**The Constitution of The Science and Engineering Club of Lone Star College-CyFair**

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**Article I: Preamble and Mission**

The MISSION of the Science and Engineering club is to promote interest, understanding and provide knowledge of the scientific and engineering field in our community. This club will act as a network between members and professionals in the science and engineering field. As a club, we will prove that through science, all things are possible.

**Article II: Name of the Organization**

The official name of this organization shall be The Science and Engineering Club of Lone Star College-CyFair, hereunto referred as the SEC.

**Article III: Rules of Procedure**

The SEC shall abide by the rules of order established in Robert’s Rules of Order, Newly Revised.

**Article IV: Purpose of the Organization**

1. The SEC shall promote interest, understanding, and knowledge of the scientific and engineering world.
2. The SEC shall serve as a bridge to help members network with professionals in the science and engineering fields.
3. The SEC shall serve its members and local community to help them understand the universe in a scientific way.
4. The SEC will give its members access to specialized workshops on becoming mentors and being mentored, improving science and engineering study skills, and foster relationships with fellow members that have the collective focus of science as an advocate or vocation.

**Article V: Organization of the SEC**

The SEC shall be composed of 2 separate branches. They shall be the following:

1. The Executive Council
2. General Assembly

**Article VI: The Executive Council**

**Section 1. Executive Council Membership Eligibility**

All SEC Executive Council members must:

1. Be a currently enrolled Lone Star College student;
2. Be a student in ‘Good Standing’, as defined by the college registrar;
3. Be currently enrolled in a minimum of six (6) credit hours; and
4. Be elected by the General Assembly.

**Section 2. Requirements of Executive Council Members**

All Executive Council Members must:

1. Abide by, and support the SEC Constitution;
2. Only hold one council position and are entitled to only one vote in all SEC meetings;
3. Be familiar with college policies, issues, and activities for proactive planning;
4. In order to fulfill the mission and purpose of the SEC, represent themselves and Lone Star College in the most positive and professional manner possible and abide by Lone Star College policy regarding student conduct; and
5. Represent or speak for the student body when required.

**Section 3. Executive Council Member Positions**

The SEC Executive Council shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Outreach Representatives (2)

**Section 4. Duties of the Executive Council Members**

1. The **President** shall:
2. Preside over all meetings;
3. Abide by, enforce, and support the SEC constitution;
4. Serve as a direct link between the SEC and SGA;
5. Coordinate with advisors on the scheduling and content of programs; and
6. Assist the Executive Council in their duties as needed.
7. The **Vice-President** shall:
   1. Serve as President in the absence of the President;
   2. Maintain a relationship with Student Life;
   3. Represent the SEC and its General Assembly members at SGA General Assembly and Club Council meetings;
   4. Appoint an emergency liaison in the case that he/she is unable to attend an SGA meeting.
   5. Help organize meeting agendas; and
   6. Assist the Executive Council in their duties as needed.
8. The **Secretary** shall:
   1. Be responsible for managing and maintaining all records pertaining to the SEC;
   2. Record and distribute proceedings of all SEC meetings and agendas, as necessary;
   3. Keep attendance records;
   4. Serve as a second role of the treasurer in case of their absence; and
   5. Assist the Executive Council in their duties as needed.
9. The **Treasurer** shall:
   1. Maintain the SEC checking account;
   2. Cosign all monetary transaction, as approved by the membership;
   3. Maintain and report accurate financial records, spending analysis, and budgets of the SEC;
   4. Serve as second in the role of the Secretary in their absence; and
   5. Assist the Executive Council in their duties as needed.
10. The **Outreach Representatives (2)** shall:
    1. Maintain contact with other clubs and sponsors to coordinate events;
    2. Coordinate publicity, via appropriate channels, for the SEC through preparation and distribution of flyers, banners, signs, articles, reports, and presentations;
    3. Capture and record culture, history, and growth of the SEC;
    4. Focus on growing SEC’s social media presence;
    5. Continually recruit new members to the SEC; and
    6. Assist the Executive Council in their duties as needed.

**Article VII: The General Assembly**

**Section 1. Membership of the General Assembly**

1. All students of Lone Star College who with to be members of the SEC shall be invested with all of the rights and privileges set forth in this Constitution.

**Section 2. Duties and Rights of the General Assembly**

1. All members of the General Assembly are encouraged to participate in all SEC meetings and events.
2. All members of the General Assembly shall have equal right to one vote in on issues directly related to the SEC.

**Article VIII: Committees and Appointments**

**Section 1. Ad Hoc Committees**

1. Ad Hoc Committees shall be established, directed, and retired as needed by the President with approval of the Executive Council.

**Section 2. Standing Committees**

The Standing Committees of the SEC shall be the following:

1. Judiciary Committee

**Section 3. Membership and Duties of the Judiciary Committee**

1. The Judiciary Committee shall be comprised of one Chairperson (the SEC President), three other members and one advisor appointed by the SEC President and approved by the Executive Council.
2. The duties of the Judiciary Committee shall be to:
   1. Receive and hear all complaints and charges of illegal acts, neglect of duty, or improper conduct that constitutes just cause for investigation, disciplinary action, and/or removal from office of an SEC officer, or Committee member;
   2. Receive, hear, and review all complaints concerning the procedures and/or decisions and shall present their findings to the SEC for final disposition; and
   3. Report any charges against an SEC officer, to the Executive Council. Charges must be in writing and be specific, must be accompanied by written and sworn testimony affirming the charges, and must be signed and dated by the complainant.
3. Any Executive Council member in the process of impeachment may not serve on the Judiciary Committee.
4. If the Chair of the Judiciary Committee is brought under violation charges of any kind, the Vice President shall serve as or appoint a new chair.
5. In the event of a vacancy, the President may reappoint a new member to the Committee upon approval by the Executive Council.
6. Once the vote on the issue is certified by the Executive Council, the decision of the Judiciary Committee shall hereby be recognized as final by the Executive Council, and be recorded and filed by the SEC Secretary.
7. The Judiciary Committee shall work closely with the SEC Advisors in order to provide fair judgment regarding complaints and misconduct of SEC members.

**Article IX: Advisors**

**Section 1. Composition of Advisors**

1. The advisors shall be selected by SEC from either the faculty or administration of Lone Star College-CyFair.

**Section 2. Duties of Advisors**

1. Advisors shall be familiar with the Constitution and By-Laws passed by the SEC.
2. Advisors must explain college policy as it relates to a particular discussion.
3. Advisors shall be allowed to express opinions and suggestions during meetings of the SEC and also act in an advisory capacity but will not be allowed to vote.
4. Advisors are expected to attend one SEC General Assembly meeting per semester and are encouraged to attend regularly.
5. Each advisor is expected to also attend one Executive Council meeting per semester and is encouraged to attend regularly.
6. The SEC reserves the right to evaluate advisors’ performance and effectiveness at any given time, with a minimum of once per year.

**Section 3. Selection of Advisors**

1. Each member of the Executive Council shall have one vote in the selection process of an advisor.
2. A 2/3 vote of a quorum meeting of the Executive Council shall be required to approve the selection or removal of advisors.
3. If an advisor resigns mid-term, the Executive Council shall vote on the replacement of the advisor.

**Article X: Meetings**

**Section 1. Guidelines for all Meetings**

1. All meetings shall be conducted and minuted in accordance with Robert’s Rules of Order.

**Section 2. Executive Meeting Guidelines**

1. Meetings shall be at least once a month as agreed upon by the members of the Executive Council during the first meeting of their term.
2. Executive members are required to attend a minimum of 3 meetings per semester.

**Section 3. General Assembly Meeting Guidelines**

1. Attendees shall be:
   1. Executive Council members
   2. General Assembly members

**Article XI: Election Code**

**Section 1. Executive Council Position Elections**

1. Elections shall be held on the second to last meeting of each academic year.
2. A candidate may only apply for one position per academic year.
3. In the event there is no candidate for an office, the newly elected Executive Council of the SEC will agree to appoint an individual to the vacant position.

**Section 2. Voting**

1. All members of the Executive Council and General Assembly are allowed one vote per person.
2. The candidate with the majority of votes shall be declared the winner of the aforementioned position.
3. In the event of a tie among two or more candidates running for the same position, the current and Executive Council-elect shall break the tie with a write in vote.

**Article XII: Disciplinary Action**

**Section 1. Voluntary Resignation**

In the event that an SEC Executive Council member is unable or unwilling to

complete his or her term of office, he or she shall write a letter of resignation, addressed to the members of the SEC Executive Council and General Assembly.

**Section 2. Removal From Office**

In the event that an SEC Executive Council member fails to fulfill the duties and responsibilities of their office, they may be removed from office. The procedure for removal shall be the following:

1. A letter shall be written to the Executive Council member in question by the Judiciary Committee, and copies sent to each remaining Executive Council member and all SEC advisors.
2. A meeting shall be held to discuss the matter and to allow the Executive Council member in question to refute any claims of failure to perform assigned duties. Those in attendance of this meeting shall be the Executive Council member in question, and the remaining SEC Executive Council members.
3. A decision shall be made within three days of this meeting.
4. The Executive Council shall notify the Executive Council member in question of the group’s decision to either remove or retain him or her.
5. All SEC Executive Council members shall be notified in writing of the Executive Council member’s removal.
6. The President shall call for a special appointment session to fill the position.

**Article XIII: Amendments and Proposed Legislation**

**Section 1. Amendments**

1. The General Assembly may propose an amendment to the Constitution by submitting a written petition to the Outreach Representative.
2. Any amendment proposed by an Executive Council or General Assembly member must be passed by a 2/3 vote of the total attendees of the next SEC Executive Council meeting. Any amendment that is proposed and passed by the Council shall be binding and shall become a part of the Constitution.
3. Necessary minor changes to the Constitution that do not, in any way, alter it in principle, need not be approved by 2/3 of the Executive Council and/or 2/3 of the advisors.

**Article XIV: Adoption**

This Constitution shall be considered adopted at the organizational meeting at which officers are selected.

**Article XV: Statement of Original Approvals**

This Constitution shall become official only after approval which is duly noted in the official records of the Office of Student Activities.