**The Constitution of**

**the History Club of Lone**

**Star College-CyFair**

**The Constitution of the History Club**

**of Lone Star College-CyFair**

**Article I: Name of the Organization**

The name of this organization shall be History Club.

**Article II: Purposes of the Organization**

The purpose of this organization shall be to:

1. help students grow in their knowledge of history, and
2. create a supportive environment for likeminded college students.

**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 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

Voting privileges will be restricted to Lone Star College-CyFair student members.

**Article IV: Officers and Advisors**

Section 1 Officer Roles

The History Club shall have the following positions:

A. President

B. Vice-President

C. Treasurer

D. Chronicler

E. First-Year Officer at Large

F. Second-Year Officer at Large

Section 2 Qualifications for holding office

Current Lone Star College-CyFair students in good standing with the college are allowed to hold office.

Students are limited to holding one position, with the exception of officers at large, who may hold a

second position.

Section 3 Length of Term

Terms begin at the first meeting after the election results are announced. Terms end after the subsequent election results take effect.

Section 4 Duties of Officers

The **President** shall:

1. abide by, enforce, and support the History Club Constitution;
2. be the primary coordinator of the History Club’s activities;
3. serve on the Executive Council;
4. serve in as a second in any Vice-President role as necessary; and
5. assist other officers in their duties as needed.

The **Vice-President** shall:

1. serve as President in the absence of the President;
2. be the secondary coordinator of the History Club’s activities;
3. serve on the Executive Council;

D. help fill unexpected vacancies during the year; and

E. assist other officers in their duties as needed.

The **Treasurer** shall:

A. record and distribute proceedings of all officer meetings and agendas as necessary;

B. maintain and record officer and general meeting attendance;

C. maintain a record of the History Club’s finances;

D. serve on the Executive Council;

E. report the budget status at officer meetings; and

F. assist other officers in their duties as needed.

The **Chronicler** shall:

A. manage and document all events coordinated by or associated with the History Club;

B. record, via photos, videos, or other media, all History Club events;

C. serve on the Executive Council;

D. be responsible for the maintenance and upkeep of scrapbooks, historical documents, or otherwise

 historically significant History Club items; and

E. capture and record culture, history, and growth of the History Club.

The **First-Year Officer at Large** shall:

1. abide by, enforce, and support the History Club Constitution;
2. expect to return to the History Club after holding this role to become the Second-Year Officer at

 Large;

1. serve on the Executive Council;
2. manage the election process; and
3. assist other officers in their duties as needed.

The **Second-Year Officer at Large** shall:

1. abide by, enforce, and support the History Club Constitution;
2. advise the First-Year Officer at Large on managing the forthcoming election;
3. serve on the Executive Council; and
4. assist other officers in their duties as needed.

Section 5 Filling of Vacancies

In the event of a resignation, vacancy, or removal of a History Club officer before the end of his/her term,

the History Club President shall have the authority to appoint individuals to hold offices in these

vacancies as determined by the requirements established. The President shall confer with the Advisor(s) to confirm that the appointee would be of benefit to the History Club. If the vacancy is for the role of President, the Vice-President shall immediately become President. The appointment will take full effect immediately.

Section 6 Duties of Advisors

The duties of the History Club Advisor(s) shall be to:

A. be familiar with the Constitution of the History Club;

B. express opinions and suggestions to the Executive Council and also act in an advisory capacity, but

 without the right to vote; and

C. meet with the executive council when the executive council desires.

Section 7 Selection of Advisors

A. Each member of the Executive Council shall have one vote in the selection process of an Advisor.

B. A 3/5 vote of the Executive Council shall be required to approve the selection or removal of an

 Advisor.

C. If an Advisor resigns mid-term, the Executive Council may vote on the replacement of the

 Advisor the next time they meet.

**Article V: Elections**

Section 1 Time of Elections

The election shall take place at the first meeting of the fall semester.

Section 2 Election Procedures

Election proceedings shall be run by the First-Year Officer at Large. All roles and their respective

responsibilities shall be conveyed completely. The election shall follow this order: President, Vice-

President, Treasurer, Chronicler, First-Year Officer at Large. Candidates shall be given a

maximum of two minutes to give a speech. A paper ballet will be given for each election. Candidates

receiving a simple majority will be declared the winner.

Section 3 Run-off Election Procedures

In the event of a tie, the newly elected officers shall vote on their preferred candidate, with the winner

having the simple majority. If either of the Officers at Large are in the runoff, they may not be a part of

this vote. In the event that this is a tie as well, the longest-serving Advisor shall break the tie.

**Article VI: Meetings**

Section 1 Meeting time/date/location

The meeting in which the new Executive Council is voted on shall be set up by the First-Year Officer at

Large. Subsequently the time, date and place of regular meetings shall be determined by the newly elected

Executive Council.

Section 2 Frequency of meetings

Meetings shall take place every two weeks, although if necessary, may move to a bi-monthly schedule

temporarily with approval from the Advisor(s).

Section 3 Executive Council Meetings

The Executive Council is encouraged to have meetings at least twice a semester, set up by the President.

Approval or removal of amendments, constitutions, or officers and advisors shall only take place at an

in-person meeting. Other general matters do not require an in-person meeting, and are to be decided by a

simple majority vote. In the event of a tie, the President’s side shall prevail.

Section 4 Quorum

The quorum for Executive Council meetings shall be three officers.

**Article VII: Finances**

The fiscal operating year for this organization is September 1-August 31, to mirror Lone Star College.

**Article VIII: Amendments**

Proposed constitutional amendments or changes shall be presented to the entire Executive Council in

writing at least one week before voted on*.* Approval by 3/5 of the Executive Council shall pass a

proposed change. The change shall be put into effect after approval from the Advisor(s) and Director of Student Life.

**Article IX: Ratification**

This constitution shall become the official governing document of the organization, upon ratification by a 3/5 majority vote of the Executive Council. A new constitution requires a 3/5 majority vote to ratify, and will take effect the following fall after the approval from the Advisor(s) and Director of Student Life.