

Organization Constitution
For
E.L.I.T.E.: Enhancing Leadership Initiatives Through Education

Article I: Organization Name and Purpose

Section 1: The name of this organization is E.L.I.T.E. (Enhancing Leadership Initiatives Through Education), herein known as E.L.I.T.E.

Section 2: The purposes of this organization shall be to provide the following:

- a) Educational and social forums for students to network
- b) Peer mentoring to others in the program
- c) Professional enrichment
- d) Professional and social etiquette
- e) Service to the community
- f) Self-esteem building

Article II: Membership

Section 1: Any registered student (full or part time) at Lone Star College-North Harris and/or affiliated centers who is in good standing with the College and fulfills the membership requirements that 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 students at Lone Star College-North Harris and its affiliated centers, 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: Removal from Membership: All members are expected to adhere to the Lone Star College code of conduct. Members who fail to meet the requirements of the organization will be recommended to the Executive Committee for removal. Removal should be voted on unanimously and an Advisor shall make the final decision and notification of removal.

Article III: Officers

Section 1: The elected officers of E.L.I.T.E. shall be: President, Vice President, Treasurer, and Secretary. 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 and/or affiliated centers,
- b) Commitment to serve in the appointed position throughout the office term,

- c) Continuously conduct oneself in a manner that will not reflect negatively on the image of the organization, its members, or Lone Star College System.

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: Duties of Officers

- a) 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. The President will represent the organization on its behalf except in the case where another member has been assigned.
- b) 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.
- c) 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 E.L.I.T.E. documents and files.
- d) The Treasurer shall keep a comprehensive record of, and balance of, E.L.I.T.E. 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.
- e) The Executive Committee has the power to create ad hoc committees.

Section 5: Removal from Office or Resignation:

- a) In the event that an officer is removed or resigns from the elected position, an Advisor must notify the entire membership. Any member wishing to occupy the vacant position must meet the requirements outlined, and be elected by the membership.
- b) Election for the new officer will take place at the next scheduled organization meeting. The President or Vice President also have the authority to convene a special/emergency meeting to hold elections.

Article IV: Advisor(s)

Section 1: The Advisor(s) of E.L.I.T.E. 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 E.L.I.T.E. members, approving appropriate activities, and overseeing the finances of E.L.I.T.E.

Article V: Elections

- Section 1: All members may nominate and vote in an election. Elections for Executive Committee officers will take place the second week of September, with a term of office of one year. Executive officers hold their positions for one academic year, unless, an officer resigns or is removed from office.
- Section 2: Method of Nomination: Any active member of E.L.I.T.E. can nominate a student to candidacy with an explanation of why s/he feels that the nominee 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. Each individual nominated may be required to attend a nomination interview.
- Section 3: All active members of E.L.I.T.E. 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.
- Section 5: Removal from Office: Officers are expected to fulfill the responsibilities of their respective officer positions, and to represent E.L.I.T.E. appropriately. If an officer is perceived to fail to fulfill his/her obligations or represent the organization appropriately, any member may submit a letter in writing to an Advisor requesting that individual's removal from office, along with details on why s/he feels the officer should be removed. The Advisor(s) shall then meet with the officer in question to discuss the situation. If deemed appropriate, the officer may be asked to resign. If the officer chooses to not resign, the Advisor(s) may determine that no further action is necessary. If the Advisor(s) feel that further action may be necessary, they shall meet with the entire Executive Committee to discuss the call for removal from office. The officer in question must be allowed the opportunity to share his/her perspective on the situation. A decision as to whether or not the officer shall be removed must be made by a unanimous vote of the Executive Committee, with the officer in question not being allowed a vote.

Article VI: Meetings

- Section 1: The presence of 3 out of 4 members of the Executive Committee is mandatory for all regular meetings.
- Section 2: E.L.I.T.E. shall meet twice a month on a day and time to be determined by the membership. Meeting dates and times will be confirmed and announced during the previous meeting.
- Section 3: Emergency, special interest, or additional meetings shall be confirmed by the President and/or Vice President. Members 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, Treasurer, and an Advisor.

Section 3: Approval for financial spending or earning (fundraising) must include the President, Treasurer, and an 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 VIII: 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. A 2/3 vote of members present at the meeting is required to pass an amendment to the constitution

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 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 E.L.I.T.E.