ARTICLE I - NAME
The Name of this organization shall be STARS

ARTICLE II - PURPOSE
The Mission of STARS is to enhance student learning by offering structured experiences that encourage students to become ethical, responsible and productive members on campus, in the community and in their careers. STARS is designed to encourage students to learn and share experiences on a variety of topics. Through globally minded, non-violent civic action, students become aware of issues related to freedom, human rights, peace, and social justice within our community and throughout the world.

ARTICLE III - MEMBERSHIP
Membership is open to all currently enrolled LSC-Tomball students. All members are encouraged to attend and participate in STARS activities and meetings, workshops, activities or service projects.

ARTICLE IV - MEETINGS
Required Monthly meetings, workshops, activities and service projects are scheduled for student attendance.

ARTICLE V - OFFICERS

Section A
Officers shall be selected/chosen by members of STARS and hold office for a period of one year. New officers will be selected/chosen during the previous spring semester for the fall semester or during a semester when a position is open.

Section B
The President of STARS SGA Rep shall be the chief administrative officer of the STARS Organization.

- Represent the STARS organization at all SGA meetings
- preside at all regular and special meetings
- coordinate and preside over all activities
- approve the appointment of any necessary committees
- present business to the organization
- represent STARS at special functions
- develop goals for the STARS program with the aid of the sponsor
- develop Agendas, submit to sponsor two days prior to scheduled meeting for approval
- distribute agendas for meetings
- approve all public notices designed by STARS PR prior to final approval by STARS sponsor/Community Relations
- vote only in the case of a tie
- recruit new STARS members
- mentor new STARS members/students
- and shall perform all duties normally associated with the office of President.
**Vice President of STARS** shall perform all duties of the president in the event of the President’s absence

- assist the President in performing and implementing all STARS goals
- coordinate all committees with the aid of the President
- take roll at scheduled STARS meetings
- take charge of special projects as assigned by the President or Sponsor
- recruit new STARS members
- mentor new STARS members
- and shall perform other duties normally associated with the office of Vice President

**Secretary** shall be in charge of taking minutes for all meeting

- maintain a file of all STARS correspondence - in blue STARS binder be kept in the Sponsors office
- maintain records of all current STARS members in blue STARS binder to be kept in the Sponsors office
- maintain and provide records of meetings at the request of the Sponsor
- assist the president in implementing all STARS goals
- recruit new STARS members
- mentor new STARS members
- and shall perform other duties normally associated with the office of Secretary

**The Office of Treasury** shall be in charge of the STARS monies referring to petty cash. Purchases must be approved prior to submitting petty cash receipts to Sponsor. Treasurer will fill out petty cash form and receive all receipts and forms and submit to sponsor for approval.

- calculate votes in any election with the aid of the sponsor
- take charge of special projects as assigned by the President or Sponsor
- recruit new STARS members
- mentor new STARS members
- and shall perform other duties normally associated with the office of Treasurer

**Historian/Public Relations** shall maintain the STARS scrapbook and photographic projects

- document/photograph special projects
- request photos taken by other members and reimburse through petty cash from Treasurer.
- arrange 2 monthly scrapbook/bulletin board workdays each semester
- maintain the STARS bulletin board at the main Tomball College campus and the Monthly Calendar
- recruit new STARS members
- mentor new STARS members
- meet with Sponsor on a regular basis to establish PR for both campuses
- assist the President in implementing all STARS goals
- take charge of special projects as assigned by the President or Sponsor
- and shall perform other duties normally associated with the office of Historian/Public Relations