**UNTITLED POETS SOCIETY**

**Lone Star College-CyFair**

**Constitution**

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| **Article I** | **Name**  The name of the organization shall be Untitled Poets Society (UPS). |
| **Article II** | **Purposes**  The purposes of the Untitled Poets Society are:  • to give students opportunities to express themselves through spoken word,  • to improve performance skills such as voice inflection and intonation,  • to give students the chance to connect with other performers, songwriters, rappers, and poetry writers on campus, and  • to promote a healthy outlet for students through spoken word improvement games. |
| **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:  • Must participate in at least 2 topics given for the month  • Must attend 2 UPS meetings  Section 3: 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 4: Voting privileges will be restricted to Lone Star College-CyFair student members. |
| **Article IV** | **Officers and Advisors**  Section 1: Officers: The Executive Committee shall consist of the following officers: President, Vice President, Historian, Records and Finance Officer, and Advisor.  Section 2: Qualifications for holding office:All officers must be Lone Star College-CyFair students in good academic standing.  Section 3: Length of Term:The length of term shall be 12 months, beginning in August.  Section 4: Duties of Officers:  • President – Attends regular and special meetings of UPS membership and committees, calls special meetings when necessary, monitors budget, represents UPS at appropriate college and community functions, the president prepares meeting agendas, and assists in planning events for UPS.  • Vice President – Assumes the position and responsibilities of the President in the absence of the President, represents UPS at appropriate college and community functions  • Historian – Responsible for publicity and social media relating to the promotion of the club and its events, records events via pictures and website, assists in planning events, and represents UPS at appropriate college and community functions.  • Records and Finance Officer – Maintains current and accurate records of motions and amendments to the constitution, maintains minutes of each meeting, maintains financial records of UPS, reports club budget expenditures (date/purpose/amount of expense) and club budget balance, represents UPS at appropriate college and community functions, and maintains all correspondence of UPS.  • Advisor – Must meet LSC requirements for serving as an advisor. Serves as a liaison between students and administrators, responsible for room reservations, and finds acceptable substitute when Advisor cannot attend UPS meetings. The Advisor has the right to be fully informed and involved in UPS affairs, to be used when UPS members overstep reasonable boundaries.  Section 5: Officer responsibility: A majority vote of the Executive Committee, with approval of the Advisor is necessary to pass any business that is referred to the Executive Committee.  Section 6: Should a vacancy in any office occur, it shall be filled by special election between the remaining officers |
| **Article V** | **Elections**  Section 1: Time of Elections: Officer elections will take place within the first two weeks of the fall semester.  Section 2: Election Procedures: Candidate receiving a majority votewill be declared the winner.In the event of a tie, the President (or Vice President, if filling in for the President) will break the tie. |
| **Article VI** | **Meetings**  Section 1: The time, date, location, and frequency of meetings will be determined by the Executive Committee.  Section 2: Special Meetings will be called by the President and/or Advisor, and will be announced to club members through email or other appropriate communication.  Section 3: Quorum for regular and special meetings shall be 1/3 of members.  Section 4: Rules of procedure for this organization shall be *Robert’s Rules of Order.* |
| **Article VII** | **Finances**  Section 1: Fiscal Operating year for this organization is September 1-August 31, same as Lone Star College.  Section 2: Dues: There are no membership dues for this organization. |
| **Article VIII** | **Committees**  The Executive Committee has the right to create different committees within UPS, appoint committee heads, and dissolve committees. The Executive Committee must define the nature and scope of the committee at the time of its appointment, but reserves the right to modify these; however, the Executive Committee must notify UPS members of any modification. |
| **Article IX** | **Amendments**  Section 1: Proposed constitutional amendments or changes shall be presented to the Executive Committee in writing. A special meeting should be called to discuss the amendment(s).  Section 2: Approval by a majority 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 X** | **Ratification and Enactment**  This constitution shall become the official governing document of United Poets Society, upon ratification by a majority vote of the membership in attendance, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair. |