African Heritage Society

Constitution

Article 1 – Name
The name of this student organization shall be African Heritage Society

Article 2 – Purpose Statement
The purpose of the club is to promote education, unity and empowerment amongst African Heritage students at the college through communication, leadership development, community services, cultural awareness, career enhancement by organizing common activities where its members can meet, develop friendships and establish professional links.

Article 3 – Membership
Membership in African Heritage Society is extended to all students at Tomball and Willow Chase campuses.

Article 4 – Meetings
Membership meetings will be held the 1st, 2nd, 3rd and 4th Tuesday of every month unless otherwise stated during the Fall and Spring semesters only. Officers meetings will be held the 1st Tuesday of each month during the fall and spring. An officer’s retreat will be held annually on the 1st weekend in June.

Article 5 – Faculty Advisor(s)
All activities engaged in by members of will be done so under the supervision of a Lone Star College-Tomball student club advisor. The club may have more than one advisor, but only one will be designated as the Lead Advisor. Advisor(s) should be individuals who are committed to the expansion of knowledge about the African culture, act as mediators between faculty, administration, students and the community, as well as serve as models of leadership and professionalism. The Lead Advisor shall maintain all of the club’s records and history and oversee the club’s financial transactions. Advisors shall also help the officers carry out their responsibilities through their support and leadership.

Article 6 – Officers
Section 1:
The leaders of African Heritage Society will be called officers and will consist of the following: President, Vice-President, Treasurer, and Secretary. These officers will be appointed upon the approval of the Advisor and a majority of club members. The Advisor can appoint someone to replace a former officer, if necessary. As officers will be representatives of the college and role-models for students and the community it is expected that they will ascribe to the highest standards of moral character while participating in college functions.
**Section 2:**

**President** – The President shall cooperate and work closely with the other officers, Advisors, club members, faculty and community. The President will preside over all meetings, unless other arrangements have been made. The President will represent the association at all club events. This individual will be responsible for overseeing the completion of projects and assisting other officers in their club duties including delegating committee chairpersons.

**Vice President** – The Vice President shall serve in the President’s absence. This individual will act as general assistant to the President and other officers. The Vice President will be in charge of displaying or handing out flyers about upcoming events, as well as helping to plan and coordinate the club’s activities.

**Assistant Vice President** – The Assistant Vice President shall cooperate and work closely with the President, officers, advisors, club members, faculty and community. The Assistant Vice President will meet regularly with the President to ensure he can effectively disseminate all club information to Willow Chase campus membership. The Assistant Vice President is responsible for maintaining the same agenda the President maintains and will weekly inform the President of the Willow Chase meeting outcomes.

**Treasurer** – The Treasurer will be given general care of the club’s finances under the supervision of the Lead Advisor. All financial transactions must comply with Lone Star College-Tomball policy. This individual must report at each meeting the financial status of the club. Only officers will be allowed spend/request club funds and this must be done through the Treasurer or Lead Advisor. A Budget Tracking Sheet and receipt must be provided for each transaction. The Treasurer will also assist the Lead Advisor in planning and writing of the annual budget and assist the President and Vice President in planning and coordinating club activities.

**Secretary** – The Secretary will be responsible for developing an agenda. Recording minutes of both the membership and officers meetings, taking notes and sending out information to club members and officers. The Secretary will also be responsible for keeping an updated contact list of club members and officers as well as assisting the President and Vice President in planning and coordinating club activities.

**Section 3:**

A. In the event that an officer chooses to leave office, the Lead Advisor may appoint a replacement for that position with the approval of the majority of the officers and members.

B. In the event that an officer does not fulfill his/her duties responsibly, he/she may be voted out of office by a majority of officers and members. The Lead Advisor may appoint a new officer for that position with the approval of the majority of the officers and members.
Article 7 – Dues & Fees
There will be no fee for joining African Heritage Society; however, the club reserves the right to charge a fee for certain activities and events. The Treasurer and Lead Advisor will be responsible for the collection of these fees.

Article 8 – Amendments
The African Heritage Society constitution may be amended by the officers at any of its meetings by a two-thirds majority vote of the members and officers present.

Article 9 – The Lone Star College-Tomball Policy
African Heritage Society Club officers, members and its constitution shall follow the Lone Star College Systems and Lone Star College-Tomball policies and regulations.