Strong Women Achieving Total Success- S.W.A.T.S.
Lone Star College-Tomball
Constitution and By - Laws
Adopted 08/01/2012

Article I: Organization Name and Purpose

Section 1: The name of this organization is Strong Women Achieving Total Success-S.W.A.T.S. at Lone Star College-Tomball.

Section 2: The purpose of this organization shall be as follows:
   a) Encouraging women
   b) Exchanging knowledge with women
   c) Expanding minds of women

Article II: Membership

Section 1: Any registered students (full or part time at Lone Star College-Tomball 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. All applicants must complete an application and be selected by the advisors.

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

Section 4: In order to guarantee equal rights to all members of the Lone Star College-Tomball 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 disability.

Section 5: There are no dues associated with this organization.
Article III: Officers

Section 1: The elected officers of Strong Women Achieving Total Success—S.W.A.T.S. shall be as follows: President, Vice President, Secretary and Historian. These officers will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:
   a) A registered student in good academic standing (grade point average of 2.5 or above) at Lone Star College—Tomball
   b) Commitment to serve in the appointed position throughout the academic year
   c) Ability to conduct themselves in a fashion that their actions will not reflect negatively on the image of the organization, it’s members or Lone Star College—Tomball

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 faculty sponsor for the organization shall be voted on by the Executive Committee.

Section 5: Duties of Officers (Be sure to list responsibilities identified by your organization)
   a) The presence of all members of the Executive Committee is mandatory for all regular meetings.
   
   b) The President, who shall oversee all the meetings and activities, and who shall make sure that, at all times, the organization is abiding by the rules and regulations set forth by Student Development. 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. (MUST BE FORMER MEMBER IN GOOD STANDING)
   
   c) The Vice-President, who shall 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 in budgeting decisions in reference to the organization. (MUST BE FORMER MEMBER IN GOOD STANDING)
d) The 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 S.W.A.T.S. documents and files.

e) The Historian, who shall keep a comprehensive record of all photographs of S.W.A.T.S. events.

Section 6: Nominations for officer elections shall be solicited and accepted from the general membership each year during the March meeting, with elections to be held at the April meeting. Members may nominate themselves for an office. The current officers shall inform all nominees of the duties and responsibilities of the respective positions. Names are placed on a ballot and a vote will be taken. Either a written vote or a show of hands vote may be taken. Votes will be tabulated by the Treasurer and Secretary. Officers will be filled by the candidate receiving a majority of votes cast. No absentee votes will be accepted.

Section 7: All officer positions shall last for one full academic year. Students with less than one year to complete before graduation should not run for office, unless other suitable candidates are not available.

Section 8: The outgoing and incoming officers shall hold a joint officer meeting prior to the transition of leadership. All printed materials related to each position shall be turned over to the new officers, with a detailed explanation of all such materials at this meeting. Outgoing officers shall orient new officers to their duties of their respective positions.

Section 9: Any officer who cannot, or will not fulfill the duties of his/her office for any reason shall submit a written resignation to the President and the Advisor of the organization. Officer vacancies shall be filled at the next officer meeting following the notice of resignation. The President shall appoint a replacement or an election may be held to fill the vacant position.

Section 10: An officer who is not fulfilling his/her responsibilities as outlined in this document may, after all efforts to correct the situation have been made, be impeached. The steps to be followed are:
a) The situation will be discussed at an officer meeting, with the Advisor and the officer concerned present, in an attempt to understand and resolve the situation.

b) If the officer fails to comply following this officer meeting, a letter signed by all other officers and the Advisor asking for an immediate resignation will be sent to the officer concerned.

c) If the officer fails to comply with the written request, the remaining officers will prepare a written statement of the situation and this statement will be mailed to all organization members. A meeting to consider the impeachment of the officer concerned shall be called, at which time the officer concerned shall have the opportunity to challenge the charges. The vote to impeach or not shall be made at this meeting by secret ballot. The Advisor and one member other than an officer shall count the ballots and announce the results by letter to the officer concerned and to all officers and members.

d) The officer concerned may appeal the organization’s decision in writing within two weeks to the Program Manager, Student Life.

Article IV: Sponsors/Advisors

Section 1: The sponsor of the S.W.A.T.S. shall work with the Executive Committee in coordinating campus activities, meetings, community service projects and other functions to ensure that S.W.A.T.S. achieves its objectives.

Section 2: The sponsor shall be responsible for providing guidance and leadership to S.W.A.T.S. members, approval of appropriate activities, and oversee the finances of S.W.A.T.S.

Article V: Elections

Section 1: All members may nominate and vote in an election.

Article VI: Election Procedures

Section 1: Method of Nomination: An active member of S.W.A.T.S. can nominate a student to candidacy with an explanation of why they feel that he or she should serve/is qualified to fill the specified position. The nomination is to be followed by a motion to support given by another active member. Each position within the Executive Committee shall be voted upon separately.
Section 2: All active members of S.W.A.T.S. shall be allowed to vote anonymously by casting their individual votes.

Section 3: When necessary, special tasks and committees can be assigned to members by vote.

Article VII: Meetings

Section 1: S.W.A.T.S. shall meet once a month. Meeting dates and times will be confirmed and announced during the previous meeting.

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

Article VIII: Finances

Section 1: Fiscal Operating Year is from September 1, 2012 thru August 31, 2013.

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

Section 3: Approval for financial spending or earning (fundraising) must include the President, Treasurer and faculty sponsor by way of at least two signatures on all original documents.

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.

Section 2: If approved, copies of the amended constitution must be provided to the faculty sponsor and the Student Development Office.

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 Student Development Office.
Section 2: This Constitution shall become the official governing document of the S.W.A.T.S. at Lone Star College–Tomball.