**LSC News Magazine**

**Lone Star College-CyFair**

**Constitution**

**Article I. Purpose**

The purpose of this organization is to enhance the knowledge and skills of Lone Star College-CyFair students by introducing them to a variety of professional positions within the business of the News Magazine.

**Article II. Name**

The name of this organization shall be LSC News Magazine.

**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 fulfills the membership requirements of the organization may be a member.

Section 2: 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: Voting privileges will be restricted to Lone Star College-CyFair student membership.

**Article IV. Officers and Advisors**

Section 1: Officers: Chief Executive Officer, Creative Designer, Chief Editor, Assistant Chief Editor, and Marketing Director.

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

Section 3: Length of Term: Each term will begin immediately after their election and each officer position will be one year in length and will end on the last day of that same year.

Section 4: Duties of Officers:

*Chief Executive Officer:* Responsible for the financial status and growth of the organization. The Chief Executive Officer is responsible for coordinating efficiently the organization’s income to ensure that all officers have the financial resources needed to support the LSC News Magazine organization. Will work closely with the Marketing Director to ensure effective marketing tactics to enhance the LSC News Magazine with the finances at hand. Responsible for working with Creative Designer to mutually agree on product designs and club banners.

*Creative Designer:* Ensure visual quality and supervise the design of the news articles and organization products.

*Chief Editor:* Primary writing editor and publisher.

*Assistant Chief Editor:* Assistant editor for the Chief Editor, whose schedule will need to remain flexible to assist the Chief Editor in case of an emergency.

*Marketing Director:* Will work closely with the Chief Executive Officer to ensure that all marketing tactics are being performed efficiently and intelligently.

Section 5: Current members of the organization may self-nominate to become officers. This process shall take place during the first week of the fall semester. Officer applications will be reviewed by the current officers. The current officers will do a majority vote to elect a candidate. The Advisor reserves the right to veto any candidate. In case of a tie, the Advisor may break it.

Section 6: If a current officer wishes to be re-elected for the next academic year, an anonymous popular vote shall take place between all active members of the organization. The Advisor reserves the right to break ties.

Section 7: Should a vacancy in any office occur, it shall be filled by any active member of the organization. The candidate must submit an application to be reviewed by the current officers. The candidate must be approved by a majority vote of the officers.

Section 8: In the event of any type of misbehavior or failure to fulfill the given responsibility. An officer meeting shall be held to discuss the risk of an officer’s removal from his/her current position. During this time, the misbehaving officer will be placed under probation until the rest of the officers within the organization submit their final decision. If the rest of the officers view it necessary, the officer under probation will be removed from office by the decision of three-fourths of the current officers’ votes (excluding the officer in danger of removal).

Section 9: The organization’s Advisor must be a Lone Star College-CyFair faculty or staff member older than 21. Part time employees wishing to serve as an Advisor require approval from the LSC-CyFair President. Advisors may not be LSC students. If the elected officers deem it appropriate, they may appoint two Advisors.

Section 10: The Advisor will be responsible for being involved during training sessions at mutually agreed times. The Advisor helps process club paperwork, approve financial affairs, and work as a content advisor to the editorial staff.

**Article V. Election Process**

Section 1: Time of Elections: First week of fall semester classes.

Section 2: Election Procedures: Self-nominations will be accepted, and officers will review and determine if they will be a good fit for the role. A three-fourths rule will be applied and the winner will be declared. In case there are not enough officers available to make the ¾ ruling, elections will fall under the decision of current members of the LSC News Magazine. The decision will be reviewed by the Advisor.

Section 3: Run-off Election Procedures: All officers within the organization will re-vote until a voting tie is broken. However, if a decision cannot be made the responsibility of the tie-break will fall upon the other members of the organization through a public poll. Election results will be reviewed by the Advisor.

**Article VI. Meetings**

Section 1: Meeting time/date/location: 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.

Section 3: Special Meetings: The Chief Executive Officer can suspend and schedule meetings as necessary.

**Article VII. Finances**

Section 1: Fiscal Operating year for LSC News Magazine September 1 – August 31; same as college.

Section 2: The Chief Executive Officer or the Marketing Director can initiate a fundraiser project. Fundraisers require approval from the Center for Student Life

Section 3: The financial records should be supervised and submitted with the approval of the Chief Executive Officer and the Marketing Director.

Section 4: In case any department within the organization needs extra money to carry on a project, a form should be submitted to be reviewed and approved by the officers.

**Article VIII. Amendments**

Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing. One officer meeting shall be held before it may be voted on.

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 after approval from the Advisor(s) and the Director of Student Life.

**Article IX. Ratification and Enactment**

This constitution shall become the official governing document of the organization, upon ratification by a three-fourths majority vote of the elected officers 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, three-fourths majority.