We the Membership of College Democrats at Lone Star College-Kingwood, in order to encourage political involvement within our local community, provide a meeting place for liberal and progressive students and faculty, and to promote democratic values, in accordance with the Texas Democratic Party and National Democratic Party platforms, on campus and within the local community do establish this Constitution for the College Democrats’ chapter at Lone Star College-Kingwood

**Article. 1 Elections**

Section. 1 All officer positions are up for election for terms beginning 2 weeks after the general election meeting.

Section. 2 The elections must occur on the second to last or last month of the semester prior to the term up for vote, and may not occur during finals week or the last week of classes.

Section. 3 Officer Elections will be run as a caucus, in which membership will vote for each position separately and autonomously on slips of paper, with current president abstaining from voting.

Section. 4 The counting of votes must be done at the caucus meeting in front of membership and the results of the votes must be displayed as the votes are counted.

Section. 5 It is the duty of the current President to count the votes under direct supervision by one or more officers.

Section. 6 All election caucuses must be well advertised to membership and must be held during a general meeting.

Section. 7 A special election can be called to fill a vacant seat by the majority of officership and are therefore subject to all the same provisions as general elections with the exception of Article. 1 Section. 2, these elections must be well advertised to membership and the date and time may not infringe upon the membership’s collective ability to vote or participate.

Section. 8 Before votes are cast each eligible candidate shall be permitted to speak, each candidate shall be given equal time to speak.

Section. 9 If after a general officer election no candidate could gain over fifty percent of total voters then a runoff election shall occur.

Section. 10 During a runoff election the two candidates with the highest percent of the votes will run against each other.

Section. 11 If the election ever ends in a tie vote between two candidates within a general election or runoff, then the current president determines the winner.

**Article. 2 Candidate Requirements**

Section. 1 Candidates for officer elections must be nominated by another member for the position.

Section. 2 Candidates may only be deemed ineligible if the constitution specifically mentions the means to do so.

Section. 3 In order for candidates to run for an officer position they must be members.

Section. 4 Candidacy may not be limited based upon sex, gender, gender identity, gender expression, sexual orientation, race, national origin, immigration status, citizenship, religion, age, nationality, physical disability, mental disability.

**Article. 3 Officer Requirements**

Section. 1 Officers are required to become or be deputy voter registrars for a nearby county unless they are ineligible by law or unable as defined by majority of other officers.

Section. 2 Officers are required to attend an officer training session during their first semester in office.

Section. 3 If any requirements contained within Article. 3 Section. 1 through Section. 4 are not met before officer elections of the following term then the candidate's eligibility will be determined by a review board as defined in Article. 4.

**Article. 4 Conflict Resolution**

Section. 1 A temporary review board, consisting of the faculty advisor and other officers, can be created to address grievances between officers or members such as not fulfilling responsibilities, misrepresenting party values, or general disagreements or frustrations.

Section. 2 All officers not involved in incident or disagreement are board members in these hearings.

Section. 3 The President is permitted to appoint one non-officer member to a review board and the Vice President is permitted to appoint one non-officer member to a review board both with approval by other officers who are review board members.

Section. 4 The officers on the review board may also appoint up to two representatives of other student organizations, whom have no voting power, if this disagreement involves their student organization, involves their members, or is related to an issue their group advocates for.

Section. 5 The board members have the authority to remove membership status from non-officer members for as long as deemed necessary, remove eligibility to run for an officer position for next term, remove committee chairs or request that the officer be removed.

Section. 6 The board’s primary role is to be mediators for conflict or disagreements among members, therefore not all board meetings must end in a verdict.

Section. 7 The defendant or defendants have the authority to request a closed or open hearing, otherwise it will be closed.

Section. 8 A closed hearing is where members not involved or board members are not permitted to view or be informed of the details of the hearing and knowledge of those involved.

Section. 9 An open hearing is where membership is permitted to view the process of a hearing, giving them access to knowledge of case details and those involved.

**Article 5 Endorsement**

Section. 1 College Democrats at the Lone Star College-Kingwood are permitted to endorse a candidate not contested in a Primary election.

Section. 2 Candidates are only eligible for endorsement if they are a Democrat with the exception of Student Government elections.

Section. 3 Endorsement polling may occur as a caucus style election during a general meeting in which members present vote anonymously on slips of paper, otherwise it may be done online with only members being permitted to vote.

Section. 4 The counting of votes for endorsement must be done in front of membership and the results of the votes must be displayed as the votes are counted if it is a caucus, otherwise the results must be presented online for all membership to see.

Section. 5 It is the duty of the current President to count the votes under direct supervision by one or more officers, if it is online all officers must have access to live polling data.

Section. 6 Before votes are cast the candidate or a representative of that candidate is permitted to give a speech to membership.

Section. 7 If the vote ends in more than fifty percent of members voting in favor of endorsement, then the candidate will have the official endorsement of College Democrats at the Lone Star College-Kingwood.

**Article 6 Financial Transparency**

Section. 1 Any purchases using the club account with the person who made said transactions or purchases and those who approved it must be made available in the end of semester financial report.

Section. 2 A receipt must be provided to the Office of Student Life whenever a purchase or deposit is made.

Section. 3 An end of semester financial report is the compilation of all documentation mentioned in Article 6 Section. 1 thorough Section. 4 for the current semester including any breaks with in it or before it and any documents required by the Office of Student Life financial report.

Section. 4 The end of semester financial report must be made available before the last day of classes as defined by the Lone Star College academic calendar for the Spring semester and a week before the deadline for the Office of Student Life’s end of year financial report for the spring.

**Article 7 Outside Group Coordination**

Section. 1 Any new coordination with non-Democratic Party groups or organizations must be given unanimous approval by officership.

Section. 2 Any event coordination with off-campus groups must have majority officer approval.

**Article 8 Committees**

Section. 1 A committee may be established with approval by majority of officership.

Section. 2 The committee chair is appointed by the president and confirmed by majority vote of other officership.

Section. 3 Committees can be dissolved if there is no longer a chair or the majority of officership votes to remove it.

Section. 4 To be a committee member one must also be a member of the club.

Section. 5 To be eligible to be appointed as a committee chair one must be a due paying member.

Section. 6 Decisions made within a committee may be vetoed by majority of officership.

**Article 9 Membership**

Section. 1 Membership is only available to anyone who is a student or faculty member at the Lone Star College-Kingwood.

Section. 2 Membership status may not be limited based upon sex, gender, gender identity, gender expression, sexual orientation, race, national origin, immigration status, citizenship, religion, age, nationality, physical disability, mental disability.

Section. 3 Membership status is gained by attending more than 3 College Democrats general meetings for that semester or the semester before.

Section. 4 Official College Democrats events are counted towards membership status in lieu of a general meeting attendance.

Section. 5 Membership may also be granted by unanimous officer approval.

**Article 10 Events**

Section. 1 General meetings must be held at minimum 5 times throughout a Fall or Spring semester.

Section. 2 General meeting dates must accommodate all officer schedules as best as possible.

Section. 3 On campus events must have majority of officer approval.

**Article 11 President**

Section. 1 It is the responsibility of the President to manage and oversee all general meetings, officer meetings, and events.

Section. 2 The President has the authority to call for officer meetings.

Section. 3 Must ensure fulfillment of all officer duties in coordination with Vice President.

Section. 4 Any responsibility not explicit or implicit delegated to other officers or committee chairs, it is therefore the duty and responsibility of the President to delegate or fulfill.

Section. 5 President acts as general representative of College Democrats during outside events or functions.

Section. 6 Responsible for reserving rooms and event locations in coordination with Secretary.

Section. 7 The President has voting power in all committees established.

Section. 8 The President is the primary executive of all committees in coordination with the Vice President.

**Article 12 Vice President**

Section. 1 It is the responsibility of the Vice President to fulfill any duties of the President in their absence.

Section. 2 The Vice President is responsible for coordinating with other Democratic Party groups and other off-campus organizations that College Democrats coordinates with.

Section. 3 Responsible for collecting and maintaining contact information with off campus organizations that College Democrats coordinates with.

Section. 4 Coordinate with President to oversee other officers and ensure fulfillment of responsibilities.

Section. 5 The Vice President is an executive of all committees in coordination with the President.

**Article 13 Secretary**

Section. 1 Takes minutes at any official College Democrats meeting or review board meetings as defined in Article 4.

Section. 2 Keeping record of membership statuses

Section. 3 Keeping track of officer requirements

Section. 4 Keeping track of Office of Student Life deadlines

Section. 5 Keeps track of Student Government business and affairs

Section. 6 Maintains all College Democrat's contact information for outside groups in coordination with the Vice President.

Section. 7 Secretary has the ability to reserve rooms and book events

**Article 14 Treasurer**

Section.1 Treasurer maintains all duties in accordance with Article 6.

Section. 2 Treasurer's duties include organizing and managing fundraising events.

Section. 3 The Treasurer has the responsibility in coordination with the President and Vice President to manage funds from donors.

**Article 15 Outreach Coordinator**

Section. 1 The Outreach Coordinator is responsible for advertising all general meetings and public events using any physical medium available to the club.

Section. 2 The Outreach Coordinator is responsible for recruitment of members to the College Democrats at the Lone Star College-Kingwood.

Section. 3 The Outreach Coordinator is responsible for coordinating and contacting other student organizations at Lone Star College-Kingwood.

**Article 16 Communications Director**

Section. 1 It is the duty of the Communications Director to manage any club social media, any post must coordinated with the president or vice president before being sent.

Section. 2 The Communications Director is required to appear at events attended by College Democrats to take pictures for social media unless previously specified or unable to attend.

Section. 3 The Communications Director is responsible for managing any official club chat group for events, committees, or general purposes.

Section. 4 It is the duty of the Communications Director to manage any email or cell communications as well as updating the email and phone lists in coordination with the President and Vice President.

**Article 17 Amendments**

Section. 1 Amendments or reforms to the constitution can be called upon by majority of officership or by majority of membership.

Section. 2 Amendments or reforms must be approved by majority of membership present.

Section. 3 Amendments or reforms may not be voted upon at the same meeting in which they were requested.

Section. 4 Meetings for adding amendments or reforms must take place during a time most convenient for membership and may replace a general meeting if necessary.

Section. 5 Meetings for adding amendments or reforms must be well advertised for membership and therefore may not attempt to exclude members from attending.

Section. 6 New Constitutional amendments or reforms do not go into effect until the two weeks after they were approved with exception of new officer position additions and or changes of officer duties if approval from affected officer is obtained.