**Creative Writing Club Constitution**

**Lone Star College-CyFair**

**Article I – Purpose**

We are a people united for the betterment of our writing abilities. We are dedicated to establishing an open environment where the students of Lone Star College-CyFair and its centers can collaborate and share their work together, under the mentorship of nurturing faculty. Here everyone is accepted and everyone’s voice is valued. We aim for our club to be an extension of your home – where you feel comfortable voicing your opinion through writing.

**Article II – Name**

Our club’s appealing appellation will be The Creative Writing Club, also known as CWC.

**Article III – Membership**

Section 1: Any registered student (full or part-time) at Lone Star College-CyFair or its centers, who is in good standing with the college and fulfills the membership requirements of the organization 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 to 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. Members have the right to attend meetings, to speak, to vote, to hold an office, to share their work, and to be mentored by the brilliantly educated staff. Voting privileges will be restricted to Lone Star College-CyFair student membership.

**Article IV – Officers**

Section 1: Officer positions include President, Co-President, Executive Vice-President, Vice President, Treasurer, Secretary, and Historian.

Section 2: Qualifications for holding an office. All officers must be students in good standing at Lone Star College-CyFair or one of its centers.

Section 3: Length of term. The term of office will run from the date the ballots are counted until the end of that academic year, or until a new officer is installed.

Section 4: Duties of officers and Advisors.

The President shall:

* abide by, enforce, and support the Creative Writing Club constitution,
* represent CW at SGA General Assembly meetings,
* preside over CWC meetings,
* have contact information available to CWC members, and
* oversee the organization of a yearly agenda.

The Co-President shall:

* serve as President in the absence of the President,
* represent CWC at SGA General Assembly meetings in the absence of the President,
* help preside over CWC meetings,
* assist CW members in their duties, and
* have contact information available to CWC members.

The Executive Vice-President shall:

* have access to financial records for the purpose of auditing and evaluation,
* represent CWC at SGA General Assembly meetings in the absence of the Co-President,
* oversee the drafting of any amendments added to the constitution,
* assist the President in the organization of the CWC agenda, and
* assist other CWC officers and members when requested.

The Vice-President shall:

* ensure that all members are in accordance with the CWC constitution,
* serve as head of the election committee,
* complete any CWC related assignments requested by the President, and
* assist the President in the organization of the CWC agenda.

The Secretary shall:

* keep all the records of CWC on file (club’s google drive account) and keep an up-to-date list of all the members,
* maintain the official documents of the organization, including the rules of order, standing rules, correspondence, and minutes. The Secretary keeps CWC documents up to date with any changes made through the amendment process,
* alert members a notice for each forthcoming meeting,
* take minutes at all meetings, handle correspondence, and prepare the agenda for the meetings (unless the President prefers to do this). The Secretary must know how to call a meeting to order if the President and Vice-President are absent and know how to preside until the assembly elects a temporary chairman, and
* bring to each meeting the minutes book, membership list, a list of committees and their membership, the agenda, records, ballots, and any other necessary supplies.

The Treasurer shall:

* monitor CWC budget, expenses, and current balances,
* cosign all monetary transactions, as approved by the membership,
* assist the Vice-President in her/his duties, and
* assist the Secretary in her/his duties.

The Historian shall:

* capture and record culture, history, and growth of the CWC, including on any social media or online platform that may exist for the club, and
* assist all other CWC officers and members in their duties as needed.

The Advisor(s) shall:

* attend official/regular club meetings and Barker’s Voice meetings and guide from the side, as needed, keeping leadership of meetings in hands of officers,
* help officers understand their roles, duties, and responsibilities, including meeting deadlines for required forms, attending required meetings, etc., and
* help officers and club members understand and abide by Risk Management protocols. Help officers and members know where to find Risk Management protocols and the importance of abiding by them in club-related events.

Section 5: Officer vacancies. Should a vacancy in any office occur, the duties of that position shall be absorbed by the President until it has been filled through an election by the Membership Committee and officers. Every member, including officers, is only allowed one vote per election, unless otherwise specified in the constitution. If the President position becomes vacant, the duties will be absorbed by the remaining officers until a general election is held to fill the position.

**Article V – Elections**

Section 1: Time of elections. Elections will be held on the second Tuesday of the second month of spring semester for the following fall.

Section 2: Election procedures. Any member of the CWC who is not already an officer, can run for an office. The member must declare his/her candidacy in the race at a CWC meeting, and they are in contingency for the position they declared. The candidate receiving a simple majority will be declared the winner. The President only votes to break a tie.

Section 3: recall. A petition of one-half of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member to the Historian. A recall election shall be held at the next regular business meeting after a presentation of the recall position and shall be conducted as a special election. Recall will require a favorable vote of two-thirds of the voting membership.

**Article VI – Meetings**

Section 1: the time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

Section 2: Frequency of meetings. Meetings will be held weekly, or as determined by the majority of the membership at the first regular meeting of the term.

Section 3: Special meetings. Anyone can call a special meeting, but a majority of the officers must give approval to declare a special meeting. This is done through email.

Section 4: Quorum for regular and special meetings shall be a majority of the membership.

Section 5: Rules of procedure for this organization shall be Robert’s Rules of Order.

**Article VII – Finances**

Section 1: Fiscal operating year for CWC is September 1-August 31, same as Lone Star College.

Section 2: There are no membership dues for this organization.

**Article VIII – Committees**

Section 1: Standing committees. Membership Committee.

Section 2: Selection of standing committees. The Membership Committee is constructed of all active members who do not hold officer positions.

Section 3: Powers and duties of standing committees. Every member of the Membership Committee has the right to one vote. The Membership Committee will also assist the officers in completing their duties as requested by the officers.

**Article IX – Amendments**

Section 1: Proposed constitutional amendments shall be presented to the Historian and President in writing during any meeting.

Section 2: Approval by a majority of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately after a vote and approval of Advisor and the Director of Student Life, unless a later date is specified in the amendment.

Section 3: A copy of any alteration to this document must be filed in the Office of Student Life.

**Article X – Ratification and Enactment**

This constitution shall become the official governing document of the organization, upon ratification by a majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.