

CONSTITUTION OF GAMMA TAU SIGMA OF LORAIN COUNTY COMMUNITY COLLEGE

Mission

We, the members of Gamma Tau Sigma of Lorain County Community College, do hereby associate ourselves to support the success of Lorain County Community College, its students, staff and alumni. The association offers a forum for fellowship, and for support of the people, programs and goals of Lorain County Community College and its community.

Article I

Name

The name of the organization shall be: Gamma Tau Sigma (herein designated as the "Society").

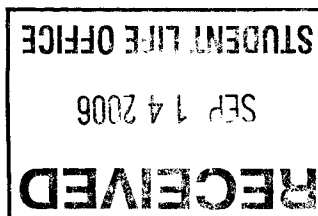
Article II

Membership

A Member shall be any enrolled student, alumni, past student of Lorain County Community College and/or the colleges of the University Partnership program or community member who has shown interest in the mission of Gamma Tau Sigma. Membership shall fall within the definition of the following two grades: Member and Honorary Member. In addition, the grade of Member is further distinguished by the determination of: Active, Transient and Charter.

Section 1. Member

1. A Charter Member of Gamma Tau Sigma shall be any active member whose membership is initiated within the first college-calendar year (through subsequent summer session) following the date of implementation of this constitution. The designation of "Charter Member" shall be bestowed upon those members for the life of the organization.
2. An Active Member of Gamma Tau Sigma shall be any member who maintains a current dues status and fulfills any other obligation of membership as prescribed by the Society.
3. A Transient Member of Gamma Tau Sigma shall be any member who does not maintain a current dues status or other obligation of membership of the Society, but wished to participate in the group's activities.



Section 2. Honorary Member

An Honorary Member shall be any individual who has been determined by the officers of the Society to render distinguished service in support of its mission in a manner worthy of the honor.

- 1. Honorary Members cannot vote, hold office, or officially represent the Society. Nor shall Honorary Members be compelled to pay membership dues to the Society.**
- 2. Any member of Gamma Tau Sigma may nominate an individual for consideration as an Honorary Member. A simple majority of the officers shall confer Honorary Member status.**

Section 3. Membership Limitations

- 1. Membership, as defined in the above grades, is open to all qualified persons without regard to race, creed, religion, sex, sexual orientation, national origin, or special needs.**
- 2. Membership in Gamma Tau Sigma is not exclusive.**

Article III

Officers and Duties

Section 1. The permanent offices of the Society shall be: President, Vice-President, Vice President of Communications, Vice President of Treasury and Vice President of Membership. Other officer positions may be instituted by the above officers as required for the operation of the Society.

- A. The duties of President shall be to preside over Society meetings; propose group activities; enforce the constitution; serve as chairman of the Executive Committee; appoint all necessary committees; call meetings as needed; and to file an annual report to the Coordinator of Student Life.**
- B. The duties of the Vice-President shall be to serve as the Acting President in the absence of the President; assist in the planning of the meetings; preside over the planning of group travel and social functions; and be an ex-officio member of all committees.**
- C. The duties of the Vice President of Communications include responsibility for the content, production, publication and maintenance of: group email; minutes; memos; non-specific reports; websites; flyers; condolences; group commitment confirmations and other appropriate correspondence as required.**
- D. The Vice President of Treasury shall collect dues; keep necessary records; file necessary paperwork to the Student Senate and/or Student Life Office; ensure the President and College Advisor are second signatures on all Society financial accounts; make Society expenditures; and render regular reports to the membership as requested.**

- E. The Vice President of Membership shall maintain a roster of the members; conduct a yearly census; handle all appropriate correspondence relative to the membership; be responsible for the fulfillment and delivery of membership goods, and maintain the inventory of membership goods as appropriate.

Section 2. The duties listed are not exclusive and may be changed or added to as presented by the President and agreed upon by the Executive Committee. All officers serve on the Executive Committee.

Section 3. The duties of other officers shall be agreed upon by the Executive Committee prior to serving in office and kept on file by the Vice President of Communications.

Article IV

Executive Committee

Section 1. The duties of the Executive Committee are to handle all questions not specifically addressed within this document; make recommendations to the membership and all other duties as specified elsewhere in the document.

Section 2. Executive Committee meetings are open to any member who wishes to attend.

Section 3. All decisions concerning finances and by-laws shall be advisory. Any vote on recommendations must be approved by a simple majority of those present and voting.

Section 4. The decision to vote on advisory proposals by e-mail or at a regularly scheduled meeting shall be at the discretion of the Executive Committee.

Section 5. Three members of the Executive Committee shall constitute a quorum.

Section 6. In the event of a tie vote for an Executive Committee advisory proposal, it shall not pass for presentation in a general meeting.

Article V

Elections

Elections shall be held at a scheduled meeting of the Society. Voting shall be by secret ballot. A simple majority of those present and voting shall determine the winners.

Section 1. The term for all officers shall be until the next election.

Section 2. Nominations can be received from the floor and/or e-mail at the discretion of the Executive Committee.

Section 3.

- A. Only active members of the Society may vote or be elected.
- B. Votes are to be counted by a non-candidate of the office being counted.

- C. In the event of a tie, there shall be a runoff election of the tied nominees.
- D. If an office remains unfilled, the President may appoint an individual with the approval of a simple majority of the attending, voting members at the next scheduled general meeting.
- E. Honorary Members may not vote.

Section 4. Installation of officers shall take place immediately following balloting.

Article VI

Succession of Officers

Section 1. In the event that the President can no longer fulfill the responsibilities of the position, the Vice President shall assume the position and responsibilities of President.

Section 2. In the event any other officer can no longer fulfill the responsibilities of the position, the position shall be filled by appointment of the President with the approval of a simple majority of the attending, voting members at the next scheduled general meeting.

Article VII

Removal from Office

Section 1. A two-thirds vote of the general members present at a special session of a general meeting shall be necessary to remove an officer.

Section 2. An officer failing to maintain current dues-paid status within the Society shall automatically forfeit office 30 days after notification is mailed to the last known address.

Section 3. Any officer that continually disregards the responsibility of participation at general meetings may be considered for removal from office.

Article VIII

Advisor(s)

Section 1. The Executive Committee, pending approval by the Office of Student Life, shall select the advisor(s). The advisor(s) shall be non-voting, ex-officio member(s).

Section 2. The advisor(s) shall be a member of the faculty or staff of Lorain County Community College.

Section 3. The advisor(s) shall perform all duties and responsibilities as defined by the Executive Committee and Lorain County Community College.

Section 4. The advisor(s) is eligible to vote on matters placed before the general membership if the advisor is also an active member who meets all qualifications for membership.

Article IX

Meetings

Section 1. Meetings shall be held at least twice per semester for conducting the business of the Society. An annual meeting is mandatory for the purpose of election and installation of officers.

Section 2. Committees and sub-committees shall be ad-hoc. These groups will select their chairs by consensus of the members. The chair of the committee shall call and preside over the committee meetings. Procedures are left to the discretion of the committee chair. Reports of each meeting shall be given to the members at the following Society meeting.

Section 3. All advisory proposals submitted to the membership present at the general meeting, shall become valid after receipt of a simple majority of affirmative responses from the membership.

Section 4. A quorum shall consist of members present at any announced meeting.

Section 5. All meetings shall be conducted using the current publication Robert's Rules of Order as a *guide*.

Article X

Finances

Section 1. A financial amount for which the President may spend for the Society without membership approval is to be set by membership vote at the election meeting following officer installation. All other requests for money to be paid from Society funds must be presented for a vote. An Advisor must approve fund requests, including those above the Presidential limit, if unable to be presented for a vote. The approval of the expenditures shall be recorded in the minutes of the next general meeting.

Section 2. All approved financial reimbursement requests must be submitted in writing to the Vice President of Treasury and must be accompanied by original receipts within 45 days of the expenditure.

Section 3. The amount of dues may be determined by membership vote at the election meeting following officer installation.

Section 4. The Vice President of Treasury shall collect all dues and deposit them in the designated account(s). If, upon receipt of a dues invoice from the Society, a member fails to pay within 30 calendar days from the invoice date, the Vice President of Membership shall change the member's status from active to transient.

Article XI

Amendments

Amendments shall be submitted to the President in writing for submission 14 days prior to any regularly scheduled meeting. A simple majority vote of those present and voting shall be necessary for the adoption of any amendment. Amendments shall become effective upon the ratification.

Article XII

Dissolution

Section 1. The Society may be dissolved after a simple majority vote of the general membership in attendance or after the election of officers if the offices of President, Vice President of Treasury and Vice President of Membership remain vacant after the regularly scheduled election.

Section 2. It is the advisor's responsibility that upon a failed election or successful vote to dissolve the Society, all funds held in its treasury and in all its accounts shall be frozen except for payment to creditors as of that date, and shall be donated to the Lorain County Community College Foundation within 30 days of the final dissolution of the Society. Funds donated are for the sole purpose of continuing the AII-LCCC award. All materials (pins, banners, medallions, documentation, etc.) are to be forwarded to the Founding President.

Revised and Enacted September 9, 2005

Article III, Section 3: Quartermaster

The duties of Quartermaster include: conducting a physical inventory of everything owned by the Society listing item description, quantity, and current location; being responsible for the cube contents if the remodeling of Student Life occurs during their term; consulting with the advisor and other officers to maintain the integrity of the list; and updating the list as needed.