Bloomfield College
Student Government Constitution

Preamble

We, the students of Bloomfield College, seek to form a more perfect union, established on a true democratic educational foundation. We seek to protect and defend the rights of all students and the common welfare of this community, to enforce the highest level of ethical conduct and to promote and encourage an activist spirit. We seek engagement in social responsibility, commitment to intellectual and spiritual growth, commitment to personal well-being and positive change for the community accomplished within the framework of the College’s mission. Therefore, we hereby establish this constitution for the Bloomfield College Student Government.

ARTICLE I

Name of Organization & Membership

The name of the organization shall be The Bloomfield College Student Government, hereinafter referred to as the B.C.S.G. B.C.S.G. represents all day, evening, weekend, full-time and part-time students of Bloomfield College.

ARTICLE II

Purpose of the Organization

1. B.C.S.G. will strive to pro-actively participate in the facilitation of communication and cooperation among all constituents of the College Community and to expand the College’s mission of preparing students to attain academic, personal, and professional excellence in a multicultural and global society.
2. The B.C.S.G. will actively engage in educational, social, political, cultural, and recreational activities for the benefit of all Bloomfield College students.
3. The B.C.S.G. will provide various multilateral communication avenues to actively interact in a true democratic system, where all students are seen as leaders.
4. The B.C.S.G. will actively engage in providing effective means for all students to participate in education beyond the classroom learning experiences through diverse campus-wide and intercollegiate activities, which shall assist in each student’s growth in all areas of their lives and allow all to work to their full potential.
5. The B.C.S.G. will provide a democratic educational foundation, a global perspective of our ever-changing society and the impact those events have on college students on a local level.
6. The B.C.S.G. will establish and develop strategic communication venues across all constituency lines including the township of Bloomfield.

ARTICLE III

Administrative Structure

1. The Executive Cabinet:
   a. President
   b. Vice-President of Administrative Affairs
   c. Vice-President of Senatorial Affairs
   d. Vice-President of Organizational Affairs
   e. Executive Administrative Assistant
   f. Executive Financial Advisor
2. The Senators:
a. Senator of Commuter Students
b. Senator of Resident Students

3. Class Officers:
   a. Executive Greek Council
   b. Freshman Class Executive Board
   c. Sophomore Class Executive Board
   d. Junior Class Executive Board
   e. Senior Class Executive Board

4. Student Groups:
   a. Student Clubs & Organizations

5. B.C.S.G. Advisor

Section 1

The Executive Officers

The Executive Officers will consist of the President, Vice-President of Administrative Affairs, Vice-President of Senatorial Affairs, Vice-President of Organizational Affairs, Executive Secretary, and Executive Treasurer. President and Executive Treasurer of Student Government cannot hold the same positions in any other part of the Student Government.

A. The duties of the PRESIDENT of the Student Government will be to:
   1. Serve as B.C.S.G.’s chief executive officer.
   2. Call and preside at all meetings for the B.C.S.G. and selected Executive Committees.
   3. Cast a vote only when needed to break a tie.
   4. Make appointments to any necessary committees so as to carry out the various phases of student activities. The appointments will be made by a majority vote of the B.C.S.G.
   5. To work 12 hours per week at B.C.S.G. activities, including meetings, both inside and outside the B.C.S.G. office.
   6. In the event that any of the Vice-Presidents cannot complete his/her term of office, to interview and appoint a person(s) to fill the vacancy with majority vote of the B.C.S.G.
   7. Sit on the Board of Trustees and Student Affairs Committee, reporting the progression of those committees in a timely manner.
   8. Chair one planning committee for a campus wide event.
   9. Give the B.C.S.G. Union address at the beginning of the academic year.
   10. Give an oral and written report on the progression of the B.C.S.G. upon request by the appropriate institutional bodies.
   11. Encourage a student-driven media with a direct connection with Bloomfield College’s Public Relations. Also, provide press releases to the student media for B.C.S.G. weekly updates.
   12. Actively engage in a productive partnership with the President of Bloomfield College and the Board of Trustees.

B. The duties of the VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS shall be to:
   1. Assume the duties of the President in the absence of, or at the request of, the President.
   2. Serve as the President’s chief administrative collaborator.
   3. To assume and carry out all special duties that may be assigned to him/her by the B.C.S.G. President.
   4. Shall co-chair the B.C.S.G. Financial Committee.
   5. Establish and maintain political connections on a State and Federal level pertaining to Higher Education issues.
   6. Research and development in all aspects of Leadership, Strategic Planning, Democratic Education, Constitutional Laws, College Student Rights on campus and in student government, pertaining to B.C.S.G.
   7. To work 12 hours per week at B.C.S.G. activities, including meetings, both inside and outside the B.C.S.G. office.
8. To chair one planning committee for a campus wide event.
9. To serve as chair of the B.C.S.G Constitutional Committee.
10. To sit on a Board of Trustees Committee and report on proceedings of that committee; (i.e. Academic Affairs) in a timely manner.
11. To write up reports regarding: student government progression in Research & Development, Higher Educational issues development, Phases of Educated Leaders: Leadership Development Course, Student Government professional development, and goals-action-oriented outcomes, and the progression of a Board of Trustees Committee in a timely manner.
12. To actively engage in forming productive partnerships with the entire community (i.e. faculty, staff and administrators) and collaborate with faculty to teach about political awareness, and/or areas of familiarity inside the classroom.

C. The duties of the VICE PRESIDENT OF SENATORIAL AFFAIRS shall be:
   1. Oversee the Senators and the Class Officers.
   2. To serve as liaison between the B.C.S.G. Executive Board and the Senatorial Cabinet.
   3. Attend selected executive committees meetings, B.C.S.G. meetings, and to call and preside over the senatorial cabinet meetings.
   4. Sit on a Board of Trustees Planning Committee and report on the progression of that committee in a timely manner.
   5. To work 12 hours per week at B.C.S.G. activities, including meetings, both inside and outside the B.C.S.G. office.
   6. Oversee Class Officers (i.e. freshmen, sophomore, junior, senior classes) and coordinate feedback sessions in order to generate input from those constituencies.
   7. To chair one planning committee for a campus wide event.
   8. To coordinate and hold freshman elections; as well as conducting the first meeting of the Freshmen Class.
   9. To facilitate workshop to educate new leaders appropriately. This workshop must be completed within 2-3 weeks after Freshman Elections.
   10. To coordinate and hold B.C. King and Queen Elections, co-currently with the freshman elections.
   11. To attend scheduled teach-ins organized by the V.P. of Administrative Affairs.

D. The duties of the VICE PRESIDENT OF ORGANIZATIONAL AFFAIRS shall be:
   1. To provide oversight, coordination, and facilitation in all activities pertaining to all Class A, B, C Student Organizations.
   2. To enforce the student organization “Strength through Unity” Program’s policies and procedures.
   3. Attend all B.C.S.G. meetings, and selected executive committees meetings.
   4. Attend at least one meeting of each organization per month.
   5. Submit all necessary information and updates on organizations to Director of CSLE Office and Vice President of Administrative Affairs.
   6. Handle all initial complaints from Class A, B, and C organizations.
   7. To chair the B.C.S.G. Judicial Committee.
   8. To work 12 hours per week at B.C.S.G. activities, including meetings, both inside and outside the B.C.S.G. office.
   9. To chair one planning committee for a campus wide event.
   10. To sit on a Board of Trustee All Planning Committee and report on progression of that committee in a timely manner.
   11. To complete reports of the Class A, B, and C organizations progress, problematic areas, assessment for meeting their needs, and leadership workshop schedule, curriculum, goals and action-oriented outcomes within a realistic time period and judiciary cases with outcomes. In addition, to write up progress reports on the Board of Trustees Planning Committee that the VP of Organizational Affairs sits on in a timely manner.
   12. Facilitate at least two student organization leadership development workshops per semester.
   13. To attend scheduled teach-ins organized by the V.P. of Administrative Affairs.
E. The duties of the EXECUTIVE FINANCIAL ADVISOR shall be:
   1. To keep accurate records of all transactions of the B.C.S.G. funds. These records are to be available to all members of the College Community to review at any reasonable time.
   2. To publish running balances to each student organization every month.
   3. To reconcile the Student Organizations and Executive Greek Council's financial records with the B.C.S.G. records CSLE and the College’s Business Office. To reconcile the Senator’s financial records with the B.C.S.G. records, CSLE and the College’s Business Office.
   4. To reconcile the B.C.S.G. financial records with the College’s Business Office.
   5. To report at all meetings of the government and the B.C.S.G. Finance Committee the financial status of the B.C.S.G. funds.
   6. To actively engage in searching for fundraising ideas and professional venues to financially support events.
   7. To review and approve vouchers via signature that involves financial transactions with B.C.S.G.
   8. To work 12 hours per week at B.C.S.G. activities, including meetings, both inside and outside the B.C.S.G. office.
   9. To chair the B.C.S.G. Financial Committee.
  10. To sit on a Board of Trustees Committee and report on progression of that committee in a timely manner.
  11. To furnish a fine list with the judiciary committee’s legislated penalties to B.C.S.G. and BC community.

F. The duties of the EXECUTIVE AMINISTRATIVE ASSISTANT shall be:
   1. To keep, read, and distribute minutes of all B.C.S.G. and selected Executive Committees meetings. Minutes will be furnished to the Bloomfield College Community.
   2. To keep the attendance at all the B.C.S.G. and selected Executive Committees meetings.
   3. To respond to all correspondences directed towards B.C.S.G.
   4. If warranted, the Executive Secretary will have the option to appoint an Assistant Secretary, who will not hold a vote on the B.C.S.G.
   5. To work 12 hours per week at B.C.S.G. activities, including meetings, both inside and outside the B.C.S.G. office.
   6. To establish and chair a Publication Committee in order to inform the BC Community of activities and special events pertaining to Bloomfield College.
   7. To execute the developed Effective Information Management System and Strategic Communication Plan (i.e. Competitive Edge Communications) created by the B.C.S.G. Strategic Action Planning Committee.
   8. To schedule and publish the publication schedule for all Student Government Organizational events marketing campaign at the beginning of each semester.
   9. To post and distribute a set of minutes for the Bloomfield College Community in the;
      a. Library
      b. Student Center
      c. College Hall
      d. Gymnasium
      e. Residence Life
      f. Westminster Hall
      g. EOF Program Building
      h. Center of Academic Development
      i. Center of Adult Learning
      j. B.C.S.G. web page and
      k. to the Director of the C.S.L.E. Office
  10. To sit on a Board of Trustee Committee and report on progression of that committee in a timely manner.
  11. To post the agendas 72 hours before the B.C.S.G. and B.C.S.G. Senatorial Cabinet Meeting in the above-mentioned locations.
Section 2

The Senators

The Senators report directly to the Vice President of Senatorial Affairs and bear specific responsibility to ensure the voice of specific student populations are heard in all matters concerning student governance at the institution.

A. The duties of the SENATOR OF RESIDENT STUDENTS shall be:
   1. To represent the resident population.
   2. To preside over all resident town meetings.
   3. To setup a committee that will assist him/her to implement all ideas suggested by the resident student population and the Vice-President of Senatorial Affairs.
   4. To work 10 hours per week at the B.C.S.G. Senatorial Cabinet Office, meet with resident students inside or outside the B.C.S.G. Senatorial Cabinet Office.
   5. To chair one planning committee for a campus wide event.
   6. To assess the needs of the resident students and implement activities to meet these needs.
   7. To call and preside at all cafeteria meetings coordinated with the current food service provider.
   8. To attend all senatorial cabinet meetings.
   9. To sit on a Board of Trustee’s Committee and report the progress of the committee in a timely manner.
   10. To attend comprehensive teach-ins organized by the V.P. of Administrative Affairs.
   11. To reconcile his/her administration’s financial records with the B.C.S.G.

B. The duties of the SENATOR OF COMMUTER STUDENTS shall be:
   1. To represent the commuter population.
   2. To hold regularly scheduled monthly commuter student meetings.
   3. To work 10 hours per week at the B.C.S.G. Senatorial Cabinet Office, meet with Commuter students inside or outside the B.C.S.G. Senatorial Cabinet Office.
   4. To chair one planning committee for a campus wide event.
   5. To attend all of the senatorial cabinet meetings.
   6. Setup a committee that will assist him/her to implement all ideas suggested by the commuter student population and Vice-President of Senatorial Affairs.
   7. To assess the needs of commuter students and implement activities to meet these needs.
   8. To sit on a Board of Trustee Committee and report on the progress of that committee in a timely manner.
   9. To attend comprehensive teach-ins organized by V.P. of Administrative Affairs.
   10. To reconcile his/her administration’s financial records with the B.C.S.G.

Section 4

Class Officers

The Class Officers will consist of a President, a Vice-President, a Secretary and a Treasurer who are elected by the BC Students of their respective class. Elections for class officers will be held no later than April 30, with the exception of Freshman Class elections, which will be held no later than the third week in October. The Executive Officers will not be permitted to hold more than two executive positions simultaneously and only one student organization president and treasurer position can be held throughout the entire B.C.S.G.

A. The duties of the Class Officers shall be:
   1. The President of each class will serve as a full voting member of the B.C.S.G. Senatorial Cabinet. In the absence of the President, the Vice President will assume all voting rights and privileges.
   2. The Vice-President will be considered in a partnership with the President and assume the duties of the President in his/her absence.
3. In the event the Secretary and/or Treasurer cannot complete his/her term of office, or if the position itself is uncontested in the yearly election; the President will make the necessary appointment(s) with the majority approval of the Judiciary Committee.

4. The Secretary will be responsible for taking of minutes at all class meetings and correspondences for the class. The Secretary will keep all correspondences with the respected class students.

5. The Treasurer will keep accurate records for all class funds and present a basic financial report at each class meetings.

6. All Class Officers will represent the welfare and interest of their respective class.

7. All Class Officers will actively participate in the coordination and host feedback sessions from the respected classes.

8. The Class officers will adhere to all B.C.S.G. Policies.

9. Each class will be held responsible to sponsor
   
   - (2) Forums (To raise awareness on class issues)
   - (3) Study groups
   - (2) Programs
   - 2) Community services per semester.

Section 5

The B.C.S.G. Executive Committees

The following executive committees serve as a means to take a current assessment, plan out, implement, evaluate, and control the strategic and operational goals, objectives, and tasks of the B.C.S.G. The various functions of the Bloomfield College Student Government have been put into place as a foundation to ensure continued growth of the B.C.S.G. and the affairs of Bloomfield College.

A. STRATEGIC ACTION PLANNING COMMITTEE

1. The purpose and function:
   a. Lay forth a foundation for the Student Government's mission, vision, goals, and objectives; participate in strategic planning and operational planning. These are to be referred to as the foundational elements.
   b. To continue the progression of transforming the above-mentioned foundational elements into the reality with tangible results that show progressive growth and change in all aspects of the Student Government over a feasible timeline.

2. Committee Members:
   a. The Bloomfield College Student Government Strategic Action Planning Committee (S.A.P.C.) shall be made up of the BC Student Government President, Executive Financial Advisor, and the B.C.S.G. Advisor and three to five students from the BC community.

3. Committee Structure, Powers, and Schedule Breakdown:
   a. The Student Government President shall chair and be responsible for agenda.
   b. The Committee will form and start meetings after the B.C.S.G. above-mentioned officials are elected for the following academic year.
   c. The committee at its first meeting will create a regular schedule of meetings.
   d. This committee reserves the right to legislate and/or change major events or Strategic Communication, if unforeseen events come up.
   e. All members will have input in decision making. Each member has only one vote and finalization will be based on a simple majority.

B. BCSG CONSTITUTIONAL COMMITTEE

1. Purpose and Function: The purpose of the Bloomfield College Student Government Constitutional Committee is to interpret SG Constitution and constitutionally related policies. In addition, to:
a. Interpret the B.C.S.G. constitution in order to clarify any vague constitutional laws, B.C.S.G. by-laws, constitutionally related policies, executive orders, overlapping C.C.P. policies, newly added or existing amendments or any overlapping administrative policies. Additionally, this committee is committed to ensure that the students’ U.S. constitutional rights are not abridged and/or violated by any of the above-mentioned types of constitutional laws. Furthermore, to ensure the highest ethical conduct is being legislated through all existing or newly added above-mentioned types of constitutional laws.

b. To compare all the student organization’s constitutions against this B.C.S.G. constitution, the by-laws in the Bloomfield College’s Catalog, Bloomfield College’s mission, and the U.S. Constitution for consistency in order to ensure that BC students’ and Student Government Officers’ rights are not being violated; directly or indirectly.

c. If any Executive Greek Council member is accused of violating the Executive Greek Council’s Constitution, to organize a hearing for that Executive Greek Council member.

d. Upon reviewing all cases brought before the Constitutional Committee, the Committee has the right to choose cases that are related to constitutional conflicts and recommend all constitutional conflicts to the Judiciary Committee.

2. Committee Members:

a. The Constitutional Committee shall be made up of the Vice-President of Administrative Affairs, three executive board members from different student organizations, two students from the BC community that are not currently holding any B.C.S.G. or student organizational executive seats, one Fraternity and one Sorority member, one faculty member from the Faculty Committee on Student Affairs, the B.C.S.G. Advisor and a C.C.P. representative.

3. Committee Structure and Powers:

a. The Vice-President of Administrative Affairs shall chair the Constitutional Committee.

b. This committee will form and start meeting after the V.P. of Administrative Affairs are officially elected; they have met with the rest of the Executive Cabinet members in the S.A.P.C.; and all of the executive members of the main governing structure have reviewed the constitution.

c. The committee has the power to interpret all constitutions and in their written opinion recommend what needs to be done.

d. The V.P. of Administrative Affairs will appoint three executive board members from different student organizations, two students from the BC community that are not currently holding any executive positions in the B.C.S.G. governing body, one fraternity and one sorority member which comes up for a vote during the Student Government meeting.

e. The constitutional committee will have sessions for constitutional hearings that are for:
   - Any B.C.S.G. member who has conflicts with any of the B.C.S.G. governed constitutions, Greek Council constitution, and the B.C.S.G Policies, Regulations and Orders.
   - To make a recommendation for the person(s) to go before the Judicial Committee with the violations they are charged with in order for the proper judicial course of action to take place.

f. Each member will have equal input for all committee meetings, whether for a hearing or for fulfilling the rest of the purposes and functions of this committee.

g. The result of the constitutional hearing will be passed by a simple majority of the committee.

h. All members are held accountable for ensuring that their judgments are with right-ruling, equitable justice, and the student’s rights are not being abused, violated, or abridged directly or indirectly within all the guiding constitutions.

i. The Constitutional Committee will hold meetings according to necessity.

j. This committee will appoint one person to keep the minutes of the meetings. The minutes of the meetings will be distributed within 48 hours after the committee has met. The Vice-President of Administrative Affairs shall be responsible for the agenda that will be distributed to only the committee members at least 48 hours prior to this committee meeting.

k. The Constitutional Committee has the power to defend any student whose rights have and/or are being violated/ abridged by another B.C.S.G. member, administrator, or faculty member when directly related to the Constitution. If needed, this committee with recommend that this case be brought in front of the Bloomfield College Judiciary Board.
I. This committee shall be considered proactive and the main force behind students' rights, defenders of right ruling, justice, a democratic educational foundational system, in all committee meetings and when the need arises to vocalize their voices to the public.

C. BCSG JUDICIARY COMMITTEE

1. Purpose and Function:
   a. To legislate financial sanctions that will be part of the fines list produced and distributed by the treasurer in the beginning of the academic year and at the end of each month, if the list has been updated since the last distribution.
   b. To act as the mediator between or among student organizations, Executive Greek Council, Senators, and Class Officers when reasonably stated conflict is presented to those parties.
   c. To enforce all senators' job duties and legislate judicial sanctions for specific violations.
   d. To enforce all of the B.C.S.G. Policies, and Regulations adopted by the B.C.S.G.
   e. To resolve any conflicts among the Senatorial Cabinet members and/or Class Officers.
   f. If any senator has been accused of violating the B.C.S.G Policies, and Regulations, the Judiciary Committee will organize a hearing for this matter to resolve any conflicts among the class executive officers.
   g. If any officer has been accused of violating the B.C.S.G Policies and Regulations, the judiciary committee will put that class officer on hearing.
   h. To hear any reasonably stated appeals from the organizations regarding sanctions.
   i. To hear or dismiss any cases in which the Judiciary Committee has power to recommend impeachment, and whereby, if the defendant is found responsible for the violations against B.C.S.G. Policies, and Regulations that individual shall be taken out of office and replaced with the vice-president or the Vice-President of Senatorial Affairs shall appoint a new senator with the approval of the Judiciary Committee.
   j. To review the current status of an organization that has been placed on probation.
   k. To hear any reasonably stated conflicts of the Executive Greek Council and enforce the equality of the Greek Executive Council.
   l. To put any senator or class officer on disciplinary probation, if the respected senator or class officer has violated the B.C.S.G Policies and Procedures.

2. Committee Members:
   a. The Judicial Committee shall be made up of the Vice-President of Organizational Affairs, one faculty member from the Faculty Committee on Student Affairs, one administrator and six students that are not currently holding B.C.S.G. executive seats; or are involved in any B.C.S.G.-chartered organizations of the Bloomfield College Community.

3. Committee Structure and Powers:
   a. The Vice-President of Organizational Affairs shall chair the Judiciary Committee.
   b. This committee will form and start meetings after the V.P. of Organizational Affairs is officially elected; has met with the rest of the Executive cabinet members in the S.A.P.C.; and the interpretation of the constitution and B.C.S.G. polices, and regulations have been reviewed by all of the members of the newly forming judicial committee and the all members of the Executive Cabinet.
   c. The Judiciary Committee has the subsequent rights and powers to hear all cases and render a decision on all non-related constitutional cases brought before them.
   d. To furnish a written opinion that recommends the needed judiciary action by necessary party.
   e. To recommend an investigation of any B.C.S.G.-chartered student organization, and/or student organization executive board member, senators, or class officers; based on evidence of direct collusion, deceitfulness, giving false witness, defamation of character, condoning unlawful business to anything that is in the jurisdiction of the B.C.S.G.
   f. To recommend review to the constitutional committee for any B.C.S.G.-chartered student organization, class officer, or senator, if they have been found guilty of violation against this constitution. Violations will include, but will not be limited to the following: direct collusion, deceitfulness, giving false witness, condoning corruption, or actively engaging in driving the corruption, tampering with B.C.S.G. processes, meeting materials, financial records, and any type of classified paperwork.
g. The committee has the right to legislate a new sanction based on the violation, if the violation does not have any type of legislative sanction at that time.

h. The Judiciary Committee will hold meetings according to necessity.

i. The committee has the right and responsibility of creating criteria for any Class Officer and/or Senator needs to get off of disciplinary probation.

j. The Judicial Committee has the power to check the executive treasurer with the approval of both the constitutional committee and the B.C.S.G. President.

k. This committee has the power to launch a formal investigation if the funding venues have become corrupt. If it ties into other higher areas, the committee has the responsibility to immediately notify the B.C.S.G. President, the C.S.L.E. Office and the Office of Student Affairs.

l. Appeals to the decisions of the Judicial Committee will be handled by the Office of the Vice President for Student Affairs.

D. BCSG FINANCE COMMITTEE

1. Purpose and Function: The main purposes and functions of the B.C.S.G. Finance Committee are:
   a. To fulfill the duties outlined in Section III of the By-Laws to the B.C.S.G.
   b. To hold regularly scheduled financial hearings and legislative meetings at least once a month, per semester throughout the academic year.
   c. To legislate financial sanctions that will be part of the fines list produced and distributed by the treasurer in the beginning of the academic year and at the end of each month, if the list has been updated since the last distribution.
   d. To approve and allocate funding or disapprove funding increases.
   e. To issue financial policies of the B.C.S.G.
   f. To hold contingency funding beneficiaries accountable for all funds utilized through written financial paperwork and monthly reports.
   g. To decrease the allocations within the contingency funds and secondary allocations, if needed for other budgetary upcoming expenses – with the approval and endorsement of entire B.C.S.G.
   h. To assist the treasurer with any financial matters within the scope of the Treasurer’s delegated powers.
   i. To assist in increasing financial revenue by setting financial targets.
   j. To collect and compile information in order to assist the treasurer with his/her Semester End Financial Review and projections for B.C.S.G.

2. Committee Members:
   a. The committee members for the B.C.S.G. Finance Committee are outlined in Section III of the By-Laws to the B.C.S.G.

3. Committee Structure and Powers:
   a. The Executive Treasurer shall chair and the V.P. of Administrative Affairs shall co-chair.
   b. This committee shall appoint a secretary from the members serving on it in order to record the minutes.
   c. This committee’s secretary shall also type up the agendas created by the chair.
   d. This committee has the power to allocate funding as specified in Section III of the B.C.S.G.-By-Laws.
   e. This committee shall also have the power to structure professional fundraising activities, including solicitations from internal and external resources to fund programs and events.
   f. The Chair and Co-chair shall be responsible for formulating, and implementing, an internal control system for the entire B.C.S.G.
   g. The Chair shall be responsible for writing the report for this system of streamlining funding activities; including Account receivable and Account payable, relating to the B.C.S.G. Internal control system.
   h. The Finance Committee has the power and authority to legislate and issue any financial policy directives and immediately implement any financial policy necessary to carry out the vital B.C.S.G. financial business transactions.
   i. The Finance Committee has the power to hold financial hearings for any B.C.S.G. recognized chartered student organization.
j. This committee gives delegated power and authority to the chair and co-chair to handle any B.C.S.G. legal financial business matters and all transactions.
k. This committee shall have the power and authority to legislate inter-college financial policies, if needed.
l. This committee shall have the sole power and responsibility of spearheading the continuous active search and gathering of various types of revenue streams from all resources.
m. This committee shall have the option to create and distribute a B.C.S.G. fundraising booklet.
n. The committee chair shall have the sole power to provide oversight on all B.C.S.G. governed accounts as stated in Section III of the By-Laws to B.C.S.G.
o. Unless appealing a sanction, all financial violations will heard in front of the B.C.S.G. judiciary committee.

Section 6

The B.C.S.G. Advisor

The B.C.S.G. Executive Officers shall compile a list of potential advisors and choose the B.C.S.G Advisor along with the chair of the Faculty Committee on Student Affairs, and under consultation of the Vice President for Student Affairs.

A. The duties of the B.C.S.G. ADVISOR shall be:
2. To assist the Executive Officers, ensuring that each one is fulfilling his/her job duties.
3. To assist the B.C.S.G. Executive in finding and utilizing resources.
4. To demonstrate a commitment by serving and assisting the Executive Officers, including attendance at meetings.
5. In the event that either the President or any of the Vice-Presidents cannot complete his/her term of office, B.C.S.G. shall follow Article III, Section 9; Vacancy of Office.

Section 7

Student Organizations

A. To be considered active and to receive funding from the B.C.S.G., a current and/or new organization must meet the following requirements to maintain or become an active B.C.S.G. Chartered Organization:
1. Student organizations must provide an updated members list for the current academic year, and a constitution on file with the C.S.L.E. Office, Constitutional Committee, and Vice-President of Organizational Affairs.
2. The stated mission, goals, and/or objectives of the student organization should be consistent with the mission of Bloomfield College.
3. A representative of the student organization must be attending each B.C.S.G. meeting.
4. The Student organization must submit a budget request form to the B.C.S.G.
5. All active organizations are required to sponsor or co-sponsor (5) community service efforts and (4) programs.
   a. **Community Service**: Providing a service or volunteer time to benefit Bloomfield College, Bloomfield Township and/or outside community. No more than two monetary donations will be counted towards Community Service. The Student Volunteer Center will offer its services to fulfill this requirement. *(For more information contact the C.S.L.E. Coordinator of Service Learner or the Center for Career Development’s Student Volunteer Center)*.
   b. **Programs**: Any activity besides a meeting that is planned for Bloomfield College or outside community. Including, but not limited to lectures, forums, parties, diversity events, concerts fundraising, etc.
• All programs and community service projects are subject to approval by the B.C.S.G. and the CSLE Office
• A new organization is eligible to receive the base amount allocated to all organizations and any other allocations the Finance Committee deems appropriate, if all requirements are met.

B. **Strength through Unity Program**
• The structure of the Strength through Unity Program is within Article VI of the By-laws for the Bloomfield College Student Government.

**Section 8**

**Term of Office**

The term of office for B.C.S.G. Executive Officers and Class Officers will be one academic year, with the exception of the Freshman Class Officers, who will be elected and assume their positions and responsibilities in October of the academic year. The term for the newly elected Advisor for B.C.S.G. will be one academic year. There will be a transition period from the first week of May to the third week of May, for all newly elected officials at the end of the spring semester. Term of Office will begin at the end of Spring Semester, no later than the third week of May.

**Section 9**

**Vacancy of Office**

All Presidential powers and responsibilities are vested in the B.C.S.G. President.

**A. Vacancy of Office**

1. **Presidential Vacancy:**
   - In the event the B.C.S.G. President is absent; at the request of him/her or cannot complete his/her term of office, the B.C.S.G. Vice-President of Administrative Affairs shall assume all presidential powers and responsibilities;
   - In the event both the B.C.S.G. President and the B.C.S.G. Vice-President of Administrative Affairs cannot complete their term of office, the B.C.S.G. Vice-President of Senatorial Affairs shall assume all presidential powers and responsibilities;
   - In the event the B.C.S.G. President, B.C.S.G. Vice-President of Administrative Affairs and the B.C.S.G. Vice-President of Senatorial Affairs cannot complete their term of office the B.C.S.G. Vice-President of Organization Affairs shall assume all presidential powers and responsibilities;
   - In the event the B.C.S.G. President, B.C.S.G. Vice-President of Administrative Affairs, B.C.S.G. Vice-President of Senatorial Affairs and the Vice-President of Organization Affairs cannot complete their term of office the Executive Treasurer shall assume all presidential powers and responsibilities;
   - In the event the B.C.S.G. President, B.C.S.G. Vice-President of Administrative Affairs, B.C.S.G. Vice-President of Senatorial Affairs, Vice-President of Organization Affairs, and Executive Treasurer cannot complete their term of office the Executive Secretary shall assume all presidential powers and responsibilities;
   - If all five positions are vacated, there shall be a special election held and coordinated by the Faculty Committee on Student Affairs and the C.S.L.E. Office

2. **Executive Board Vacancies:**
   - In the event that the Vice President of Senatorial Affairs and/or Vice President of Organizational Affairs cannot complete his/her term of office the B.C.S.G. President shall interview and appoint person(s) to fill the vacancy with the endorsement of the B.C.S.G.
   - In the event the B.C.S.G. Executive Secretary and/or Treasurer cannot complete his/her term of office, or if the position itself is uncontested in the April election, the B.C.S.G. President will interview and appoint person(s) to fill the vacancy with the endorsement of the B.C.S.G. If a Class President cannot complete his/her term of office, the Class Vice-President will assume all presidential duties. If for any reason the Class Vice-President cannot complete his/her term of
office; then the Class President will hold a special election to fill the vacancy. Any other officer vacancies will be appointed by the Class President with the approval of the B.C.S.G.

3. **Senatorial Vacancies:**
   - If a Senator cannot complete his/her term of office the Vice-President of Senatorial Affairs shall nominate and the B.C.S.G. shall elect those interested in the position.

**ARTICLE IV**

**Section 1**

**B.C.S.G. Meetings**

**A. General Body Meetings**
1. The B.C.S.G. shall have two regularly scheduled general meetings per month each semester
2. The President shall call special meetings of the B.C.S.G., if a special circumstance dictates such a meeting.

**B. Senatorial Cabinet Meetings**
1. The B.C.S.G. Senatorial Cabinet shall have two regularly scheduled meetings per month, per semester that will be alternating with the B.C.S.G. general meetings
2. The Vice-President of Senatorial Affairs shall call special meetings of the B.C.S.G. Senatorial Cabinet, if a special circumstance dictates such a meeting upon written approval of the B.C.S.G. President.

**C. General Body Meeting Guidelines**
1. With the exception of the various executive committees’ meetings, all are open to the College Community.
2. An agenda for each regular scheduled open College Community meetings shall be posted 72 hours prior to that meeting.
3. The minutes from the last B.C.S.G. and Senatorial Cabinet meeting shall be distributed in all of the organizations’ mailboxes and distributed to the Bloomfield College Community at the following locations, within four days after the above-mentioned meetings:
   - Library.
   - Student Center.
   - College Hall.
   - EOF Program Building.
   - Center of Academic Development.
   - B.C.S.G. web page.

**D. Voting**
1. The following B.C.S.G. members each have one vote in all matters brought before the Student Government:
   - Vice-President for Administrative Affairs,
   - Vice President for Senatorial Affairs; unless the matter is brought to a vote during the Senatorial Cabinet meeting,
   - Vice President for Organizational Affairs
   - Executive Secretary
   - Executive Treasurer
   - Senators of commuter & resident students
   - The four class
   - One representative from each active student organization.
   - The B.C.S.G. President shall vote only once in case of a tie. The Vice-President of Senatorial Affairs shall also only vote once in case of a tie, if the matter is brought to a vote during a Senatorial Cabinet meeting.
Section 2

Robert’s Rules of Order

The B.C.S.G. shall use the rules contained in the current edition of Robert’s Rules of Order Newly Revised in all cases that need formal procedures, where applicable and are not inconsistent with this constitution, bylaws, and any special rules of order the organization may adopt.

Section 3

Executive Committee Meetings

The subsequent committees shall be known as the executive committees, who sole purpose is to take a current assessment, plan out, implement, evaluate, and control the strategic and operational goals, objectives, and tasks of the B.C.S.G. The various functions of the Bloomfield College Student Government have been divided into Phases of Strategic Growth utilizing the delegation system.

A. The Strategic Action Planning Committee shall hold regularly scheduled meetings by the B.C.S.G. President per month each semester, alternating with the regularly scheduled general meetings of the B.C.S.G., if necessary.
B. The B.C.S.G. President or Vice-President of Administrative Affairs shall call special meetings of the Strategic Action Planning Committee, if the circumstances call for such meetings.
C. The Constitutional Committee shall have the option to hold meetings at their discretion.
D. The Judiciary Committee shall have the option to hold meetings at their discretion.
E. The Financial Committee shall hold regular scheduled monthly financial hearings. For more information, please refer to the Financial Committee under the Executive Committees.

ARTICLE V

Amendments

Let it be known that this B.C.S.G. constitution is a yardstick that measures and holds accountable actions based on the amendments adapted. Therefore, in order to ensure that this constitution keeps its solid backbone, it is in the best interest of all constituents to look hard at the amendments up for adoption to ensure that the purpose of legislating these amendments are kept and not altered to suit only one group of constituents as emphasized throughout the B.C.S.G. democratic constitution.

A. Process for Adoption of New Amendments:
   1. **Step one:** The author of the newly proposed amendment will appear before the Constitutional Committee. The committee has the right to recommend changes if the new amendment conflicts with B.C.S.G. Constitution and students rights.
   2. **Step two:** The amendment will be brought to the B.C.S.G. Senatorial Cabinet meeting for voting.
      a. **Result A** - If the B.C.S.G. Senatorial Cabinet approves the new amendment, the amendment will be introduced by the V.P. of Senatorial Affairs at the next B.C.S.G. meeting.
      b. **Result B** - If the amendment is not approved, the author has two weeks to correct the line(s) or part(s) of the amendment before it can be reviewed at the next scheduled meeting.
   3. **Step three:** Once the amendment has been passed by both the B.C.S.G. and B.C.S.G. Senatorial Cabinet meeting, it will be presented by the B.C.S.G. President at the next Faculty Committee on Student Affairs.
   4. **Step four:** After it has been passed by the Faculty Committee on Student Affairs it will be presented at the next General Faculty Meeting.
   5. **Step five:** After it has been passed at the general faculty meeting, it will be presented at the Board of Trustees meeting for final approval and adoption to the B.C.S.G. constitution.
Please Note that if any one of the key constituency groups rejects the amendment, it will go back to the author who will repeat the process stated above. If the amendment is rejected more than five cyclical times, the amendment in its current form is scrapped.
BY-LAWS TO THE B.C.S.G. CONSTITUTION

Section I

Elections

A. Procedures and Qualifications - At its first meeting in September, the B.C.S.G., with majority approval, will elect an Election Committee that will consist of individuals who will not be running for Student Government or Class Officer Position in the April Election. Members of the Election Committee must resign from the Committee should they decide to pursue candidacy in the April elections. The Election Committee will elect a Chair who will serve as the chief coordinator of the electoral process under the supervision of the Faculty Committee on Student Affairs. The Election Committee will consist of no fewer than four B.C.S.G. student officers, and two students from the Bloomfield College Community not pursuing candidacy. They will assume the major responsibilities for publicizing, organizing public debates, promoting and managing the annual elections.

B. Election of Candidates for Executive Office of the B.C.S.G.
1. Candidate must be a matriculated student currently enrolled at the College on full or part-time bases with a minimum Cumulative GPA of 2.5 during campaign period and throughout term of office, if elected.
2. Candidates for Executive Officer of the B.C.S.G. must obtain a petition from the B.C.S.G. Elections Committee on the first day of the petition period in the month of March.
3. Petitions for all Executive Office positions of the B.C.S.G. must be signed by at least 60 full or part-time Bloomfield College students and submitted to the Elections Committee by the last day of the petition period. The Election Committee and the C.S.L.E. Office will review petitions for certification within one week of the end date of the petition period. Candidates will receive written notification on the status of their petition for candidacy after that week of review.
4. Upon closure of the petition period, there will be at least a two-week period for campaigning. The established campaigning period is announced by the B.C.S.G. Elections Committee and the C.S.L.E. Office. Guidelines for campaigning will be available to all candidates upon submission of petition. All possible candidates have the right to express their U.S. constitutional rights; including freedom of speech as long as it is within the guidelines outlined in Bloomfield College policy and procedures documents. (College Catalog, Policies Brochure, Residence Life Guide and Student Planner).
5. The Electoral Process for B.C.S.G. and Class Officers will be held no later than April 30th, supervised by the C.S.L.E. Office and coordinated by the Election Committee of the B.C.S.G. and the FCSA committee chair, in conjunction with the Office of Student Affairs.
6. The guidelines for the electoral process are in Section 1-B of the By-Laws to the B.C.S.G.

C. Election of Candidates for Class Officers Positions (Excluding Freshmen)
1. Candidate must be a matriculated student currently enrolled at the College on full or part-time bases with a minimum GPA of 2.5 during campaign period and throughout term of office if elected.
2. Candidates for class office must be members of the class during the term of the service. (I.e. a current freshman should pursue a class office in the sophomore class for the up-coming academic year for which he/she will become a sophomore.)
3. Candidates for Class Office must procure a petition from the B.C.S.G. Elections Committee on the first Monday in the month of March.
4. At least 25 matriculated full or part-time Bloomfield College students in the current class must sign petitions for class offices. Thus, a candidate for sophomore Class President will be a freshman at the time of the elections and will need the signatures of at least 25 current freshmen.
5. The petition must be submitted to the Elections Committee by the end of the petition period.
6. The Election Committee and the C.S.L.E. Office will review petitions for certification within one week of the end date of the petition period. Candidates will receive written notification on the status of their petition for candidacy after that week of review.
7. Upon closure of the petition period, there will be at least a two-week period for campaigning. The established campaigning period is announced by the B.C.S.G. Elections Committee and the C.S.L.E. Office. Guidelines for campaigning will be available to all candidates upon submission of petition. All possible candidates have the right to express their U.S. constitutional rights; including freedom of speech as long as it is within the guidelines outlined in Bloomfield College policy and procedures documents. (College Catalog, Policies Brochure, Residence Life Guide and Student Planner).

8. The Electoral Process for Class Officers will be held no later than April 30th, supervised by the C.S.L.E. Office and coordinated by the Election Committee of the B.C.S.G. and the FCSA committee chair, in conjunction with the Office of Student Affairs.

9. The guidelines for the electoral process are in Section 1-B of the By-Laws to the B.C.S.G.

D. Election of Candidates for Freshmen Class Positions

1. The electoral process for Freshman Class Officers will be held no later than the third week of October, supervised by the C.S.L.E. Office and coordinated by the Elections Committee of the B.C.S.G., and the Faculty Committee on Student Affairs Chair in conjunction with the Office of Student Affairs.

2. Candidates must be matriculated first-year students currently enrolled at the College on a part-time or full-time level. Candidates for freshman class positions are not required to have a GPA of 2.5 during campaign period. However, a GPA of 2.5 will be required for the following spring semester.

3. Candidates for freshman class office must procure a petition from the B.C.S.G. Elections Committee by September 20th or the Monday immediately following if September 20th is on a weekend.

4. Petitions for freshman class office must be signed by at least 25 matriculated full or part-time Bloomfield College students in the freshman class. The signed petition must be submitted to the Elections Committee by October 1st. The Election Committee and the C.S.L.E. Office will review petitions for certification within one week of October 1st. Candidates will receive written notification on the status of their petition for candidacy by October 1st.

5. Upon closure of the petition period, there will be at least a two-week period for campaigning. Campaigning period is established and announced by the B.C.S.G. Elections Committee and the C.S.L.E. Office. A guideline for campaigning will be available to all candidates upon submission of signed petition. All possible candidates have the right to express their U.S. constitutional rights including freedom of speech as long as it is within the guidelines outlined in Bloomfield College policy and procedures documents. (College Catalog, Policies Brochure, Residence Life Guide and Student Planner).

6. The guidelines for the electoral process are in Section 1-B of By-laws to the B.C.S.G.

E. Guidelines for Electoral Process

1. The electoral process for student elections is under the governance of the Office of Student Affairs in collaboration with the C.S.L.E. Office and B.C.S.G.

2. All Student Government elections will be done by secret ballot.

3. The candidate receiving the largest number of votes shall be duly elected and declared the winner for position of candidacy. All of the B.C.S.G. election results will be released within three days of the election.

4. In the event of a tie or significant irregularities, the College will conduct an investigation through the Office of Student Affairs, C.S.L.E. Office, and the B.C.S.G. If an election is contested based on significant irregularities, the investigation will be handed over to the College Officers and the College’s to determine next course of action.

5. In order to vote, students must present a Bloomfield College identification card. ID Center services will be extended to accommodate the election process. ID cards presented at the voting poll will be cross-referenced with master lists of enrolled Bloomfield College students. Students who have a college ID, and do not appear on the master lists will complete and place their ballot in a sealed envelope and list their Name, ID number and class status on the envelope. Following an inquiry on
the student’s status confirming or discounting his/her enrollment, the ballot in the envelope will be included or excluded from the count. All matriculated enrolled full and part-time students may participate in the voting process.

6. Any electoral candidate may appoint an observer to monitor the activities at the voting polls of any election to ensure consistency in the process. Candidates and/or their representatives will not be allowed to loiter in the building where voting polls are stationed. Candidates and their representatives may conduct campaigning activities outside the facility where polls are stationed.

7. Ballot counting will be conducted by: the C.S.L.E. Office.

8. Tallying Votes: The tallying of votes is the responsibility of the C.S.L.E. Office. Votes are tallied at 11:59pm on the final day of a given election. The C.S.L.E. Office may invite any faculty member or member of FCSA and the students from the Election Committee (non-candidates) to assist with the vote count. The vote count is to be witnessed by two members of the Student Affairs staff. Candidates may be present at the vote count.

9. The results of the election, once endorsed by the C.S.L.E. Office and certified by the Office of Student Affairs will be published within one week of the vote count. Official installation to offices will be announced within 48 hours of public announcement of results.

Section II

Bloomfield College King & Queen

Elections for the Bloomfield College “King and Queen” will be held no later than Nov. 1st. Both positions will be under the supervision of the B.C.S.G. in collaboration with the C.S.L.E. Office. All election guidelines will apply.

A. Requirements for the positions:
   1. Must be a matriculated full-time or part-time freshman, sophomore, junior or non-graduating senior.
   2. Student must have/maintain at least a 2.6 G.P.A. to run for/hold position.
   3. Must be an active member in at least one B.C.S.G. organization. (Must remain active or will have to forfeit of his/her title.)
   4. Must provide a letter of recommendation from a full-time faculty/staff member of Bloomfield College.
   5. Must submit a 75-100-word essay explaining why he/she should be chosen to represent Bloomfield College as King/Queen.

B. Job descriptions/duties of the King/Queen shall be:
   1. Must attend 50% of all home games.
   2. Must be present and have an active role in all activities sponsored by C.S.L.E. Office, Student Affairs, and B.C.S.G.
   3. Must complete 3 community service events during the academic year.
   4. Must be an active member of the following year’s Pep Rally Committee: Host and Crown newly elected King/Queen.
   5. King/Queen must always wear their paraphernalia during (events) on campus.
   6. The King/Queen must attend one SG meeting a month.

Section III

B.C.S.G. Finances

A. B.C.S.G. funds will comprise those monies allocated on the following basis: $30.00 per semester for each full time day student; $10.00 per semester for each part time day student and $5,000 dollars for the total evening and weekend student population.

B. The Strategic Action Planning Committee of the B.C.S.G., one faculty member, and one administrator member and up to four students who are not Officers of the B.C.S.G. will serve as the Bloomfield College Student Government Finance Committee. The B.C.S.G., excluding the Strategic Action Planning Committee, will elect the four students at its first regular meeting. A simple majority of those voting is necessary to elect each student to the Finance Committee.
C. The Finance Committee will work within established guidelines for funding to assure fair and unbiased disbursement of the total allocation of funds as stated below.

- To ensure a varied and well-scheduled student activities program, the Center for Student Leadership & Engagement will be allotted a Contingency Fund of 10%.
- Of the total allocation of funds each year. The Residence Life Development Program shall be allocated a Contingency Fund of 5% of the total allocation of funds each year. Expenditures of these funds will be made in consultation and approval of the B.C.S.G.
- 60% of the year’s total allocations will be distributed to the following areas: the B.C.S.G.; the yearbook; the student media (i.e. newspaper, etc); Spring Fest; the leadership retreat; spring formal, the B.C.S.G. office space renovations/equipment upgrades, Leadership Development and B.C.S.G. Salaries.
- The Finance Committee shall allocate and distribute 25% of the year’s total budget to the following areas: Senator of Resident Students, Senator of Evening/Weekend Students, Senator of Commuter Students, Freshman Class, Sophomore Class, Junior Class, Senior Class, the Greek Council and all student organizations that meet the criteria listed in Article IV, Section 5, A or B, Article VII and that submit a budget request, using the following considerations as guidelines to decide allocations stated in the B.C.S.G. Policy Manual.
- The Finance Committee Chair, Executive Treasurer, has the power and responsibility to ensure proper allocation, provide over site to all governed B.C.S.G. accounts and track expenditures to ensure use of funds for the benefit of B.C. Students.
- Senators, Class Officers, and all student organizations must submit budgets to the Finance Committee for the following academic year by the end of the Spring Semester.
- In the event that unspent funds carried over from a previous year are to be allocated, such allocation will take place as set forth in Section III.B and C. of the By-Laws. This is in addition to the funds that are due for the upcoming academic year based on projected day and evening/weekend student population.
- If any specified restricted gifts or professional fundraising is given from external resources; local businesses, other campus departments, corporations, grants received, or government funding, all policies and conditions in the B.C.S.G. policy manual shall be followed. Any of these funds left over, shall be carried over to the next academic year.

Section IV

**B.C.S.G. Policies**

The B.C.S.G. Policies shall govern designated areas of B.C.S.G. in accordance with this Constitution. The B.C.S.G. Strategic Action Planning Committee will draft up all B.C.S.G Policies, unless otherwise mentioned in the Constitution or By-Laws, and enact them at the B.C.S.G. meeting.

Section V

**Quorum**

A quorum for all B.C.S.G. and all executive committees meetings will be fifty percent (50%). The Senatorial Cabinet can legally transact business when 4 members of the Senatorial Cabinet are present.

Section VI

**Proxy**

Any member of the B.C.S.G., with the exception of the Executive officers, may send in his/her proxy (voting person), with written permission from an Executive officer, 48 hours prior to any regularly scheduled meetings.
ARTICLE VI

Student Organization Structure

A. Strength through Unity Program:
The purpose of this program is to create and promote a strong sense of unity amongst all student organizations on campus. It will also serve as a means by which the Vice President of Organizational Affairs can become directly involved with student organizations on campus, and enhance communication between all student organizations. This program will assist student organizations in fully utilizing their allotted budget and fulfilling their institutional requirements.

B. Policies and Procedures:
1. Student Organizations will be required to do the following:
   a. Schedule at least 9 meetings per semester with the Vice-President of Organizational Affairs. The Vice-President of Organizational Affairs will guide all student organizations through fulfilling their required programs and events.
   b. Submit at the beginning of every month dates of all Student Organizations/Executive Board meetings per month to Vice President of Organizational Affairs.
   c. At the end of each month, submit copies of the agendas and minutes, of all meetings for the perspective month, to the Vice President of Organizational Affairs.
   d. To assist and participate in conducting events and programming with the Vice-President of Organizational Affairs for Organization Night.
   Note: Failure to adhere to the aforementioned policies will result in a judiciary financial sanction handed down from the Judiciary Committee to the organization for the current semester/year.
   e. In order for an organization to be considered active, must have spent two-thirds of the money allocated by the B.C.S.G. in the previous year. If the funds are not used, they will be placed on one-semester probation. In addition to be considered active an organization must complete 4 programs and 5 community service per semester. Student organizations must provide Center for Student Leadership and Engagement and Vice-President of Organizational Affairs an updated members list for the current academic year. The stated mission, goals, and/or objectives of the student organizations must be consistent with the Bloomfield College mission statement. A representative of the student organization, preferably the executive board member must be attending each BCSG meeting. The student must submit a budget request form to the Treasurer.
   Note: Organizations that do not meet the above criteria for two consecutive academic years will be considered inactive. (Pending the result of the judicial hearings)
   f. To be considered on probation, an organization did not uphold all the program and community service efforts. For example, if they are missing half of the programs and half of the community service for the academic year then they would be considered on probation. Their budget would then be cut in half and to be removed from probation they must fulfill their requirements the upcoming year. The organization is on probation for a year and new organizations are also put on probation for a semester. To be considered inactive, an organization did not uphold any program or community service efforts at all. They must be reinstated one week after the first BCSG meeting and the majority vote by (the organizations representatives) will be counted.

This plan allows the B.C.S.G. to meet the needs of several student organizations and eliminates the annual concerns on the number of student organizations that do not utilize their full budget.

A. Club & Organizations Class Status:
1. Class “A” Organization’s Description:
   This class shall consist of all organizations that have the objective of providing service to a large segment of the student body. The services should include: self-esteem building, development of leadership skills, mentoring, tutoring, and substantial community service.
2. Class “B” Organization’s Description:
   This class shall consist of all student organizations that are classified as cultural groups, geared towards a specific population of students.
3. **Class “C” Organization’s Description:**
   This group shall consist of all student organizations that are classified as Clubs and have specific mission statements for students.

**B. Guidelines for a student organization to be moved up a class:**
To move up in class order by following circumstances an organization can petition B.C.S.G. by filing an application that includes:
   a. A written claim.
   b. A current membership list.
   c. Set up a date for the VP of Organizational Affairs to attend one of the organization’s meetings. After the Vice-President of Organizational Affairs has met with the organization, the organization will appear before the judiciary committee, and they will either approve or disapprove the organization’s claim to be moved up in a class. The judicial committee makes a decision on whether the organization in question will be placed on the next B.C.S.G. agenda to present their claim to the entire B.C.S.G. A vote will be taken at that date and time.
   d. If the student organization is denied by either the B.C.S.G. Judiciary Committee or by the B.C.S.G. VP of Organizational Affairs, the student organization must wait until the following semester to re-apply.
   e. The organization must change their mission statement
   f. Uphold the duties entitled in each segment

**C. Guidelines for a student organization to be moved down in class order.**
1. The B.C.S.G. Judiciary Committee may move a student organization down in class order if the student organization:
2. No longer meets criteria listed in a class description
3. No longer serves a sufficient number of students

Class Identification of student organizations included in and funded through B.C.S.G. is presented in **Table 1**
Table 1: Student Organizations Included in and Funded Through B.C.S.G.

<table>
<thead>
<tr>
<th>Class and Description of Class</th>
<th>Examples of Student Organizations</th>
<th>Amount disbursed for entire school year:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class “A” Organizations Description:</strong></td>
<td>This class will include all organizations that have the objective of providing service to a large segment of the student body. The services should include: building self-esteem, developing leadership skills, mentoring, tutoring, and substantial community service. This group will be required to complete four programs and five community services.</td>
<td>$900 (Fixed Amount)</td>
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<td></td>
<td>Male Empowerment Network</td>
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<td>Team Infinite F/The BCTI Pep Squad</td>
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<td></td>
<td>Gentleman’s Club</td>
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<td></td>
<td>First Ladies of Bloomfield College</td>
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<td><strong>Class “B” Organizations Description:</strong></td>
<td>This group will include all student organizations that are classified as cultural groups and promote diverse programs to the student body. This group targets a specific population of students. This group will be required to complete three programs and four community services.</td>
<td>$700 (Fixed Amount)</td>
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<td>African Student Association</td>
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<td>Haitian Student Association</td>
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<td>International Club</td>
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<td>Modern Era Japanese Club</td>
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<td>LUCHA</td>
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<td></td>
<td>Black Student Union</td>
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<tr>
<td><strong>Class “C” Organizations Description:</strong></td>
<td>This group will include all student organizations that are classified as clubs and have a specific mission, for students. This group will be required to complete two programs and four community services.</td>
<td>$500 (Fixed Amount)</td>
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<td>Psychology Club</td>
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<td>Nursing Student Organization</td>
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<td>BC-N-Control</td>
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<td>BC Christian Fellowship</td>
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<td>Green Hearts Environmental Club</td>
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<td>NABA</td>
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<td></td>
<td>Bloom Box</td>
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</tbody>
</table>

There are 35 active student clubs & organizations. *(This serves as an estimate during the present time: Spring 2012)*

Constitution amended Spring 2012