**Lone Star College-CyFair Computer Science Club**

**CONSTITUTION**

**Article I – Name**

The name of this organization shall be LSC-CyFair Computer Science Club.

**Article II – Purpose**

The Computer Science (CS) Club aims to bring together Computer Science students and students who are interested on fields in Computer Science in order to improve their learning and create engagement in extracurricular activities by:

1. Meeting up with students interested in CS, or those who are interested in the subfields of CS.
2. Teaching concepts in (or related to) CS that can be beyond what’s covered in the current curriculum
3. Creating projects with students to learn on working with others and create systems of organization.
4. Creating (or joining) events that connect between the student body and/or student organizations with CS Club.

**Article III – Membership**

*Section 1:* Any registered student at Lone Star College-CyFair who is in good standing with the College may be a member.

*Section 2:* 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.

*Section* 3*:* Privileges of membership: All members may attend meetings, speak, vote for running members, and hold office. Voting privileges will be restricted to Lone Star College-CyFair student members.

**Article IV – Officers and Advisors**

*Section 1:* The officer team shall consist of these following roles: **President, Vice President, Secretary, Historian, Treasurer, and Event Coordinator**. Furthermore, if more officer positions are needed, the officer team has the power to determine and define these roles accordingly.

*Section 2:* Qualifications for holding office: All officers must be current Lone Star College-CyFair students in good academic standing with the College.

*Section 3:* Length of Term: Term of office begins on the first day of the fiscal operating year and ends on the last day of the fiscal operating year, totaling to one year served.

*Section 4:* Duties of the Officer Team:

**President**: Officer coordination & delegation, provides agenda for club activities, represent the club at events, call meetings and enforce the constitution.

**Vice President**: Assist the President in their duties, organize and schedule the use of resources for club activities and attend any meetings the President cannot.

**Secretary:** Keep accurate attendance records of regular meetings, officer meetings, and irregular meetings that involve the club's officer team. See that all announcements are made well timed to both members and the public. Maintain records for the club as well as distributing the agenda in a timely manner. Work with the President or Vice President in updates for club meetings, activities, or events.

**Treasurer:** Maintain all funding accounts for the club. Maintain possession and record of all usage of funds that can be used by the club. Work with the Secretary & President to document and keep record of all usage of funds.

**Historian:** Collect, store, and publish any club memorabilia and work with the Secretary & President to document and ensure the preservation of the memorabilia. Attend all events hosted, sponsored, co-sponsored, or assisted by the club.

**Event Coordinator:** Help the President and all related parties organize and initiate coordination for all organizations related to events. When an event isn’t determined, the Event Coordinator must help the Secretary, President, or Vice President with any related duties concerning the club’s agenda.

*Section 5:* Should a vacancy in any officer position occur, it shall be filled by an election permitted in this constitution.

**Article V – Resignation or Removal from Office**

*Section 1:* If any member of the officer team wishes to leave, they are free to do so as being a member of the committee is an opportunity and a responsibility to uphold. However, for a member of the committee to leave, they must uphold the current responsibilities of the position they hold until another applicant or member of the committee is willing to uphold the responsibilities.

*Section 2:* In the event that an officer fails to fulfill the duties and responsibilities of their position, the member in question may be removed from office. The procedure shall be the following:

1. An officer meeting shall be held to discuss the matter and to allow the officer in question to refute any claims of failure to perform assigned duties.
2. If the officer in question fails to refute any claims of failure, it is up to the remaining members of the committee to remove the member in question from office or not.
   1. The majority vote shall be considered as two-thirds or more vote, not counting the committee member in question.
3. Once a vote has been fulfilled, the remaining officers must report to the Advisor for the club for a final report on this officer.
   1. The stances for both the officer in question and reasoning of removal must be included in this report.
   2. Unless the Advisor agrees with the removal of the officer in question, the officer in question shall remain an officer until response has been received.

**Article VI – Elections**

*Section 1:* This constitution allows multiple approaches to elections listed below:

1. Officer Appointed Elections:
   1. The officer team must provide an announcement (in-person and online), for all members of the CS Club regarding a new election.
   2. The officer team must provide an online application form with a suitable expiration date determined by the officer team and publicly announce it (via supported online platforms) to all members of the CS Club with the form attached.
   3. By the time the expiration date to apply as an officer has expired, the officers may begin interviewing each applicant. The applicant is appointed based on a two-thirds or more majority vote.
   4. The President must not vote until all other officers have voted during the selection process.
   5. In case of a tie, the President shall be the tie-breaker and decide who shall be the selected applicant.
2. Membership-Based Elections: This will take place in-person.
   1. The officer team must provide an announcement (in-person and online), for all members of the CS Club regarding a new election and specify where and when the election will take place as well as the positions available.
   2. The officer team must provide an online application form and publicly announce it (via supported online platforms) to all members of the meeting during the election process. Officers may not select any applicant during this process.
   3. When all applicants have submitted their response. The officer team will get all applicants based on the responses in the online form to come and represent themselves in a 2-3 minute speech on why they are befitting to their chosen position.
   4. If needed, the officer team may create another form for all members to vote on the applicants that attended and presented themselves during the election process. Otherwise, an in-person vote count could occur for all applicants. Applicants will not vote for anyone during this process.
   5. In case of a tie, the officer team could take the tiebreaker approach to take a break to vote between the resulting applicants. Otherwise, they may repeat the speech process in *2.3* of this Sectionand vote in *2.4* of this Section as a tiebreaker.

*Section 2:* These approaches stated by this constitution are done on an “as-needed” basis. However, it is suitable for the officer team to accept applicants by following *Section 1.1* of this Article*,* if the responsibilities stated by this constitution are not fully fulfilled nor upheld to a proficient standard.

*Section 3:* Recall: A petition of one-thirdof the total number of members during a scheduled election shall be cause for a recall election, the reasoning must be explicit and voted upon by the attending members and officers. A recall election shall be held in the manner of *Section 1.2* of this Article.

**Article VII – Meetings**

*Section 1:* The procedure for determining a schedule for meetings shall be the following:

1. Create a poll hosted on the most active platform, determined by the most interactivity between members and officers, to gather info on the members’ available meeting times. Make sure to display times where crucial officers are best available.
2. Strip the available meeting times to only consist of the times where most members are available.
3. Conduct one final poll with the members, which only consists of the times when most members are available. If the decision for a final poll is unsuitable or unpreferred, the officers will decide the schedule suitable for future meetings.
4. The most voted/preferred time would be the selected meeting time.
5. In the case of a tie between officers voting, the President will serve as the tie breaker.

*Section 2:* Frequency of meetings: Meetings available to members shall be determined and held by officer activity and availability. The procedures for determining officer availability are the following:

1. Create a spreadsheet split with rows being 30-minute intervals in which the CyFair campus is open and the rows being each officer accordingly.
2. As the officer team changes or the current academic semester passes, change the spreadsheet accordingly.
3. The spreadsheet can also determine availability for officer meetings.

**Article VIII – Finances**

*Section 1:* Fiscal Operating year for this organization is September 1-August 31, same as Lone Star College.

*Section 2:* The Treasurer, or any officer in position to control the finances of the club, must report to a spreadsheet available to all officers of the club in which expenses are recorded and updated. All updates for club finances must be reported to the President, Vice President, or Secretary.

**Article IX – Amendments**

*Section 1:* Proposed constitutional amendments or changes shall be presented in a meeting available for members to vote on. Moreover, this meeting is required to be announced to the most active platform used by the club.

*Section 2:* Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect after approval from the Advisor(s) and the Director of Student Life.

**Article X – Ratification and Enactment**

This constitution shall become the official governing document of the organization, upon ratification by a 51% majority vote of the membership determined by the list of members present during the ratification meeting to change the constitution, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.