LASO Cy-Fair  Constitution

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|  Article I |  The MissionPromote the cultural growth and understanding of the Hispanic/Latino(a) culture by consistently making efforts to learn about each other, our culture, and our history. By creating a climate of inclusiveness.  To promote, celebrate and share our culture and history with others through the coordination of special events and forums. |
|  Article Il |  LASO  |
| 111 |  Membership |
|  |  Section l : Section 2: Section 3: Section 4: Section 5: | 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.Membership Requirements: Enrollment as a student.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 ethnic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, or physical disability.Classification: To be considered an active member one must attend at least one quarter of the meetings held in a semester and at least one club event.Privileges of membership include, but are not limited to, the right to attend all meetings, speak freely in meetings, vote in elections, and run for office. Voting privileges will be restricted to Lone Star College Cy-Fair student membership |
|  Article IV |  Officers and Advisors |
|  | Section I :    Officers:* President
* Vice-President
* Secretary
* Treasurer
* Historian(s)
* Graphic Design Team
* Dance Choreographer
* Event Coordinator
* Community Outreach Director

Section 2: Qualifications for holding office: All members who wish to hold office must have at least one previous semester as a member. Exceptions may be made only in cases where an office is vacant and requires immediate replacement.Section 3:    Length of Term: Terms of office positions shall last the length of the semester elected.Section 4:    Duties of Officers:After appointing officers to perform tasks, ensure that the task is completed as delegated. President:* Appointing and delegating- Take great care in maintaining the appointments made and in delegating tasks to other officers. Attending- as an ex-officio member, attend as many committee meetings as possible (but let the chair run the meetings). The President is a significant role model; attendance at regular club meetings, board meetings, Student

Government Association (SGA) meetings and all club activities is crucial. Attend and encourage all others, to attend club functions.* Evaluating- Make an on-going analysis of club meetings and operation leading into continuous improvement in the club.
* Goal setting for results- Goals for the organization must be clear and attainable. As a result to these goals made, the satisfaction of the organization members will come from the knowledge that the club was active on all fronts and clearly improved during the year.
* Monitoring- Continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
* Motivating- Establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
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|  | * Presiding- Make certain that each club and board meeting is well planned and organized. Ensure that each meeting flows smoothly, ends on time, and that each member has fun and fellowship. The president is responsible for agenda setting and for making certain the vice-president is prepared to preside in his/her absence.
* Problem solving- Communicate to the members of the organization accessibility and concern for the club. Seek input and explore alternatives before making important decisions.
* Recruiting and retaining- Make certain all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand the club before induction and are actively involved immediately after induction.
* Succession- Prepare next year's president for duties as the club's next chief officer. Try to encourage members to run for positions. Be very observant of members who are qualified in the future with certain posts for the next year.
* Training- Club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year. Vice-President(s):
* Preside over weekly club meetings in the absence of the president.
* Attend at least one club meeting every week.
* Make sure that attendance is taken at every meeting.
* Keep a personal record of each club member.
* Assist the president in every way.
* Attend SGA meetings when the president cannot attend • Watch over the committee system and assist committee chairs.

Secretary:* Prepare presentations for meetings
* Record the proceedings during meetings
* Assist President and Vice President in organization of meetings and club
* Attend SGA meetings when the president cannot attend Treasurer:
* Keep track of all expenses
* Record club budget at the beginning of each new fiscal year
* Ensure club does not exceed budget during the year
* Attend SGA meetings when the president cannot attend
* Assist President and Vice President in any manner.

Historian(s):* Capture the important moments and events of the club
* Assistant President and Vice President in any manner.
* Attend SGA meetings when the president cannot attend IT/Marketing:

Keep social networks up to date Produce flyers at the beginning of each semester to ensure club presence on campus Constantly think of new ways to expand club presence and membership  Assistant President and Vice President in any manner. Attend SGA meetings when the president cannot attendSection 5: In the occurrence of a sudden vacancy in office, there shall be an immediate officer meeting to choose a successor to that position.Section 6: Executive Leadership Positions:PresidentVice-President |

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| Article V | Elections |
|  | Section l : Time of Elections: Elections shall be held in the weeks before the end of the semester to ensure there are always new officers in the coming year.Section 2: Election Procedures: Members shall nominate themselves for the position desired and the members of the club will elect the most competent leaders.Section 3:    Run-off Election Procedures: Should there be a tie in any of the offices run for, the candidates will present their case to the Student Government Association so that they may choose the most competent candidate.Section 4: 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. A recall election shall be held at the next regular business meeting after 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.Section 5: Impeachment/Removal from Office: Should any officer in the organization demonstrate disability to perform their assigned duties faithfully, they shall be subject to removal from that office. A two-thirds vote of all officers will be required to remove any officer from the position currently held. An election will then be held to fill that position.Section 6: Resignation: Should any officer in the organization be forced to resign they must submit a brief letter of resignation to the President, and an election will be held immediately to fill the vacant office. |
| VI | Meetings |
|  | Section l : 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 at least once every week.Section 3: Special Meetings: Shall only be called to order in case of emergencies and members shall be notified through social networks.    Section 4:    Quorum for regular and special meetings shall be 15 members.Section 5: Rules of procedure for this organization shall not be Robert's Rules of Order unless specifically stated and accepted by all members at the beginning of a meeting |
| Article Vll | Finances |
|  |     Section l :    Fiscal Operating year (September I — August 3 1; same as college)    Section 2:    There are no membership dues for this organization. |
| Article VIII | CommitteesSection l : Standing Committees: Will be called to order only necessarily by the President.Section 2: Selection of Standing Committees: The President in accordance with his officers shall create any necessary committees.Section 3: Powers and Duties of Standing Committees: Shall be determined upon their creation. |
| Article IX | Amendments |
|  | Section l : Proposed constitutional amendments or changes shall be presented to the organization in writing.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 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 l : This constitution shall become the official governing document of the organization, upon ratification by a two-thirds 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. |