LoneStar College – Tomball ECO Club
Constitution and By-Laws

Article I- Name
The name of this organization shall be the Lone Star College–Tomball ECO Club (F.K.A. Biology Club).

Article II- Purpose
The purpose of this organization shall be (1) to promote interest in the field of Biological and Environmental sciences, (2) to give members the opportunity to combine field Biology and community service activities (3) to share information and experiences about Biology and community service projects with one another.

Article III- Membership
Membership in the Lone Star College–Tomball ECO Club is open to all interested Lone Star College–Tomball Students. Faculty and staff can serve as ex-fﬁsio to members of the community.

In order to guarantee equal rights to all members of the LoneStar College - Tomball student body, equal opportunities shall be afforded to all students without regard to race, color, national/and or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical disability.

Article IV- Ofﬁces and Duties
Elected ofﬁcers shall comprise the Executive Board. All ofﬁcers must be currently enrolled Lone Star College–Tomball students in good academic and disciplinary status. Chairpersons of committees are encouraged to attend Executive Board meetings.

Section 1- The President:
(1) The President shall preside at all regular and special meetings of the organization and of the Executive Board.
(2) The President shall set the agenda for all regular and special meetings of the organization.
(3) The President shall, with approval of the Board, appoint all standing and special committees, and, in the event of a vacancy of an ofﬁcer’s position, shall ﬁll such vacancy by appointment until the next regular election of the organization.

Section 2- The Vice President:
(1) The Vice President shall assist the President and perform the presidential duties in the absence of the President.
(2) The Vice President shall be responsible for arranging for activities and/or guest speakers at regularly scheduled meetings.

Section 3- The Secretary:
(1) The Secretary shall be responsible for recording minutes of all meetings and distributing the minutes of these meetings to members of the Executive Board as needed. 
(2) The Secretary shall publish regular newsletters of current and upcoming events, which may include the minutes of previous meetings, news pertaining to local and national professional associations, items of interest in the field of Biology, and any other information deemed appropriate by the Executive Board.

Section 4 - The Treasurer:
(1) The Treasurer shall receive all monies due to the Chapter.
(2) The Treasurer shall keep up to date accounting records of the Chapter's financial situation and report financial matters to the Executive Board at each meeting.

Section 5 - The Student Government Association Representative:
(1) The SGA Representative shall attend all SGA meetings. In the event a meeting must be missed, he/she shall ask the President to attend in his/her absence.
(2) The SGA Representative shall make a report of SGA proceedings at all Chapter meetings.
(3) The SGA Representative shall represent the Biology Club in all votes, consulting officers and members prior to votes whenever possible.

Section 6 - Elections
Nominations for officers shall be solicited and accepted from the general membership each semester during the first meeting, with elections to be held at the same meeting or until sufficient membership is reached for positions to be filled. Nominations from the floor will be accepted. Members may nominate themselves for an office. The Executive Board shall apprise all nominees of the duties and responsibilities of the respective positions. Names of nominees are placed on a ballot and a vote will be taken. Either a written vote or a "show of hands" vote may be taken. Votes will be tabulated by the Treasurer and Secretary. Offices will be filled by the candidate receiving a majority of the votes cast. No absentee votes will be accepted.

Section 7 - Term of Office
All positions on the Executive Board shall last for one full academic year (From May through April). Students with less than one year to complete before graduation should not run for office, unless other suitable candidates are not available. Officers elected shall assume their duties following election of officers at the meeting.

Section 8 - Officer Transition
The outgoing and incoming Executive Board members shall hold a joint executive meeting prior to the end of semester meeting to provide for transition in leadership. All printed materials related to each position shall be turned over to the new officers, with a detailed explanation of all such materials, at this executive meeting. Outgoing officers shall orient new officers in the duties of their respective positions.

Section 9 - Resignations
Any officer who cannot, or will not, fulfill the duties of his/her office for any reason shall submit a written resignation to the Executive Board. Vacancies on the Executive Board shall be filled at the next business meeting following the notice to resignation. The President may appoint a replacement or an election may be held to fill the vacant position.
Article V - Standing Committees
The President shall appoint committees as deemed necessary to promote interest, fellowship, and achievement in the Chapter. At least 3 members shall serve, and they shall select their own chair.

Article VI - Meetings
A Chapter business meeting or program meeting shall be held at least once per month during the two long semesters. Chapter business and a program may be combined in one monthly meeting. The Chapter meeting shall follow guidelines as set forth in Robert’s Rules of Order.

Article VII - Amendments to Constitution and By-Laws
The Constitution and By-laws may be amended at a meeting called for the purpose of considering proposed amendments by a majority vote of those members present. Copies of proposed amendments must be made available to all members at least 30 days prior to the called meeting.

Article VIII - Impeachment of Officers
An officer who is not fulfilling his/her responsibilities as outlined in this document may, after all efforts to correct the situation have been made, be impeached. The steps to be followed are:

**Step 1** - The situation will be discussed at an Executive Board meeting, with the Advisor and the officer concerned present, in an attempt understand and resolve the situation.

**Step 2** - If the officer fails to comply following this Board meeting, a letter signed by all other officers and the Advisor asking for an immediate resignation will be sent to the officer concerned.

**Step 3** - If the officer fails to comply with the written request, the remaining officers will prepare a written statement of the situation and this statement will be mailed to all organization members. A meeting to consider the impeachment of the officer concerned shall be called, at which time the officer concerned shall have the opportunity to challenge the charges. The vote to impeach or not shall be made at this meeting by secret ballot. The Advisor and one member other than an officer shall count the ballots and announce the results by letter to the officer concerned and to all officers and members.

**Step 4** - The officer concerned may appeal the organization’s decision in writing within 2 weeks to the Student Life Office staff.

Article IX - Advisor
The Lone Star College–Tomball ECO Club shall have an advisor, selected by a vote of members from among interested faculty, to serve a three year term of office.

Duties and Responsibilities:
The Advisor is expected to attend all Chapter meetings and Executive Board meetings.
The Advisor shall vote in Executive Board meetings only when necessary to break a tie.
The Advisor may call an emergency Executive Board meeting if he/she deems it appropriate to discuss an unusual situation or opportunity.
The Advisor is responsible for purchasing and reporting expenses to treasurer each month.