**Lone Star College-CyFair Tabletop Club Constitution**

**Article I Purpose**

The Lone Star College-CyFair Tabletop Club was developed to integrate students of the community interested in board and card games, to introduce this community to new and old games that will broaden their scope of this genre of gaming, and to have fun doing it! We aim to go beyond the campus of Lone Star College by getting involved with organizations that have and support youth programs of the same nature.

**Article II Name**

The name of the organization shall be the Lone Star College-CyFair Tabletop Club.

**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: Membership Requirements: There are no requirements to join or participate in the Tabletop Club

Section 3: In order 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, national and/or ethnic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, physical disability, or any protected status.

Section 4: Privileges of membership: Privileges of membership in this club include attending meetings, the rights to voice opinions and suggestions for the benefit of the club and its members, and the ability to vote for and hold officer positions. Privileges also include participation in all club activities such as game nights, youth organization trips, and purchasing of games. Voting privileges will be restricted to Lone Star College-CyFair student members.

Section 5: A member may be removed for repeated misconduct, policy violations, or actions that harm the club. To begin the process, any member may submit a written complaint to the Officer Board detailing the issue and any relevant evidence. If the Board finds the complaint valid, the accused member will receive written notice of the allegations and a hearing date at least 7 days in advance.

At the hearing, the member may respond, present evidence, call witnesses, and bring a support person (non-speaking). The complainant may also speak. Only uninvolved Board members may vote. After the hearing, the Board will discuss it privately and decide within 24 hours. Removal requires a two-thirds (2/3) vote of the full Officer Board, with the decision given in writing.

The member may appeal within 5 business days by submitting a written request to the club Advisor. The appeal must state why the decision was unfair or include new evidence. The Advisor will respond within 7 days, and their decision is final.

**Article IV Officers and Advisors**

Section 1: Officer positions for Tabletop Club include President, Vice President, Game Keeper, Secretary, Treasurer, and Media Director.

Section 2: Qualifications for holding office: All officers must be Lone Star College-CyFair students.

Section 3: Length of Term: Term of office will consist of a full school year, with a voting period at the start of each new school year.

Section 4: Duties of Officers:

**President**: To lead the club and oversee all operations

* Organizes and runs meetings.
* Establishes and maintains contact with off-campus organizations
* Represents the club to the school and community
* Helps set goals, schedules, and major events (e.g. tournaments, game nights)
* Approves club documents and purchases
* Makes final decisions when needed.

**Vice President**: To support the President and keep things running smoothly

* Assumes duties when the President is unavailable
* Helps coordinate events and internal communication
* Oversees smaller projects and committees
* Acts as a go-to for general member concerns

**Game Keeper**: To manage the club’s game collection and gameplay sessions

* Maintains and organizes the club’s library of games
* Helps set up games at events and weekly meetings
* Recommends games to new members and explains rules
* Tracks game condition, missing pieces, and expansion needs

**Secretary**: To handle documentation and communication

* Manages and compiles all club documentation
* Manages sign-in sheets and attendance
* Keeps a calendar of events and meeting times
* Assists with email and announcements

**Treasurer**: To manage club finances and budgeting

* Tracks dues, if any, and purchases (e.g. new games, catering)
* Helps apply for funding from the school or sponsors
* Keeps financial records and gives budget updates
* Approves or suggests spending on events or supplies

**Media Director**: To handle promotion and social presence

* Runs club social media (Instagram, Discord, etc.)
* Designs flyers and posters to advertise meetings and events
* Shares photos from events and engages with members online
* Promotes the club to potential new members

Section 5: Should a vacancy in any office occur, it shall be filled by a special election in which all members vote to fill said vacated position AND the majority of other officers approve of the popular vote.

Section 6: Should an officer no longer be in good standing with the school, violates RSO agreement, abuses power of authority, and/or causes a major disruption within the organization, the officer will be relieved of their position by officer vote of two-thirds majority and approval by the club Advisor.

Section 7: All current officers are responsible for training new officers to ensure they understand their responsibilities fully and complete RSO requirements during an “Officer Orientation” conducted the club meeting following their election. New officer must be provided all necessary information for their position and must review and understand this constitution.

Section 8: The club Advisor is a faculty or staff member who supports a student organization by providing guidance, oversight, and continuity. Their role includes helping student leaders navigate responsibilities like event planning, budgeting, and conflict resolution, while ensuring the club complies with college policies and relevant regulations. Advisors serve as mentors, offering support during leadership transitions and connecting students with campus resources or community contacts. They may attend meetings or events to offer assistance and show support, but they do not run the club. Instead, their primary role is to advise and guide while allowing students to take the lead and make their own decisions.

**Article V Elections**

Section 1: Time of Elections: Elections will be held on a date determined by the Advisor within the first 2 weeks of classes.

Section 2: Election Procedures: Candidate receiving a simple majority will be declared the winner. If it is a Special Election, the rules stated in Article IV Section 5 will apply.

Section 3: In the event of a tie the President, if already determined, will make the decision as to who fills the position. If the President has not been determined, the decision will then fall to the Advisor.

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

**Article VI Meetings**

Section 1: 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 Advisor, President, or Vice President can call special meetings.

Section 4: Quorum for regular and special meetings shall be 8 members, including officers.

**Article VII Finances**

Section 1: Fiscal Operating year is September 1-August 31, same as Lone Star College.

Section 2: There are no membership dues for this organization.

**Article VIII Committees**

Section 1: Standing Committees: Game Determination Committee

Section 2: Selection of Standing Committees: Standing Committees are to be introduced by any member with reasoning/support for the suggested committee that offers a benefit to the club as a whole. The approval or declination of the committee will be determined by those in office.

Section 3: Powers and Duties of Standing Committees: Powers and duties of each standing committee are to be determined by those in office upon the approval of the committee.

**Article IX Amendments**

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

Section 2: Approval by three-fourths 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, and upon approval from the Office of Student Life.

Section 3: A copy of any alteration to this document must be filed in the Office of Student Life.

**Article X Ratification and Enactment**

Section 1: This constitution shall become the official governing document of the organization, upon ratification by a three-fourths 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 require the same vote percentage, three-fourths.