

Luna Community College
“Skills USA Automotive Club”

Constitution

September 18, 2013

Article I – Name

Section 1 The of this organization shall be Luna Community College Skills USA Automotive Technologies Club.

Article II – Purpose

Section 1 The purpose of this organization shall include, but not be limited to the following educational and charitable goals.

- To encourage students at LCC in obtaining a degree or Certificate.
- To Raise funds to be used for student activities and educational – related Functions.
- To develop assertive citizenship with the spirit of service Toward improving human relationships.
- To support student educational opportunities in the field of Automotive/Auto Collision technology.

Article III – Affiliation

Section 1 This organization shall operate according to the regulations and Policies of SKILLS USA and Luna Community College and in compliance with all local, state, and federal laws.

Article IV – Nondiscrimination

This organization shall not discriminate on the basis of age, race, color, Religion, gender, national origin, ancestry, disability, veterans’ status, Sexual orientation, or political affiliation.

Article V – Membership

Section 1 All officers shall be students at Luna Community College.

Section 2 All voting members of this organization shall be students of

LCC, carrying a minimum of three credits. Members of this organization shall be mandatory participants in organization activities.

Section 3 All members must abide by the provisions of the constitution and by the Laws of this organization.

Section 4

1. A member shall not have more than three unexcused absences per semester from the general membership meetings. Immediately after the third unexcused absence, the member shall forfeit his/her right to vote for the remainder of the semester.

2. Membership attendance shall be kept by the club secretary.

Absences are excused only under the following conditions:

1. A doctors excuse.

2. A death in the family.

3. Or serious illness such as, (a bad cold, the flu, strep throat etc.)

3. Immediately after the third unexcused absence, the member has the right of appealing Before the membership to justify his/her unexcused absences.

4. Retention of voting privileges shall be up to the discretion of the President, Vice- President, Secretary – Treasurer, and other members of the membership.

5. All members must attend all meetings as scheduled.

Article VI – Meetings

Section 1 **Quorum:** To conduct business, a simple majority of the total

Voting membership must be present at said meetings. Two-thirds of the total voting membership must be present for all elections.

Section 2 **Voting percentages:** Motions dealing with amendments and removal of officers or Members will require a 2/3-majority vote of the total voting membership. All other Motions will require a simple majority vote of the quorum to pass.

Section 3 **Parliamentary Authority;** The Constitution of this organization shall be the supreme Authority in parliamentary procedure at all meetings. The Bylaws of this organization, If and when they exist, shall be the next highest authority.

Section 4 **Frequency of Meetings:** This organization shall meet at least 5 times each semester. The President or a 2/3 majority of the total voting membership may call emergency Meetings. Written/verbal notice of organizational meetings shall be given to all Members at least 7 days prior to such meetings. Written/verbal notice of special Or emergency meetings shall be given to all members 3 days in advance.

Article VII – Officers

Section 1 **Elected Officers:** The officers of this organization will be as follows:

1. President

2. Vice – president
3. Secretary
4. Treasurer

Section 2 **Qualifications:** The officers of this Chapter must be a student at LCC, and must Maintain a minimum of a 2.0 cumulative GPA.

Section 3 **Term of Office:** An officer shall serve for one semester from his/her swearing-in, Or until his/her successor is elected.

Section 4 **Duties:** The duties of the officers shall be as follows:

A. The President

1. Shall be the chief executive officer of the organization and shall preside Over all meetings.
2. Shall submit additional information, as it is required, to the Student Activities Office.
3. Shall assist the Treasurer in preparation of requests for funding and Shall sign said requests.
4. Shall attend all meetings unless an emergency arises.
5. Shall notify another officer of his/her absence.
6. Shall establish committees as necessary.
7. Shall establish committee chair people as necessary.
8. Shall complete other duties.

B. The Vice President

1. Shall assume the duties of the president during his/her absence and Shall succeed to that position in the event that it becomes vacant, Until an election can be held.
2. The club shall maintain a stock of equipment. The storage of such Equipment and access to said equipment is to be maintained by the Vice – president and advisors.
3. An inventory list shall be maintained and presented to the membership.
4. Shall assist with all major events.
5. Shall complete other duties as assigned.

C. The Secretary

1. Shall keep records of all meetings.
2. Shall take minutes of all meetings.
3. Shall type the constitution and/or bylaws of the organization when Necessary.

4. Shall keep accurate record of member attendance.
5. Shall be responsible for volunteer sign-up sheets for club events.
6. Shall be responsible for notices of meetings.
7. Shall complete other duties as assigned.
8. Shall assume the obligation of responding to all organizational Mail.

D. The Treasurer

1. Shall keep precise records of all funds coming in and going out of The organization.
2. Shall keep record of club items purchased of all donations and fund Raising activities.
3. Shall keep records and receipts of all donations and fund-raising Activities.
4. Shall report an accounting of revenues and expenses upon request At any organizational meetings.
5. Shall prepare, at the end of each semester, all financial records For possible audit.
6. Shall assist the President in preparation of any requests for Funding and shall sign said requests.
7. Shall complete other duties as assigned.

Article VIII – Elections

Section 1 **Types of Elections:** General elections will be held to replace officers Whose terms are due to expire. Special elections shall be held when An office is vacated.

Section 2 **Nomination of Candidates:** A candidate for office must be a voting Member and must be nominated by a voting member.

Section 3 **Time of Elections:** General elections shall be held during the 1st week Of fall and spring semesters. Special elections shall be held as necessary.

Section 4 **Form of Vote:** All elections under this article may be by secret ballot.

Article IX – Removal of Officers

Section 1 **Grounds for Removal:** Any officer not fulfilling his/her duties as Outlined in this Constitution Article VII, of this organization to the Satisfaction of the voting membership or who has violated a college Policy or the Student Code of Conduct, may be removed from office. A 2/3 majority vote of the total voting membership shall be required

For removal of any officer.

Section 2 **Notice of Charges:** The motion to remove an officer from his/her Position must be present in writing to the total voting membership At least 2 weeks before the meeting at which the removal will be voted On.

Section 2.1A **What Happens at Skills:** What happens at skills, stays at skills. No member under any circumstances is to disclose any plans and/or Aforementioned activities to **anyone** outside of Skills USA. All Plans are final, absolutely no changes to arranged activities can Be made.

Section 3 **Right to a Fair Hearing:** The officer subject to removal shall have the The right to present his/her case to the membership at the meeting In which the voting for removal is to take place.

Section 4 **Form of Vote:** All elections under this Article **Must** be done by Secret ballot.

Article X - Removal of Members

Section 1 **Grounds for Removal:** Any member not fulfilling the requirements Outlined in this Constitution of this organization to the satisfaction Of the voting membership or who has violated a college policy or the Student Code of Conduct, may be removed from this organization. A 2/3 majority vote of the total voting membership shall be required for Removal of any officer.

Section 2 **Notice of Charges:** the motion to remove a member from this organization Must present in writing to the total voting membership at least 2 weeks Before the meeting at which the removal will be voted on.

Section 3 **Right to a Fair Hearing:** The member subject to removal shall have the Right to present his/her case to the membership at the meeting in which The voting for removal is to take place.

Section 4 **Form of Vote:** All elections under this Article shall be done by secret Ballot.

Article XI – Advisors

Section 1 **Selection:** The Vice President for Academics can appoint an advisor every school year or an advisor can volunteer to oversee the club.

Section 2 If deemed necessary, the Advisors with the approval of the Vice President

Of Academics may modify or amend the Constitution.

Section 3 **Duties:** The Advisor(s) shall assist the Treasurer and the President in the Preparation of requests for funding from the Associated Students of LCC, and shall sign said requests. The Advisor(s) shall consult with the Officers about the organizations activities in compliance with College Policies.

Article XIII – Bylaws

Section 1 **Provision for Bylaws:**

1. This organization may approve bylaws for the specific operation Of the organization.
2. No bylaw shall be adopted that is contrary to the provisions of This Constitution.

Section 2 **Vote Required:**

1. The organization may adopt, amend or rescind any bylaw by a 2/3 vote of membership.
2. Any proposed bylaw **Must** be publicized in writing to the members At least one meeting prior to the meeting at which it is to be voted upon.

Article XIV – Amendments

Section 1 A proposal to amend this Constitution must be presented to the total Voting membership in the form of a written motion at least 7 days Before it is to be voted on.

Section 2 A proposed amendment **Must** be adopted in accordance with Article VI, Section 2 and Amendments in this Constitution.
