**S.O.D.A. Constitution**

**Lone Star College-CyFair**

**Article I Name**

The name of this organization shall be S.O.D.A., which stands for Students of Diverse Abilities.

**Article II Purpose**

S.O.D.A. is an organization that recognizes the equality of all people, especially those who have challenges in life. This group is dedicated to support one another and the organizations that we intend to work with.

**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: In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded 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 3: Privileges of membership include attending, speaking, and voting in meetings; holding officer positions, and being part of the support system. Voting privileges are restricted to Lone Star College-CyFair student members.

**Article IV Officers and Advisors**

Section 1: Officers: President, Vice President, Secretary, Treasurer, and Historian. The officer group is known as the Executive Board.

Section 2: Qualifications for holding office: All officers must be Lone Star College-CyFair students and must have been an active member of the club for a year.

Section 3: Length of Term: One academic year (fall and spring semesters).

Section 4: Individual Officer Duties:

**President** – Delegates duties to individual officers and outlines the job description for the officer positions. Presides and maintains order during meetings. Plans and researches the needs and wants of the club and its members. Votes in the event of a tie. Knows and communicates the club’s procedures and purpose. Distributes copies of the constitution to the officers and spearheads any updates. Prepares agendas for Executive Board meetings. Calls a minimum of two general club meetings per semester.

**Vice President** – Assists the President with his/her responsibilities. Maintains an open line of communication between the various organizations of the Lone Star College community related to the club.

**Secretary** – Assists the Executive Board in clerical duties. Types letters/reports. Keeps a log of dates and meetings for main events. Maintains an updated list of members and students who attend the meetings on a regular basis. Circulates the minutes of the Executive Board and general meetings to club members. Publicizes club events to the campus community. Maintains a record of club meetings.

**Treasurer** – Manages and oversees all financial transactions of the club. Maintains regular contact with the Office of Student Life. Prepares budget proposal appropriately in the spring semester, preparing proposal materials as directed and meeting submission deadlines. Maintains detailed record of revenues and expenses of the organization and balance records.

**Historian** – Takes photographs as club-related events. Maintains a photo album for the club. Maintains the club’s history.

Section 5: General Officer Duties: Keep contact with the Office of Student Life and Club Advisor(s). Attend monthly MANDATORY SGA General Assembly meetings or send a delegate from the club. Maintain website and/or social media sites for the club.

Section 6: Should a vacancy in any office occur, it shall be filled by appointment of the remaining officers.

**Article V Elections**

Section 1: Time of elections – Elections will be held during the last week of spring semester classes.

Section 2: Election Procedures – Candidates must give a speech to club members discussing why they are the best fit for the position, and must have a personal interview with the previous officers to see if they are eligible for the position and responsibilities. Candidates must have been active members of the club for two semesters. Candidates receiving a simple majority vote will be declared the winners.

Section 3: Recall: A petition of two-thirds of the total number of members shall be cause for a recall election. The petition must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after a presentation of the recall position and shall be conducted by a special election. Recall will require a favorable vote of two-thirds of the voting membership.

**Article VI Meetings**

Section 1: The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

Section 2: Meetings shall be held bimonthly.

Section 3: Special meetings may be called by the President and/or Advisor(s). When called, officers will inform members through email, websites, and/or text messaging.

Section 4: Quorum for regular and special meetings shall be at least three officers.

Section 5: Rules of procedure for this organization shall be *Robert’s Rules of Order*.

**Article VII Finances**

Section 1: Fiscal operating year for S.O.D.A. shall be September 1-August 31; same as Lone Star College.

Section 2: There are no membership dues for this organization.

**Article VIII Amendments**

Section 1: Any proposed constitutional amendments shall be presented to the organization in writing at least one meeting before it may be voted on.

Section 2: Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment, and after approval from the Director of Student Life.

Section 3: A copy of any alteration to this document must be filed in the Office of Student Life.

**Article IX Ratification and Enactment**

This constitution shall become the official governing document of S.O.D.A., upon ratification by a two-thirds majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.