and consent. In no way should any role of a group member be implicitly assumed. Once agreed upon, job descriptions for each position should be developed and added to the group's charter/constitution.

### TO BE AN EFFECTIVE EXECUTIVE OFFICER OF A STUDENT GROUP, ONE SHOULD:

- see that business is conducted in an orderly, efficient, and proper manner
- see that the organization operates according to its constitution/charter
- provide a good role model and appropriate leadership behavior to other members and to the college community
- be enthusiastic, promote a friendly and harmonious environment for the group to function within, and to work within the policies of BHCC
- balance your time as a student and a student leader

### TO BE AN EFFECTIVE PRESIDENT OF A STUDENT GROUP, ONE SHOULD:

- know the proper procedure, and practice this procedure, for conducting a meeting (this process includes: setting an agenda; structuring the order of the meeting to permit all to participate; facilitating decision-making and closure to agenda items to create an orderly, productive meeting (discussed later in this chapter)
- remain impartial...avoid expressing your personal opinion, knowing that you and your group's task is to represent the opinions of the whole (the population/group the organization has been formed to represent)
- understand the organization's constitution and by-laws
- set an example for members
- carry out or facilitate the carrying out of the decisions of the group
- know BHCC college policies and adhere to them
- keep the advisor informed of meetings, events, etc...
- know the responsibilities of the other executive officers and assist these individuals whenever possible
- call regular meeting times
- keep the group goal directed and on track throughout the semester
- know your limitations and seek support and guidance when necessary

### TO BE AN EFFECTIVE VICE-PRESIDENT OF A STUDENT GROUP, ONE SHOULD:

- be prepared to take over the Presidential responsibilities at any time
- be prepared to assist the President in any way
- be prepared to take on any specific duty that is requested of you
- model appropriate behavior and be aware of your limitations, seeking support and guidance when necessary
- call issues to the attention of the group's President

TO BE AN EFFECTIVE TREASURER OF A STUDENT GROUP, ONE SHOULD:

- maintain accurate records of monies received, paid or owed
- understand and accept responsibility for the organization's budget as it relates to college and Student Activities Office policies
- maintain a good relationship with the SGA treasurer, Student Activities Office Bookkeeper, and follow all procedures for requesting payment
- prepare a budget and make sure that the organization keeps within budgetary guidelines
- keep records that can be easily obtained and understood
- give a treasurer's report at each meeting or upon request

TO BE AN EFFECTIVE SECRETARY OF A STUDENT GROUP, ONE SHOULD:

- be knowledgeable of office procedures
- maintain minutes at each meeting, and provide copies of these minutes to all members of the organization and college personnel, if necessary. Minutes should reflect the date, time, and place of the meeting, agenda topics, all motions and votes, new business, and adjournment time
- keep an updated membership roster
- be responsible for all correspondence
- be responsible for the distribution of notes
- maintain all files for future use

TO BE AN EFFECTIVE OUTREACH COORDINATOR OF A STUDENT GROUP, ONE SHOULD:

- Create promotional material for club use and distribution
- Communicate and collaborate on matters related to club event promotion
- Print promotional material for distribution
- Post promotional, and project updates to social media
- Be knowledgeable about club dates and events

TO BE AN EFFECTIVE MEMBER OF A STUDENT GROUP, ONE SHOULD:

- Listen to what is being said at meetings
- Participate in the discussions during meetings
- Ask questions and seek clarifications if something is unclear
- Share ideas and opinions
- Think creatively about possible solutions to the issues discussed