**CHAPTER 1. Name of Organization**

The name of this Lone Star College-Kingwood student Organization shall be The Business Leaders Association.

**CHAPTER 2. Purpose**

***Section 1.*** The purpose of The Business Leaders Association at Lone Star College-

Kingwood shall be:

1. the development of leadership and entrepreneurship
2. The fostering of relationships with the greater Houston business community
3. To help other clubs and organizations achieve their goals
4. To help the community.

**CHAPTER 3. Membership**

***Section 1.*** Types of membership in The Business Leaders Association shall consist of

member, provisional member, advisor, and honorary member.

A. *Member.* Each candidate for membership must have completed 12

semester hours of credit course work, with a Grade Point Average of 2.5 on a 4.0 scale, and adhere to the school conduct code A cumulative Grade Point Average of 2.0 must be maintained to remain in good standing. Failure to maintain the required cumulative Grade Point Average will result in the member being removed from good standing. After being removed from good standing, the member will have one semester to bring his or her Grade Point Average back to 2.0, failure to meet good standing will cause membership and all membership privileges to be revoked.

B. *Provisional Member.* A student must have earned a cumulative Grade Point Average

of 2.0 on all course work completed in high school. A student must be

currently enrolled in credit course work at Lone star, and adhere to school conduct code

C. *Advisor.* An individual must be employed by Lone Star College and have the approval of Student Life. An advisor cannot hold an officer position.

D. *Honorary Member*. An individual must meet eligibility requirements that reflect his membership to the Business Leaders Association. As well as having significantly improved the Business Leaders Organization. Examples of this would be, at a minimum, increasing the attendance ration for, Chapter A/Chapter B/Etc., by 500% and maintaining it for half of the time he/she serves, unless half the time she/he serves is less than 12 months, in which case 12 months will be the time to maintain the percentage.

**CHAPTER 4. Organization Advisor**

The chapter advisor shall be responsible for overseeing the completion and submission of Membership Report Forms, Student Profile Forms, and fees to Headquarters. The advisor shall be a non-voting member of the Association, but does have a say in all club decisions.

**CHAPTER 5. Officers**

***Section 1.*** All officers must have membership in the Business Leaders Association have a Grade Point Average of 2.5 and must be carrying a course load of 6 semester hours. (Course load requirement will be waived during the summer term and due to any medical restrictions.) Officers are expected to be present at all meetings and events. In addition, officers are required to attend all officer meetings, a summer planning meeting, and annual planning meeting. Those officers who miss more than six events and/or meetings per calendar year may be removed from their elected or appointed office. Any chapter officer may propose the removal of another officer for justifiable cause at any regular meeting. A vote will be held at the first meeting following the raising of the issue. The officer will be removed by an affirmative vote of three-fourths of the members present.

***Section 2***. The Business Leaders Association shall have the following officers: President, Executive Vice President, Vice President of

Finance, Vice President of Public Relations, Vice President of Training, and

Vice President of Projects, and Council Representative. The chapter may

elect additional officers as deemed necessary from the existing retired officer pool.

***Section 3.*** The duties of the **President** shall be as follows:

a. Plan and preside over all general and officer meetings.

b. Appoint and establish any necessary committees.

c. Vote only in case of a tie.

d. Serve as an ex-officio member on all committees.

f. Arrange and coordinate the Summer Officer Training session for the

incoming officer team.

g. Work with the Greater Houston community to lead the Associations Chapter 2, Section 1, A-B Projects and Chapter 2, Section 1, C-D Projects.

h. Coordinate the Associations Spring and Fall Orientations and

Inductions.

i. Represent the organization at all times.

k. Serve as head of the chapter’s Executive Board and Council.

***Section 4***. The duties of the **Executive Vice President** shall be as follows:

a. Perform all duties of the president in the event of his or her absence;

and/or serve as president in the event the president is unable to

complete his or her term of office.

b. Appoint and head a committee to review and/or revise the chapter

bylaws as needed.

c. Maintain records of all chapter and officer meetings, including taking

roll, preparing minutes, and maintaining copies of newsletters and

correspondence with faculty, staff, and other campus organizations.

d. Read minutes of meetings to the officers and general membership at

chapter and officer meetings as well as disseminate electronically.

e. Serve as an ex-officio member on all committees.

f. Coordinate of the chapter’s Spring and Fall Orientations and

Inductions.

g. Represent the organization at all times.

h. Serve as the chapter representative to the LSC-Kingwood Student

Government Association Council.

j. Serve as part of the Associations Executive Board and Council.

***Section 5.*** The duties of the **Vice President of Finance** shall be as follows:

a. Serve as organizer for the Chapter 2, Section 1, A-B projects initiatives, and councils.

b. Maintain a journal recording the Chapter 2, Section 1 A-B focus of elements used

to plan and implement the chapter’s Chapter 2, Section 1 A-B projects, initiatives, and councils..

c. Give report to the officers and general membership on a monthly

basis.

e. Plan and make all arrangements for participation in the Chapter 2, Section 1 Projects, initiatives, and council.

f. Assist the President and Executive Vice President in the preparation

of the chapter Orientations and Inductions.

g. Represent the organization at all times.

i. Serve as part of the chapter’s Executive Board.

***Section 6.*** The duties of the **Vice President of Public Relations** shall be as follows:

a. Serve as organizer for the Chapter 2, Section 1, A-D projects, initiatives, and councils.

b. Maintain a journal recording the elements used to

plan and implement the Associations Chapter 2, Section 1, A-D projects, initiatives, and councils..

c. Give report to the officers and general membership on a monthly

basis.

d. Organize and implement events involving campus, community, and

chapter leadership activities.

e. Organize and plan the chapter-sponsored “Meet the President” event

if the chapter votes to host the event.

f. organize all recruiting events on campus as well as reach out to other leadership and business programs.

g. staying in touch with the student body interests at Lone Star Kingwood.

h. Assist the President and Executive Vice President in the preparation

of the chapter Orientations and Inductions.

i. Represent the organization at all times.

j. Serve as part of the chapter’s Executive Board.

k. Market and advertise all chapter events.

l. Maintain the chapter website.

m. Provide and promote fellowship amongst all parties that come into contact with the Business Leaders Association.

***Section 7.*** The duties of the **Vice President of Projects** shall be as follows:

a. Identify projects that are beneficial to the community in which Association

members, campus officials, and community members can participate in.

b. Maintain a journal recording the Service focus of elements used to

plan and implement the Associations Chapter 2, Section 1, B and D, projects, initiatives, and councils.

c. Select Teams, Leaders, and representatives for projects, initiatives, and councils.

d. Give report to the officers and general membership on a monthly

basis.

e. Serve as Team Captain, organize all fund raising events, and plan

the chapter’s annual Relay for Life event should the chapter vote to

participate.

f. Assist the President and Executive Vice President in the preparation

of the chapter Orientations and Inductions.

g. Represent the organization at all times.

h. Serve as part of the chapter’s Executive Board.

***Section 8.*** The duties of the **Vice President of Training** shall be as follows:

a. Organize and implement programs to provide an atmosphere for

fellowship.

b. Maintain a journal recording the elements used to

plan and implement the Associations Chapter 2, Section 1, A-D projects, initiatives, and councils.

c. find suitable studying material for members of the Business Leaders Association.

d. contact other companies for them to present to the Association about leadership, business, and other topics.

e. find and/or create events being scheduled around Houston that the Association could benefit from.

f. they will also work with the Vice President of Finance and Projects to impose limitations on projects being undertaken by membership to further challenge them.

g. Give report to the officers and general membership on a monthly

basis.

h. Prepare and maintain the Association scrapbook for the members to use ass additional criteria for scholarships, resumes, or other documents that would require community service, leadership, etc.

i. Update chapter phone list, e-mail addresses, mailing addresses, and

birthdays each semester or as necessary.

j. write letters of recommendation for the membership of the Business Leaders Association.

k. Assist the President and Executive Vice President in the preparation

of the chapter Orientations and Inductions.

l. Represent the organization at all times.

m. Serve as part of the chapter’s Executive Board.

***Section 9.*** All officers are not limited to the above listed duties of their position.

Officers may acquire more responsibilities or duties, as they become

necessary or needed, for the success of the Association throughout the year.

**CHAPTER 6. Election of officers**

***Section 1.*** All candidates for office must be members of The Business Leaders Association, in good standing.

***Section 2.*** Elections must be held no later than the meeting preceding the last

meeting during the spring semester of each year.

***Section 3.*** Candidates should be prepared to serve the full Board year (May of the

year they are elected to May of the following year). If they are aware at

time of nomination or election that they will not be a student at LSCKingwood

during the Board year, they should withdraw their candidacy.

***Section 4.*** A member cannot hold the same office three years in a row. A member

cannot serve on the Executive Board for more than three years.

***Section 5***. Members interested in serving as officers may apply to the advisor during

the spring semester of each year. Nominations from the floor can also be

made during chapter meetings. The advisor or advisor team shall review

all applications and may interview candidates before members run for

office.

***Section 6.*** Members running for office will submit an officer application to the

advisor one week prior to the election. Candidates will be required to

submit a short essay of 100 words or less in writing stating why they want

to hold that particular office. These essays will be used by candidates in

lieu of campaigning and will be placed onto the ballot for voting members

to read. To ensure a fair and equitable election process for all members

running for office, no campaigning will be permitted.

***Section 7.*** Candidates for Chapter President will be required to submit an essay of

500 words or less in writing stating their visions and goals for the chapter

as well as why they want to hold this office. These essays as well as a

photo (which needs to be submitted with officer application) will be posted

on the chapter website for members to read. President Candidates will

also be required to give a 1-3 minute speech at the chapter meeting in

which voting occurs.

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***Section 8.*** All votes must be placed in person by paper ballot or via email using the

member’s email address on file with the chapter. A simple majority vote

shall elect any officer.

***Section 9.*** In any case, when an officer must resign his office, the contact advisor or

team of advisors will appoint the replacement at his/her discretion with

input from the officer team.

**CHAPTER 7. Meetings**

***Section 1***. All business meetings will follow the general agenda:

Order of Business

a. Call to order

b. Roll call

c. Reading and Approval of the written minutes

d. Committee reports

e. Old business

f. Current business

g. New business

h. Announcements

i. Adjournment

**CHAPTER 8. Finances**

***Section 1.*** The Business Leaders Association will be dependent on Lone Star College for money and will not make any profits.

***Section 2***. Fiscal Operating year is from September 1-August 31.

***Section 3.*** Amendments can be made to this document within the first 12 months of its approval by the leadership team, Club Advisors, and the Office of Student Life.

**CHAPTER 9. Amendments and revision**

***Section 1.*** The chapter bylaws may be amended by a vote of two-thirds of the

members present at any regular meeting, provided that the proposed

amendment has been presented at a previous meeting