**The Constitution of the Astronomy Club**

**Lone Star College-CyFair**

**Article I – Club Name**

The name of the organization shall be the Astronomy Club.

**Article II – Club Purpose**

The purpose of the club will be to provide Lone Star College-CyFair students with access to astronomical equipment and research, promote interest in astronomy in both students and the surrounding community, and bring like-minded individuals together for student-led learning and collaboration.

**Article III – Membership**

Section 1: Any registered student (full or part-time) at Lone Star College-CyFair who is in good standing with the College and fulfills the membership requirements of the organization may be a member.

Section 2: Membership requirements include:

1. Show active engagement within the club – members are expected to be active in the club Discord server, if they have access to Discord, and attend at least half of the meetings in the semester. It may be acceptable for the member to participate in only one or the other if their circumstances require.
2. If a member is unable to keep up with active membership requirements, they will be classified as an inactive member. If the member wishes to be restored to active status, they may submit a written paragraph requesting status restoration, and attend one meeting. If the member fulfills these requirements, they will be restored to active status.

Section 3: In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded to all students without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status.

Section 4: Classifications include:

1. Active
2. Inactive
3. Alumni

Section 5: Privileges of active membership include:

1. Voting in elections.
2. Serving as an officer if elected.
3. Participating in various club activities
4. Access to club’s equipment and necessary training.

**Article IV – Officers**

Section 1: The Astronomy Club shall have the following officer positions:

1. President
2. Vice President
3. Equipment Manager
4. Secretary
5. Treasurer
6. Social Media/Outreach Coordinator

The officer team shall be known as the Officer Council.

Section 2: All Lone Star College-CyFair students who are active members and in good standing with the College may hold office. An officer may hold up to two positions of office, so long as they remain in good standing with the College and are able to maintain the duties of each office.

Section 3: Newly elected officers assume office immediately after being elected. The term of office is one year, except in cases where an officer assumes their position through an emergency election to fill a vacancy. In this case, the term will be in office until the next regular election.

Section 4: Officer duties shall be as follows:

**President**

1. Preside over meetings of the organization.
2. Maintain contact with Lone Star College representatives and abide by the rules and regulations set forth by Student Life and the College.
3. Execute and enforce the rules created by the Constitution.
4. Represent the organization, except in the case when another member is assigned.
5. Maintain contact with other (inter)national organizations, such as SpaceX or NASA, in the event of collaboration.
6. Maintain contact with organization members, alumni, and advisors.

**Vice President**

1. Oversee any amendments to the Constitution.
2. Stand in as any officer in their absence.
3. Handle elections.
4. Co-prepare agendas for meetings.

**Equipment Manager**

1. Keep all records of club equipment.
2. Prepare and file any report related to club equipment.
3. Instruct other members on how to use club equipment.
4. Keep club equipment in good condition.

**Secretary**

1. Co-prepare agendas for meetings.
2. Record and distribute meeting minutes.
3. Handle storage and organization of club records.
4. Obtain appropriate facilities for club activities.
5. Distribute any official communications.

**Treasurer**

1. Maintain attendance for general meetings for both members and officers.
2. Maintain record of club finances.
3. Report the budget status.
4. Budget and distribute funds for equipment and club events.
5. Record the annual budget.
6. Maintain fundraising finances from events.
7. Coordinate fundraising drive.

**Social Media/Outreach Coordinator**

1. Handle social media accounts for the club.
2. Create social media posts for meetings and special events.
3. Create promotional products for new member recruitment.
4. Manager supplies for any in-person outreach events.
5. Build and maintain a website for club use.
6. Maintain the club’s Discord server.
7. Send out reminders for meetings.

Section 5: In the event that an officer is unable or unwilling to complete his or her term of office, he or she shall write a letter of resignation addressed to the Officer Council, and a special election will be held to fill the position.

Section 6: Faculty Advisor responsibilities will include:

1. Provide support, feedback, and direction.
2. Maintain records concerning officer contact information, club activities, and programs sponsored by the club.
3. Attend meetings and events as necessary or as desired. Meetings and events held in the Student Life side of CASE do not require that the Advisor be present.
4. Ensure that college policies and club requirements are fulfilled.
5. Ensure that all paperwork is submitted appropriately.
6. Notify Student Life staff when any unacceptable behavior occurs, changes in officer positions/contacts, or other information deemed appropriate to share.

**Article V – Election Procedures**

Section 1: All active members may vote in an election and be elected as an officer. Elections for officers shall take place at the last meeting prior to finals in the spring semester, or as needed whenever an officer vacancy arises.

Section 2: Any member of the club may apply for an unlimited number of positions per yar. In the event that there is no candidate for an office, all remaining officers will appoint an individual to the vacant position.

Section 3: All active members may be allowed to vote anonymously by casting their individual votes. All members of the club are allowed one vote per person.

**Article VI – Meetings**

Section 1: The club will meet twice a month. Dates and times will be announced at least one week in advance of the meeting, and will be determined by officers according to the purpose of meeting and member availability.

Section 2: Special meetings can be called by a majority officer agreement. Dates and times will be announced at least one week in advance, and will be determined according to member availability.

Section 3: Quorum for regular and special meetings shall be half of all active members.

Section 4: For observation of meetings:

1. All members must mark attendance with the Treasurer and notify the Treasurer if they are leaving early.
2. Observations will be performed within a designated area, which members must always stay in.
3. Members must be trained to handle any equipment they wish to use. If a member is not trained, they must seek assistance from an officer or trained member.

**Article VII – Finances**

Fiscal operating year for this organization is September 1-August 31, the same as Lone Star College.

**Article VIII – Amendments**

Section 1: Proposed amendments to the constitution should be presented to the Officer Council in writing at least one week in advance of vote.

Section 2: Approval by 2/3 of voters in attendance is required to put an amendment into action. Amendments must be approved by the Faculty Advisor and the Director of Student Life before they can be put into effect.

**Article IX – Ratification and Enactment**

This constitution shall become the official governing document of the organization upon ratification by a 2/3 majority vote of the membership in attendance and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.