

**Coyote Crew**

**Constitution**

**Article I: Purpose**

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| **Section I**: | To welcome all new students to the LSC-Kingwood campus during their New Student Orientation (NSO) – “Coyote Camp” session by assisting in the programmatic and relationship-building aspects of the NSO program. |
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| **Section II**: | To create a welcoming environment for each student during their NSO session through positive peer interactions, engaging ice-breakers and discussions, and providing quality customer service to students and families during NSO sessions. |
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| **Section III:** | To provide an overview of and connection to LSC-Kingwood campus resources through presentations, campus tours, and assistance with course registration, which help new students be successful in reaching their educational goals. |

**Article II: Membership**

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| **Section I**: | Any registered student at LSC-Kingwood, who is enrolled in at least 6 semester hours, is in good standing with the institution, and fulfills the membership requirements, is eligible for membership in the Coyote Crew organization. |
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| **Section II**: | Privileges of active student members include community and campus activities, meeting attendance, and fiscal compensation through the Coyote Crew Leader member stipend (see Article III, Section IV). |
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| **Section III:** | In order to guarantee equal rights to all members of the LSC-Kingwood student body, equal opportunities shall be afforded to all the students without regard to race, national and/or ethnic origin, gender, religion, creed, marital status, sexual orientation, age, citizenship, veteran status, or physical ability. |

**Article III: Crew Leader Requirements**

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| **Section I:** | All members of the Coyote Crew organization will be termed as “Crew Leaders” and will be held to the same set of requirements in order to be selected for membership in the organization. |
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| **Section II**: | To maintain membership in the Coyote Crew organization, Crew Leaders must meet the following requirements:   * Be enrolled in a minimum of 6 credit hours (at least **one** must be at the LSC-Kingwood campus) during semester of membership * Attend monthly Coyote Crew meetings * Attend the required number of NSO sessions, dependent upon the semester during which the student becomes a member of the organization * Attend any additional meetings or trainings put forth by the Club Advisor |
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| **Section III:** | Attendance requirements for NSO sessions will depend upon the semester during which, the student joins the organization. For each semester of membership, the requirements shall be as follows:   * Fall Semester: ½ of the NSO sessions must be attended * Spring Semester: ½ of the NSO sessions must be attended * Summer Semester: ¾ of the NSO sessions must be attended |
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| **Section IV:** | Applications to the organization will be accepted each semester, through a process overseen by the Club Advisor. The application process will include the submission of the Coyote Crew Application and an interview with the Club Advisor. |

**Article IV: Member Stipend**

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| **Section** I: | For each semester a student serves as an active member of the organization, a financial stipend or “scholarship” shall be awarded to the student in return for their service and to the organization. |
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| **Section II:** | The Club Advisor holds final authority regarding the stipend and may withhold a stipend from a member if that member is found in violation of organization policies or is terminate. |

**Article V: Club Advisor**

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| **Section** I: | The Club Advisor shall be responsible for providing guidance and support to organization members. This includes overseeing appropriate activities and functions specific to the Club Advisors job at LSC-Kingwood, maintaining the finances of the organization, and conducting the application and hiring process for new members. |
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| **Section II:** | The Club Advisor shall work with all members in coordinating NSO sessions, orientation-related activities, meetings, and other functions to ensure objectives are achieved. |

**Article VI: Policy Violations and Program Termination**

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| **Section I**: | Since organization members receive financial compensation for their involvement, policies exist to terminate members, who participate in unacceptable behavior, tardiness, and/or absences. |
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| **Section II:** | Organization members found in violation of policies will be subject to the following corrective actions:   1. Verbal warning from the Club Advisor 2. Written warning and meeting with the Club Advisor 3. Termination from the organization by the Club Advisor |
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| **Section III:** | The chart below outlines the specific offenses, which can warrant corrective actions as decided by the Club Advisor: |

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| **Offense** | **Action** |
| **Meetings** |  |
| Tardiness (1st) to regularly scheduled meeting | Verbal warning |
| Tardiness (2nd) or unexcused absence (1st) from the regularly scheduled meeting | Written warning |
| Tardiness (3rd) or unexcused absence (2nd) from the regularly scheduled meeting | Termination |
| **New Student Orientations or Other Club Events** |  |
| Tardiness, unacceptable behavior, etc. (1st) | Verbal warning |
| Tardiness, unacceptable behavior, etc. (2nd) Unexcused absence (1st) | Written Warning |
| Tardiness, unacceptable behavior, etc. (3rd) Unexcused absence (2nd) | Termination |

**Article VII: Meetings**

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| **Section I:** | Regular meetings shall occur once a month on a date pre-selected by the Club Advisor. |
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| **Section II**: | Emergency, special interest, or additional meetings shall be decided by the Club Advisor and the date, time, location, and objective of the meeting will be communicated at least three days in advance. |

**Article VIII: Finances**

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| **Section I:** | The Fiscal Operating Year is from September 1, 2017 thru August 31, 2018. |
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| **Section II:** | The Club Advisor will oversee the primary responsibilities of purchasing, reconciling, and submitting paperwork for any club-related purchases. |
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| **Section III:** | No money shall be spent or guaranteed without the approval of the Club Advisor and their direct supervisor. |

**Article IV: Amendments**

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| **Section I**: | Amendments to the organization’s constitution can be made under the discretion of the Club Advisor or by proposal of the organization members. |
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| **Section II**: | Organization members wishing to make amendments to the organization’s constitution must propose amendments for discussion at an organization meeting. Outcome of the amendments will be decided by a vote, but will have final approval by the Club Advisor. |
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| **Section III:** | If approved, copies of the amended constitution must be provided to the Office of Student Life. |

**Article X: Ratification and Enactment**

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| **Section I**: | The constitution shall become effective immediately upon its approval by a two-third vote of a quorum of members and a final approval by the Club Advisor. |
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| **Section II:** | This constitution shall become the official governing document of the Coyote Crew organization at Lone Star College-Kingwood. |