Article I: Organization Name and Purpose

Section 1: The name of this organization is **Name of Organization** at Lone Star College-University Park.

Section 2: The purposes of this organization shall be as follows:
   a) Goal #1...
   b) Goal #2...
   c) Etc...

Article II: Membership

Section 1: Any registered student (full or part time), faculty, or staff at Lone Star College-University Park who is in good standing with the College and fulfills the membership requirements which coincide with the purposes of the organization is eligible for membership.

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

Section 3: In order to guarantee equal rights to all members of the Lone Star College-University Park 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.

Article III: Officers

Section 1: The elected officers of **Name of Organization** shall be as follows: President, Vice President, Treasurer, and Secretary. **Additional positions may be added.** These officers will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:
   a) Registered student in good academic standing at Lone Star College-University Park,
   b) Commitment to serve in the appointed position throughout the office’s term,
   c) Ability to conduct oneself in a fashion that actions will not reflect negatively on the image of the organization, its members or Lone Star College-University Park.

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 Advisor 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 shall oversee all meetings and activities, and shall make sure that, at all times, the organization abides by the rules and regulations set forth by the Office of Student Life and Lone Star College-University Park. 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.

c) The Vice President shall assist and support the President in all duties and responsibilities of the organization and oversee the needs of the organization, including supplies and additional resources needed.

d) The Secretary shall work closely with the President and Vice President to keep abreast of organizational goals, needs, policies, and procedures. The Secretary shall document and communicate meeting dates and minutes, and shall manage and maintain all *Name of Organization* documents and files.

e) The Treasurer shall keep a comprehensive record of, and balance of, *Name of Organization* finances and expenses, research and report current financial needs, and maintain a positive working relationship with Student Life and Business Office personnel. The Treasurer shall consult with fellow officers on budget needs and limitations before proceeding with decisions.

Article IV: Removal from Office

Section 1 Removal from office

An Officer who demonstrates unethical behavior or lack of leadership skills may face removal from their officer position. Actions that could lead to removal from office may include non-compliance with the Lone Star College Student Code of Conduct or violation of local, state, or federal laws.

Formal complaints regarding the behavior of an officer must be submitted in writing to the RSO Advisor(s). The process to determine validity of allegations and subsequent action will follow as outlined in the Constitution and RSO Handbook. Written complaint forms are available in the Student Life Office.

In the event that an officer fails to effectively perform their constitutional duties, the internal complaint will be brought to the RSO advisors and then follow the procedure as established in the Constitution of RSO Handbook.

Article V: Advisor(s)

Section 1: The Advisor(s) of *Name of Organization* shall work with the Executive Committee in coordinating campus activities, meetings, community service projects, and other functions to ensure that *Name of Organization* achieves its objectives.
Section 2: The Advisor(s) shall be responsible for providing guidance and leadership to Name of Organization members, approving appropriate activities, and overseeing the finances of Name of Organization.

Section 3: There may be no more than 2 advisors.

Article VI: Elections

Section 1: All members may nominate and vote in an election. Elections for Executive Committee officers will take place the 1st Thursday of April for appoint for the following academic year (choose the time frame that works for your organization keeping in mind that re-applications are due May 1).

Section 2: Method of Nomination: Any active member of Name of Organization can nominate a student to candidacy with an explanation of why they feel that he or she 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 3: All active members of Name of Organization shall be allowed to vote anonymously by casting their individual votes.

Section 4: When necessary, special tasks and committees can be assigned to members by vote.

Article VII: Meetings

Section 1: Name of Organization shall meet weekly on a day and time to be determined by the membership (note: set this up as you see fit for your organization – it is recommended to not put a specific day of the week or time in the constitution, or you’d have to change the constitution to change the meeting day/time). 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 at least 3 days prior notice of meeting time, date, and objective.

Article VIII: Finances

Section 1: Fiscal Operating Year for the Lone Star College System runs from September 1 through August 31.

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

Section 3: Approval for financial spending or earning (fundraising) must include the President, Treasurer, and Advisor by way of at least two signatures on all original documents. All fundraising must be approved in advance by the Office of Student Life.
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 Advisor and the Office of Student Life for administrative approval.

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 administrative approval from the Office of Student Life.

Section 2: This Constitution shall become the official governing document of the Name of Organization at Lone Star College-University Park.