**Honor Student Organization**

**Lone Star College – Kingwood**

**Constitution**

**Article I: Organization Name and Purpose**

Section 1: The name of this organization is: Honor Student Organization

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

1. Goal #1: Promote the Honors Program and Honors Classes to the student body of Lone Star College – Kingwood.
2. Goal #2: Create an enriched college experience for those students involved in the Honors Program and Honors Classes through social and service activities.
3. Goal #3: Help Honor Students achieve the highest graduation status the Honors Program offers through service projects and promotion of Honors Classes.
4. Goal #4: Create a “campus club family” by helping, promoting, and recruiting help from other clubs for service and social programs.
5. Goal #5: Show community involvement through service projects on the campus and throughout the community.

**Article II: Membership**

Section 1: Any registered student (full time or part time) at LSC-Kingwood who is in good standing with the college and is either a member of the Honors Program or is, or has been, enrolled in an Honors Class will be eligible for membership. Alumni, faculty and staff of LSC-Kingwood may participate as members, but may not have voting privileges or serve as officers of the organization.

Section 2: Privileges of active student members include community and campus activities, voting, nominations, serving as an officer, meeting attendance, and fund raising efforts.

Section 3: In order to guarantee equal rights to all members of the LSC-Kingwood student body, equal opportunities shall be afforded to all the students without regard to race, color national/and or ethnic origin, religion, creed, gender, marital status, sexual orientation, age, citizenship, veteran status, or physical ability.

**Article III: Officers**

Section 1: The elected officers of the Honor Student Organization shall be as follows: President, Vice President, Treasurer, Secretary/Historian, and SGA representative. These officers, and the Sponsor, will serve as the Executive Committee of the organization.

Section 2: All officers shall meet the following requirements:

1. A registered student in good academic standing (grade point average of 2.0 or above) at LSC-Kingwood
2. Commitment to serve in the appointment position throughout the academic year
3. Ability to conduct themselves in a fashion that their actions will not reflect negatively on the image of the organization, its members or LSC-Kingwood

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: The selection of the faculty sponsor(s) for the organization shall be voted on by the Executive Committee.

Section 5: Duties of Officers

* 1. The presence of all members of the Executive Committee is **mandatory** for all regular meetings and monthly officer meetings.
	2. The Executive Committee shall initiate, co-organize, and attend community service projects, and actively recruit new members for the honors Program and the Honor Student Organization. The Executive Committee shall represent the Honor Student Organization at all Student Life functions that the committee has agreed upon involvement. The Executive Committee will be required to collectively count any votes or tallies. The Executive Committee is required to nominate one of their members to represent the student population in all Honors Council meeting.
	3. The President shall initiate and oversee all the meetings and activities, and who shall make sure that, at all times, the organization is abiding by the rules and regulations set forth by LSCS policies. 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.
	4. The Vice- President shall assist and support the president in all duties and responsibilities of the organization; oversee the needs of the organization including supplies and additional resources needed; and assist in budgeting decisions in reference to the organization.
	5. The Secretary/Historian shall work closely with the President and Vice-President to keep abreast of organizational goals, needs, policies, and procedures; document and communicate meeting dates and minutes; manage roll-call; and manage and maintain all of the Honor Student Organization’s documents and files. The Secretary/Historian shall post minutes and any other documentation, such as photos from events, in a location easily accessed by members.
	6. The Treasurer, who shall keep a comprehensive record of and balance of the Honor Student Organization’s finances and expenses; research and report current financial needs; maintain a positive working relationship with the office of Student Life and Business Office personnel; and consult fellow officers in advising on budget needs and limitations before proceeding with decisions. The Treasurer shall also be responsible for the ordering of food for the scheduled meetings, t-shirts and polo shirts through Student Life approved vendors, name tags, and any other supplies or necessities for the club functions.
	7. Student Government Association Representative shall represent the Honor Student Organization at the Student Government Association meetings each semester, vote on behalf of the Honor Student Organization at Student Government Association meetings, and report to the Honor Student Organization all information received from Student Government Association meetings.

Section 6: All officers are required to maintain the requirements listed above, and to serve in the full capacity of their job listing for the duration of their term. Failure to maintain those standards will result in discipline as determined by the Sponsor and the highest ranked officer not in offense. The disciplinary action must be agreed upon by a majority vote of the remaining Executive Committee, with the exception of impeachment. Impeachment of an officer requires full unanimous vote by the remaining Executive Committee. In the event of impeachment of an Officer, the duties of said officer will be transferred to the remaining Executive Committee as agreed upon by the Committee.

**Article IV: Sponsors/Advisors**

Section 1: The Sponsor of the Honor Student Organization shall work with the Executive Committee in coordinating campus activities, meetings, community service projects and other functions to ensure that the Honor Student Organization achieves its objectives.

Section 2: The sponsor shall be responsible for providing guidance and support to the Honor Student Organization members, approval of appropriate activities, and having ultimate responsibility for the finances of the Honor Student Organization.

**Article V: Elections**

Section 1: All student members may nominate and vote in an election. The deadline for election of Executive Office Committee officers will be the regularly scheduled meeting in April of each spring semester.

**Article VI: Election Procedures**

Section 1: Method of Nomination: Any active member of the Honor Student Organization can nominate a student to candidacy, or may nominate himself/herself. All nominated individuals must formally accept their nomination either verbally (at a general meeting of the organization) or in writing. Each position within the Executive Committee shall be voted upon separately. Nominations will begin at the first meeting in March, and the nomination period will end on March 31st.

Section 2: All active members of the Honor Student Organization shall be allowed to vote anonymously by casting their individual votes. The winner shall be decided by a majority vote for each officer position, as counted by the Executive Committee.

**Article VII: Meetings**

Section 1: The Honor Student Organization shall meet once a month at a time agreed upon by the Executive Committee. That time shall remain constant for the entire year.

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 VIII: Finances**

Section 1: Fiscal Operating Year is from September 1, 2010 thru August 31, 2011.

Section 2: No money shall be spent or guaranteed without the approval of the President, Treasurer, and faculty/staff sponsor.

**Article IX: Amendments**

Section 1: Amendments to the organization’s constitution can only be made by a majority vote. All amendments shall be proposed and discussed during a regular meeting, and voted on at a separate and later regular meeting.

Section 2: If approved, copies of the amended constitution must be provided to the faculty/staff sponsor and the Office of Student Life.

**Article X: 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 the Office of Student Life.

Section 2: This Constitution shall become the official governing document of the Honor Student Organization at the Lone Star College – Kingwood.