**Article I - Name**

The organization will be known as Political Science Club.

**Article II - Purpose**

The purpose of the organization will be to promote and encourage social science majors and students interested in political science. The organization will provide students a place to meet and discuss politics, ranging from job/internship opportunities to political matters in the national and global sectors, and to explore the process of applying to graduate programs. It forms a collection of students interested in the same topics, encouraging political participation, and ensures regular meetings to do so.

**Article III - Membership**

Section 1 Any registered student (full or part time) at Lone Star College-CyFair who is in good standing with the college and fulfills the membership requirements of the organization may be a member.

Section 2 Members must be social science majors and/or have an interest in politics and/or the field of political science.

Section 3 In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, the Political Science Club does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in its programs and activities, as stated in the LSC Board Policy Manual.

Section 4 Privileges of membership will include attending meetings, ability to hold an officer position, participation in on- and off-campus activities, and voting. Voting privileges will be restricted to Lone Star College-CyFair student members.

**Article IV - Officers and Advisors**

Section 1 *Officers:*

 • President

 • Vice President

 • Secretary

 • Historian

 • Treasurer

Section 2 *Qualifications for Holding Office:*

 • All officers must be Lone Star College-CyFair students.

 • Officers must be active members of the organization for a total of three months before being eligible to hold an officer position.

 • Officers will be elected in an open election where members can ask questions of candidates. Each officer must win with a majority vote. If there are more than two candidates and no one candidate wins a majority vote, a run-off will be held.

Section 3 *Removal of Officers*

 Removal from office may occur with approval from the Faculty Advisor and a vote of ¾ majority.

Section 4 *Length of Term*

 Terms will be for one semester starting the first day of classes each semester.

Section 5 *Duties of Officers*

 •  President:

 Begin each meeting, draw up agenda for each meeting, ensure positions and special committees understand rules and roles in office. The President will make sure flow of meetings is efficient and proactive. They will also serve as the point of contact for club members and potential members.

 • Vice President:

 Fulfill the role of President when the president is not in attendance. Also, Vice President will take the role of President if the president cannot complete their term~~.~~ If this occurs, there will be a vote of members at the next meeting to confirm the appointment of the Vice President to assume the role of President. If the VP does not receive majority vote, a special election will be called to order.

 •  Secretary:

Record all minutes of each meeting and provide copies to the club upon request and to the Web Design Committee Chair for posting.

 •  Historian:

Take pictures of meetings and events. Provide copies to the club upon request and to the Web Design Committee Chair for posting.

 •  Treasurer:

Maintain books and money for the club. The Treasurer will have records organized and show what money has been used and how much there is in the Political Science Club account. This must be shown each meeting and upon request of members of the Executive Board.

Section 6 *Vacancies*

Should a vacancy in any office occur, it shall be filled by a special election, except for the position of President. If a vacancy occurs in the presidency, the Vice President will take over upon receiving a majority vote of the members present. If this does not occur, a special election will be called.

Section 7 *Executive Board*

The Executive Board is comprised of the President, Vice President, Secretary, Historian, and Treasurer.

Section 8 *Advisor(s)*

 Facilitate the meetings and serve as a point of contact for the club. Participate in the Involvement Fair to assist with recruiting and promotion of the club. Organize field trips and serve as the liaison among student services and the college campus. Maintain all supplies, materials, and storage related to the club.

**Article V - Elections**

Section 1 *Time of Elections*

Elections will be held at the first meeting in March for upcoming fall officers and the first meeting in October for upcoming spring officers.

Section 2 *Election Procedures*

Candidates receiving a majority of the total votes will be declared the winner. If they do not receive a majority vote, there will be a run-off election for the top two candidates.

Section 3 *Run-off Election Procedures*

In the event of a tie, each candidate would have the option of conceding the election. Otherwise, a formal debate would take place at the next meeting, with the Advisor(s) as moderators and following the debate a special election would be held.

Section 4 *Recall*

A petition of one-half of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall position and shall be conducted as a special election. Recall will require a favorable vote of two-thirds of the voting membership.

**Article VI - Meetings**

Section 1 *Time and Place*

The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

Section 2 *Frequency of Meetings*

Meeting frequency will be decided by the Executive Board at the beginning of each new term. Meeting frequency will be at least once a month.

Section 3 *Special Meetings*

Special meetings can be called by the Advisor(s) and/or the Executive Board. Notifications can be done by email and/or other modes of communication discussed by the Executive Board.

Section 4 *Quorum for Regular and Special Meetings*

A quorum is the minimum number of voting members who must be at a meeting before any official decision can be made. Quorum for regular and special meetings must include the executive board and/or one-half of the total members of the club.

**Article VII - Finances**

Section 1 *Fiscal Year*

 Fiscal operating year will be September 1-August 31.

Section 2 *Membership Dues*

 There are no membership dues for this organization.

**Article VIII - Committees**

Section 1 *Standing Committees*

 •  Membership

 •  Social

* Service
* Web Design

 •  Rules and Constitution

Section 2 *Selection of Standing Committees*

 • Each committee chair shall be elected by a simple majority of the members present.

 • A minimum of two members must be on each committee.

Section 3 *Powers and Duties of Standing Committees*

•  Each committee chair is responsible for the actions and activities of the committee. They report to the Executive Board with ideas and will be approved by a majority vote of the board.

•  At the beginning of each semester, chairs may speak in front of members to encourage them to join a committee and why they should join each one.

•  Membership – Membership Chair is responsible for making sure that members attend the meetings. The Chair will take attendance, and is responsible for contacting members who are absent. Membership Chair is responsible for developing methods to recruit new members.

•  Social – Social Chair is responsible for developing social events for the club to become active and foster fellowship with one another.

•  Service – Service Chair is responsible for developing service projects within the community and presenting different opportunities for service to the members of the club.

•  Web Design – Web Design Chair is responsible for maintaining the Political Science Club website and social media accounts. The Web Design Chair will post all minutes, announcements, pictures, etc. on sites associated with the club.

•  Rules and Constitution – Rules and Constitution Chair is responsible in the event of a constitutional dilemma. If there is an issue and a constitutional change is recommended, the Rules and Constitution Committee will discuss and draft a new amendment that will then be voted on by the members.

**Article IX – Ratification and Amendments**

Section 1 This constitution shall become the official governing document of the organization, upon ratification by a two-thirds majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.

Section 2 Amendments to the constitution will require a two-thirds majority vote of the membership and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.