

# Digital Media Club

Latest Amendment Date to this Constitution:  
10/20/2015

## **Article I: Organization Name and Purpose**

Section 1: The name of this organization is Digital Media Club at Lone Star College-North Harris.

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

- explore  
within these
- To open doors for students of various eBusiness disciplines and to explore business fundamentals as they relate to freelance careers within these fields
  - To raise money for scholarships
  - To organize seminars featuring industry experts as key speakers with relevant and enriching topics
  - To organize information sharing sessions for senior students to practice public speaking and share knowledge and experience with younger students
  - To learn more about relevant professional associations and freelance marketing techniques
  - To familiarize members with business culture and to practice networking
  - To give back to the community through service learning projects
  - To gain a general overview of business laws, liabilities, income tax issues, project based contracts and partnership relationships as they relate to freelance careers in eBusiness
  - To promote awareness of the club throughout Lone Star College-North Harris and the surrounding community
  - To promote awareness of the club throughout Lone Star College-North Harris by social activities around campus
  - To establish a network of continuing leadership by becoming more involved with other Lone Star College-North Harris student clubs on campus
  - To establish a framework of continuing leadership and longevity for the Digital Media Club

## **Article II: Membership**

Section 1: Any registered student (full or part time) at Lone Star College-North Harris 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-North Harris 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 4: All members of the club must abide by the constitution and purpose of the organization, conducting oneself in a manner that will not reflect negatively in any way on the organization, its members, or Lone Star College-North Harris. Any member in violation of this constitution shall be officially excluded from participation in the organization.
- Article III: Officers**
- Section 1: The elected officers of Digital Media Club, in order of succession, shall be as follows: President, Vice President, Financial Officer, Secretarial Officer, and Social Media Manager(s). 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-North Harris.
  - 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-North Harris.
- Section 3: The term of office for all for elected 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(s) for the organization shall be voted on by the Executive Committee.
- Section 5: Duties of Officers
- a) The presence of all members of the Executive Committee is mandatory for all regular meetings.
  - b) Members of the Executive Committee shall participate in leadership training and orientation as provided by Digital Media Club or Student Life at the beginning of each term.
  - c) 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-North Harris. 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.
  - d) 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.

- e) The Secretarial Officer shall work closely with the President and Vice President to keep abreast of organizational goals, needs, policies, and procedures. The Secretarial Officer shall document and communicate meeting dates and minutes, and shall manage and maintain all organization documents and files.
- f) The Financial Officer shall keep a comprehensive record of, and balance 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 Financial Officer shall consult with fellow officers on budget needs and limitations before proceeding with decisions.
- g) The Social Media Manager(s) shall maintain the organization's social presence with clear objectives of: organization's growth, reach, awareness, and engagement. Social Media Management includes maintaining relevant content for social awareness such as events, meetings, fundraisers and industry-specific materials. The Social Media Manager(s) must be motivated, with technology experience in web and the social arena and a dedication for keeping with the organization's core values and purpose, and the posting of appropriate content.
- h) All members of the Executive Committee shall mentor a promising member in preparation for a transition of leadership at the end of the term of office. Encouraging and empowering young leaders will be essential to the continuing longevity of the Digital Media Club.

**Article IV: Advisor(s)**

Section 1: The Advisor(s) of Digital Media Club shall work with the Executive Committee in coordinating campus activities, meetings, community service projects, and other functions to ensure that the organization achieves its objectives.

Section 2: The Advisor(s) shall be responsible for providing guidance and leadership to Digital Media Club members, and approving appropriate activities of the organization.

**Article V: Elections**

Section 1: All members may nominate and vote in an election. Elections for Executive Committee officers will take place the 2nd or 3rd week of each Fall semester, preferably after the Fall Involvement Fair. Officers shall be elected by majority vote of those active members present.

- Section 2: Method of Nomination: Nominations of candidates for officer positions shall be proposed by any active member to elect another active member for candidacy with an explanation of why they feel that he or she is qualified to fill the specified position. Nominees for officer positions *must* be members. All nominations are to be followed by a second given by another active member. Each position within the Executive Committee shall be voted upon separately.
- Section 3: All active members of the Digital Media Club shall be allowed to vote anonymously by casting their individual votes by means of a ballot system.
- Section 4: A vacancy occurring in any of the elected offices shall be officially filled at the next regular meeting following the occurrence of such a vacancy. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.
- Section 5: When necessary, special tasks and committees can be assigned to members by vote.

#### **Article VI: Meetings**

- Section 1: Digital Media Club shall meet at least twice a month, with meeting dates and times confirmed by the Executive Committee.
- 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 VII: 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, Vice President, Treasurer, and Advisor(s).
- Section 3: Approval for financial spending or earning (fundraising) must include the signatures of President and Vice President, on all original documents. All fundraising must be approved in advance by the Office of Student Life.

#### **Article VIII: Amendments**

- Section 1: Amendments to the organization's constitution can only be made

by club members via 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(s) and the Office of Student Life for administrative approval.

**Article IX: Ratification and Enactment**

Section 1: This Constitution shall become effective immediately upon its approval by club members via vote and administrative approval from the Office of Student Life.

Section 2: This Constitution shall become the official governing document of Digital Media Club at Lone Star College-North Harris.