***\*Please note that this is a SAMPLE constitution. Your group can/should adjust the document to create an accurate reflection of how you plan to run your organization.\****

**Article I: Organization Name and Purpose**

Section 1: The name of this Lone Star College-Kingwood student organization is:

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

1. Goal #1:
2. Goal #2:
3. Goal #3:
4. Goal #4:
5. Goal #5:

**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 o 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, 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 ***club name here*** 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 academic 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 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 Leadership Team.

Section 5: Duties of Officers ***(Be sure to list responsibilities identified by your organization)***

* 1. The presence of all members of the Leadership Team is mandatory for all regular meetings
  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 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 limitations 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 meetings back to organization.

**Article IV: Advisors**

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

Section 2: The Club Advisor 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: ***Specify a window of time when elections are to take place (i.e., The second week in April).***

**Article VI: Election Procedures**

Section 1: The Club Advisor shall work with the Leadership Team in coordinating campus activities, meetings, 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 Leadership Team 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: ***Specify frequency (i.e., second and fourth Thursdays of the month).***

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, 2010 thru August 31, 2011.

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 ***Club name here*** at Lone Star College – Kingwood.