

Linn State Technical College Career Ready Club Constitution

Article I – Name

The name of this club shall be Linn State Technical College (LSTC) Career Ready Club

Article II – Mission Statement

Preparing [LSTC] students to obtain successful employment.

Article III – Means

The means by which the LSTC Career Ready Club will achieve the foregoing mission statement:

- Organizing meetings to discuss business
- Operation on a non-profit and non-incorporated basis
- Social Activities

Article IV – Membership

- Membership is open to any [LSTC] student showing interest in the LSTC Career Ready Club
- All members must be in good standing with the college
- Membership will not be based on the students' race, religion, national origin, gender or sexual orientation
- Members must not miss than two (2) meetings a semester to be in good standing with the LSTC Career Ready Club

Article V – Officers

Section 1 – List of officers for LSTC Career Ready Club

One (1) President
One (1) Vice President/Reporter
One (1) Secretary
One (1) Treasurer

Section 2 – Election of Officers

- Nominations will be taken prior to elections
- Candidates will be nominated through self-nomination or nomination through another member of good standing
- Candidates must be in good standing with the school and club (see Article IV)
- Elections will be held in April each year
- Only members of the club in good standing will be eligible to vote in the election of club officers
- The candidate for a particular office will be elected by majority vote
- If only one candidate is nominated for an office, that candidate must be approved through a majority vote

Section 3 – Officer Duties

President

- Sets agenda
- Runs meetings
- Organizes activities

Vice President

- Assists the President
- Fills in for President in their absence

Secretary

- Submits required records to the Faculty/Staff Advisor(s) and board of officers in a timely manner
- Submits membership enrollment to regular meetings
- Submit event attendance as needed at regular meetings
- Keeps minutes of official meetings
- Maintains necessary records
- Maintains a club roster
- Makes required reports to the LSTC Career Ready Club
- Posts required reports to the LSTC Career Ready Club Forum on Moodle within 48 hours of the meetings

Treasurer

- Keeps financial records
- Prepares monthly statements for club meetings
- Makes required financial reports to the LSTC Career Ready Club
- Submits required records in a timely manner to the Faculty/Staff Advisor(s) and board of officers
- Posts required reports to the LSTC Career Ready Club Forum on Moodle within 48 hours of the meetings

Section 4 – Tenure of office

- A term will be one academic year ending no later than the spring semester
- Officers may hold a specific office for no more than two (2) semesters

Section 5 – Vacancy of office

- In the event of an elected officer resigning before their term is up, a replacement officer may be elected as per Article V, Section 2, to serve for the remainder of the term.
- In the event of clear evidence failure of any officer to carry out the duties of their office, which may be determined by a majority vote or elected officers and the consent of the Faculty/Staff Advisor(s), a replacement officer may be elected as per Article V, Section 2, to serve the remainder of the term.
- In the event of the office of President is vacated, the Vice President will be interim President until an election can be held at the next regular club meeting.

Article VI – Financial Provisions

Section 1 – Dues

- There will be no dues for LSTC Career Ready Club

Section 2 – Approval of expenditures

- All expenditures made on behalf of LSTC Career Ready Club will be approved and endorsed by the Faculty/Staff Advisor(s) before the expenditure is made.
- Failure to secure approval of expenditures by the Faculty/Staff Advisor(s) may result in denial of the amount to be reimbursed.

Article VII – Advisor(s)

Section 1 – Selection of Advisor(s)

- Advisors should be full-time Linn State Technical College Faculty/Staff

Section 2 – Advisor(s) duties

- Advisors are encouraged to attend all meetings and events.
- Advisors are encouraged to assist officers in the planning of meetings and events.
- Advisors are encouraged to assist the President with monitoring activities.

- Advisors are encouraged to council officers so that practices and procedures are in accordance with the rules set forth by LSTC Career Ready Club and by Linn State Technical College.

Article VIII – Meetings

Section 1 – Regular Meetings

- Regular meetings are to be schedule on a regular basis by the President.
- Regular meetings may be combined with the understanding that the “business” portion shall be short in relation to the “interesting” portion.
- The minutes of all regular meeting will be posted to the LSTC forums within 48 hours and available upon request of the secretary.

Section 2 – Executive Meetings

- Executive meetings may be called by an officer or Faculty/Staff advisor.
- Executive meetings, of elected officers and advisors, may be held to strategize, consider vacant officer positions, or other matters relating to the well being of LSTC Career Ready Club.
- Executive meetings shall be open to all members, but members shall not have the right to participate in discussions.
- The minutes of all executive meetings will be posted to the LSTC Career Ready Club Forums on Moodle within 48 hours and available upon request of the secretary.

Article IX – Activities

Activities of the organization shall include, but not limited to regularly scheduled meetings, special meetings, events, seminars, socials, and fundraisers.

Article X – Amendments

- Amendments to the Constitution shall conform to the requirements of the LSTC Career Ready Club with the Faculty/Staff Advisors approval only.
- A Faculty/Staff Advisor must be present for any amendment vote to the Constitution.
- A record of members in attendance will be taken.
- Notice of proposed amendments shall be given, along with the text of proposed amendments, at the regular meeting prior to the vote.
- Notice of proposed amendments shall also be posted on LSTC Career Ready Club Forums 10 days prior to a vote.
- A proposed Amendment will be read at one meeting and not voted on until the following meeting.