**Club Constitution**

**Article I: Organization Name and Purpose**

Section 1: The name of this Lone Star College Kingwood student organization is: The Creative Writing Club.

Section 2: The purpose of this organization shall be as follows:

1. Goal #1: Set deadlines and advertise for student submissions to the *Starburst* for Fall and Spring semesters for a Spring publication
2. Goal #2: set guidelines for accepting submissions for publication
3. Goal #3: review and edit the submissions and submit final accepted submissions to Promotions for final layout of the publication and to the Web Content Coordinator for the online publication
4. Goal #4: Review the final print copy for final approval
5. Goal #5: Plan and carry out the celebration for parents and students and other school officials in the Spring of publication.

**Article II: Membership**

Section 1: Any registered student (full time or part time) at LSC-Kingwood who is in good standing with the college and fulfills the membership requirements which coincide with the purpose of the organization is eligible for membership. Alumni, faculty, and staff of LSC-Kingwood may participate as members, but may not have voting privileges or serve as officers of the organization.

Section 2: Privileges of active student members include community and campus activities, voting, nominations, serving as an officer, and meeting attendance.

Section 3: In order to guarantee equal rights to all members of LSC-Kingwood 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 ability.

**Article III: Officers**

Section 1: The elected officers of The Creative Writing Club shall be as follows: President, Vice President, Treasurer, Secretary, and SGA representative. These officers will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:

1. All officers shall be reported to the LSC-Kingwood Office of Student Life.
2. A registered student in good standing (grade point average of 2.0 or above at LSC-Kingwood.
3. Commitment to serve in the appointment position throughout the academic year.
4. Ability to conduct themselves in a fashion that their actions will not reflect negatively on the image of the organization, its members, or LSC-Kingwood.

Section 3: Length of term for the appointed offices will be one academic year. Upon completion of the term, officers who wish to maintain the same position must be re-elected.

Section 4: The selection of the Club Advisor for the organization shall be voted on by the Executive Committee.

Section 5: Duties of the Officers

1. The presence of all members of the Executive Committee is mandatory for all regular meetings. If a member is unable to attend a meeting, then they should notify a member of the Executive Committee at least twenty-four hours before the meeting.
2. President: Oversee all meetings and activities; ensure that, at all times, the organization is abiding by the rules and regulations set forth by LSCS policies; in the case that a representative is needed, the president will represent the organization on its behalf except in the case where another member has been assigned.
3. Vice-President: Assist and support the president in all duties and responsibilities of the organization; oversee the needs of the organization including supplies and additional resources needed; assist with budget decisions in reference to the organization.
4. Secretary: who shall work closely with the president and vice-president to keep abreast of the organizational goals, needs, policies, and procedures; document and communicate meeting dates and minutes; manage and maintain all documents and files.
5. Treasurer: Ensure that all budget decisions are approved by the club advisor; Maintain a comprehensive record of and balance of the organization’s finances and expenses; Research and report current financial needs; maintain a positive working relationship with the office of Student Life and Business Office Personnel; consult fellow officers in advising on budget needs and limitation before proceeding with decisions.
6. Student Government Association Representative: Represent the organization at the Student Government Association General Assemblies and the Congress of Clubs Congressional Assembly; Vote on behalf of the organization at Student Government meetings; report all information received from Student Government meeting back to organization.

**Article IV: Advisors**

Section 1: The Club Advisor(s) shall work with the Executive Committee in coordinating campus activities, meetings, community service projects, and other functions to ensure that objectives are achieved.

Section 2: The Club Advisor(s) shall be responsible for providing guidance and support to organization members, approval of appropriate activities, and having ultimate responsibility for the finances of the organization.

**Article V: Elections**

Section 1: All student members may nominate and vote in an election. The timeline for election of the Officers will be the second week of April.

**Article VI: Election Procedures**

Section 1: The Club Advisor shall work with the Executive Committee in coordinating campus activities, community service projects, and other functions to ensure that objectives are achieved.

Section 2: Method of Nomination: Any active member can nominate a student to candidacy, or may nominate himself/herself. All nominated individuals must formally accept their nomination either verbally (at a general meeting of the organization) or in writing. Each position within the Executive Committee shall be voted upon separately.

Section 3: All active members shall be allowed to vote anonymously by casting their individual votes.

**Article VII: Meetings**

Section 1: Regular meetings shall occur as the Executive Committee deem necessary for the editing of the publication.

Section 2: Emergency, special interest or additional meetings shall be confirmed by the President and/or Vice President. Attendees will be given at least 3 days prior notice of meeting time, date, and objective.

**Article VIII: Finances**

Section 1: Fiscal Operating Year is from September 1 through August 31.

Section 2: No money shall be spent or guaranteed without the approval of the Club Advisor, President, and Treasurer.

**Article IX: Amendments**

Section 1: Amendments to the organization’s constitution can only be made by a vote. All amendments shall be proposed and discussed during a regular meeting, and voted on at a separate and later meeting.

Section 2: If approved, copies of the amended constitution must be provided to the Club Advisor and the Office of Student Life.

**Article X: Ratification and Enactment**

Section 1: This constitution shall become effective immediately upon its approval by a two thirds vote of a quorum of members and the office of Student Life.

Section 2: This constitution shall become the official governing document of the Editorial Board for the *Starburst*, LSC Kingwood’s Creative Writing Publication at Lone Star College-Kingwood.