**Secular Student Alliance**

**Lone Star College-CyFair**

**Constitution**

**Article I Name and Purpose**

Section 1: This organization shall be known as the Secular Student Alliance, or SSA, and referred to as “the organization” within this document.

Section 2: The purpose of this organization shall be to:
1. Foster safe, welcoming, and supportive spaces for secular students on campus.
2. Promote skepticism, innovative thinking, and the questioning of all personal and

 cultural beliefs using evidence and reason.
3. Embrace human and civil rights, social justice, and other ideals through the
 philosophy of humanism.
4. Cooperate with individuals and Chapters who share our values.
5. Organize activities such as: forums for discussion, guest speakers, and outreach
 programs that educate the Lone Star College-CyFair and surrounding communities.
6. Advocate for the separation of church and state.

**Article II 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: To become a member, an individual needs to inform one of the many club officers. Membership runs from the day of informing a club officer to the day after the end of the spring academic term. At any time during the spring academic term a current member may express their desire to renew their membership for the following year.

Section 3: An individual’s membership will finish at:
1. the end of the normal membership cycle without a prior request to renew, or
2. the member’s request.

Section 4: In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded all students without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status.

**Article III Officers and Advisors**

Section 1: The officers for the organization shall be President, Vice President, Treasurer, Historian, Social Media Manager, and Events Coordinator.

Section 2: All officers must be Lone Star College-CyFair students.

Section 3: Each of the officers’ term will begin the semester following their election and each officer position will be a year in length.

Section 4: Duties of Officers:

* *President:* Prepare the agenda for all the meetings and confirm it with the Advisor(s) one week prior to the meeting (with the exception of emergency meetings). They must represent the chapter at school and public functions, meet regularly with the chapter Advisor(s) to discuss the progress of ongoing projects, and coordinate the major project(s) of the year (with the help of a specific, selected team). The President serves as a primary contact between the organization and the national Secular Student Alliance. They should ensure this Constitution is followed, keep accurate and complete attendance records of all meetings, a proper file of all incoming and outgoing correspondence, and assist the chapter Advisor(s) with all official correspondence. They must also aid in the coordination of all the community service activities, help the *Events Coordinator* keep a record of the service hours completed by the members and report deficiencies to the chapter Advisor. Updated rosters of all current chapter members must be a priority, with the respective members’ contact information, as well as a calendar containing all of the chapter’s events for the school year. The President has the final word in all decisions where a vote is not specifically called for in this document, and break any tied vote. The President reserves the right to delegate some obligations and responsibilities to other members, with the caveat that the President must be kept aware of any changes and sign-off on the final product of the delegated members.
* *Vice President:* The Vice President shall assist the President and other club officers in completing their duties. It is also the Vice President’s job to effectively contribute to the club’s operations. The Vice-President must carry out the President’s duties in case of their absence.
* *Treasurer:* Responsible for the financial status of the organization, and the financial growth of the club. The Treasurer must manage the organization’s income to ensure that the chapter has the finances needed to prosper.
* *Historian:* Keep a record of the club's accomplishments and activities for the year, through various media such as photographs, news clippings, and lists. They must also write reports for the national SSA chapter concerning the state of the organization, members, and activities, as well as keep accurate and complete minutes of all general and executive meetings.
* *Social Media Manager:* Responsible for managing and updating the chapter’s Facebook and other social media accounts, posting about the social and community events that the chapter participates in and maintaining a professional image for the organization on the various accounts. The Social Media Manager will also be in charge of reaching out and recruiting new students on behalf of the chapter.
* *Events Coordinator:* Schedule and organize social and community service events, as well as collaborate with other officers and members of the chapter to come up with service opportunities. Along with orchestrating the events, the Events Coordinator must also keep a record of the service hours completed by the members.

Section 5: The organization’s Advisor must be a Lone Star College-CyFair faculty or administrative staff member older than 21. If the elected officers deem it appropriate, they may appoint two faculty or administrative staff members as co-advisors.

Section 6: Advisors must stay informed about the activities of the organization, approve all paperwork regarding finances and college services, assist the organization’s Treasurer in monitoring and adhering to the budget/funding requirements, and assist with officer transition and new officer training.

Section 7: The Advisor can voluntarily step down. Prospective replacements for the Advisor would then be contacted and a new Advisor would be decided upon by the elected officers.

**Article IV Election Process**

Section 1: Officers shall be elected at least four weeks before the end of each spring term; more time than four weeks is preferred to allow for full transitions. Members shall be notified of a pending election at least one month in advance.

Section 2: The elected officers shall appoint a nominating committee to recruit a slate of officers before the election, though nominations can also be taken from the floor at the time of voting. Only voting members that plan to remain voting members during the next year are eligible to run. The election shall occur by secret ballot of voting members at a meeting with a quorum. The candidate with the most votes wins; uncontested candidates win by default. Terms shall begin after a two-week shadowing period with outgoing officers, and shall last until the terms of the officers succeeding these officers begin. There is no limit on the number of terms an individual may hold office.

Section 3: If for any reason an officer is unable or unwilling to fulfill their commitments, they may resign and the remaining elected officers may appoint, via majority vote, replacement(s) who will serve until the next election period.

Section 4: An appointed officer may be removed by a majority vote of the elected officers with the Advisor’s approval. Officers and members shall have the opportunity to present their sides at the meeting, before the vote. If the officer is removed, a new officer shall be appointed as quickly as possible.

Section 5: In case the officers cannot come to an agreement, the final decision will be made by the chapter Advisor.

Section 6: The Advisor or the majority of the current officers can reject any candidate that is deemed to be unsuitable for an officer position.

**Article V Meetings**

Section 1: General meetings shall occur at the discretion of the elected officers; however, a schedule of meetings for every month must be created prior to the beginning of said month.

Section 2: Officers may call special meetings at any time for important matters. Prior notice should be given to all members as soon as possible.

Section 3: *The President* can suspend and call in additional meetings (meetings that were not scheduled at the beginning of the month) whenever they are necessary.

Section 4: Voting may only take place at an official meeting.

Section 5: A quorum is 2/3 of the voting membership. If a quorum is not present, voting shall be postponed until the next meeting. The number constituting 2/3 of the membership shall be determined by the officer in charge of keeping the membership roster, The President. In the event that the President charged another officer with keeping the roster, then the quorum would be decided by that individual.

**Article VI Finances**

Section 1: Fiscal Operating year for the Secular Student Alliance is from September 1  to August 31; same as college.

Section 2: The President or the Treasurer can initiate a fundraiser project. Fundraisers must be approved in advance by Student Life.

Section 3: The finances records should be supervised and submitted with the approval of the President or Treasurer, and the Advisor.

**Article VII Statements of Affirmation or Condemnation**

Section 1: Statements of affirmation are official declarations made by the organization in support of a certain issue or action being taken by another Chapter or individual. Statements of condemnation are official declarations made by the organization in denunciation or condemnation of an issue or action being taken by another Chapter or individual.

Section 2: Statements of affirmation or condemnation do not have governing power over the organization. They only serve to let future generations of leaders and the public know where the organization stands on various issues.

Section 3: Any member of the organization can propose an official statement of affirmation or condemnation at a meeting. For discussion on the issue, another member of the organization must second the statement. If there is sufficient support for releasing a comment on the issue among the Chapter, it will be put to a vote at the next meeting, and every member present will be allowed to speak for or against the issue for up to, but no longer than three minutes. The President shall be responsible for keeping time. After all members are given the opportunity to speak, members may vote to allow another round of discussion, with discussion continuing only if a majority of members present feels it is necessary, with a maximum of two periods of discussion on any one topic (for example, if a statement was found to need a second round of discussion that would be the final round). When the discussion is finally done, a secret ballot vote of the general membership will be taken.

Section 4: A statement of affirmation or condemnation can pass only with the approval of a *two-thirds* majority of voting membership at a meeting (with a quorum, or 2/3 of the entire organization present, which is decided by the President).

Section 5: A statement of affirmation or condemnation can be retracted through a process identical to the process for issuing one.

**Article VIII Amendments**

Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing. One Officer meeting shall be held before it may be voted on.

Section 2: Any member may propose a constitutional amendment. Members shall be notified at least two weeks in advance of a pending vote on an amendment. The amendment shall be read aloud and discussed at a meeting two weeks before the day of the vote and on the day of the vote. An amendment can be adopted only with the approval of a *two-thirds* majority of voting members at a meeting with quorum. The change shall be put into effect after approval from the Advisor(s) and the Director of Student Life.

**Article IX Ratification and Enactment**

This constitution shall become the official governing document of the Secular Student Alliance, upon ratification by a *two-thirds* majority vote of the elected officers, consent of a *two-thirds* majority of voting members at a meeting with quorum and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.