Lone Star College CyFair Criminal Justice Club CONSTITUTION

# Article I. – Name

Section 1: The club shall be known as the Lone Star College CyFair Criminal Justice Club. Section 2: The recognized short name of this club is “CJC.”

# Article II. – Purpose

Section 1: The purpose of the Lone Star College CyFair Criminal Justice Club is as follows:

* Broaden students’ understanding and familiarity with the Criminal Justice System by organizing and conducting seminars, demonstrations, fieldtrips, and sponsoring guest speakers;
* Provide Lone Star College CyFair students with information on different choices in the field of Criminal Justice and other closely related fields;
* Provide opportunities for students to network with each other and those already employed in the field;
* Provide opportunities for members to discuss issues and current events that are directly related to Criminal Justice and other closely related fields.

# Article III. – Membership

Section 1: Any registered student (full or part-time) at Lone Star College-CyFair who is in good standing with the College and fulfilling the membership requirements of the organization may be a member.

Section 2: There are two types of membership: general membership and voting membership. General membership allows members to attend meetings and participate in events. The requirements for students to obtain a voting membership are:

* Participate in at least 3 Criminal Justice Club meetings.
* Volunteer in at least one Criminal Justice Club event.

Section 3: 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, national and/or ethic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, or physical disability.

Section 4: Voting privileges will be restricted to Lone Star College-CyFair student membership.

# Article IV. – Officers and Advisors

Section 1: The Executive Committee shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Faculty Advisor. The Executive Committee shall help ensure that all duties of the Criminal Justice Club are carried out, as stated within this constitution.

Section 2: All officers must be Lone Star College-CyFair students.

Section 3: The term of office shall be twelve (12) months beginning in August. Section 4: The duties of the officers are as follows:

* President: attends all regular and special meetings of the Criminal Justice Club membership and committees, call special meetings when necessary, monitor the current budget, prepare a final report at the end of his/her term of the office that summarizes the finances and activities of the Criminal Justice Club, represent the CJC at appropriate college and community functions, prepare the agenda for the meetings, and assist in the planning of events for the CJC.
* Vice President: assume the position and responsibilities of President in the absence of the President, represent the CJC at appropriate college and community functions, and assist the President in planning the agenda as well as events for the CJC.
* Secretary: maintain current and accurate records of motions and amendments to the constitution, maintain official minutes of each meeting and distribute the minutes to the club members before each meeting, represent the CJC at appropriate college and community functions, and maintain all correspondence (contact information) of the CJC.
* Treasurer: maintain the financial records of the Criminal Justice Club, when any money is taken from the budget, he or she is to report at the meeting what the money was used for, how much was used, and announce the current budget, is to be involved in handling anything relating to club finances, represent the CJC at appropriate college, and community functions.
* Faculty Advisor: the faculty advisor must be a full-time Criminal Justice faculty member at Lone Star College CyFair. The faculty advisor is to serve as a liaison between the students and the administrators, responsible for reserving a room for the meeting to take place. If the faculty advisor cannot be present at a meeting, he/she is responsible for finding another full-time Lone Star College-CyFair faculty member to stand in for him or her. A “simply majority” vote of the Executive Committee, with the approval of the faculty advisor, shall be necessary to pass any business which is referred to the Executive Committee. The faculty advisor has the right to be fully informed of and involved in all Criminal Justice Club sponsored functions. Furthermore, since this is a restricted democracy, the faculty advisor has the final veto power in CJC affairs, to be used only when members of the CJC overstep reasonable boundaries. This is to protect the integrity of Lone Star College-CyFair and the CJC.

# Article V. – Elections

Section 1: Election of officers will take place within the first two weeks of the Fall Semester.

Section 2: At the end of each term the club members will be able to vote for the officers to represent the Criminal Justice Club. Anyone running for office must be nominated by fellow members. The nominees must present themselves to the club members and explain why they want the position, why he/she thinks he/she is qualified for the responsibility of the position, and what they want to accomplish.

Section 3: Run-off elections happen if in the event no candidate receives majority of the votes from the voting members. Another election shall be held between the two candidates who receive the most votes.

Section 4: All officers must be re-elected for their position during officer elections. In the event that a position becomes vacant, appointment to the remaining position will be decided by the President. The appointed member will serve the remainder of the unexpired term.

# 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. Frequency of meetings will be determined by the Executive Committee.

Section 2: Any type of oppositions, suggestions, events, future meetings, and voting will be conducted at these meetings. Members must be present at the meetings in order to participate and cast his/her vote.

Section 3: Special meetings can be called by the President and/or Faculty Advisor, and will be announced to club members through a phone call and/or email.

Section 4: The minimum number of members needed for regular and special meetings shall be 1/3 of members.

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

# Article VII. – Finances

Section 1: Fiscal Operating year is September 1 – August 31. Section 2: There are no membership dues for this organization.

# Article VIII. – Committees

Section 1: The Executive Committee has the right to create different committees within the CJC. The Executive Committee has the right and the ability to form and dissolve committees, as well as appoint committee heads. The Executive Committee must define the nature and scope of the

committee at the time of its appointment, but reserves the right to modify these; however, the Executive Committee must notify the CJC members of such modifications.

# Article IX. – Amendments

Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing by any member. A special meeting should be called to discuss the amendment(s).

Section 2: Approval by the majority of the members present at a regular meeting shall pass a proposed change. The secretary shall revise the constitution, and the change(s) shall be put into effect immediately unless otherwise stipulated in the amendment.

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

# Article X. – Ratification and Enactment

Section 1: 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. Amendments and ratification to the constitution should require the same vote percentage.