

Charter of the Linn State Technical College Computer Club

Adopted on 19 October 2006

Article I

Name

The name of this organization shall be the Linn State Technical College Computer Club (LSTC Computer Club).

Article II

Mission Statement

The Linn State Technical College Computer Club is a student based social organization that conforms to all Linn State Technical College rules and bylaws. The LSTC Computer Club will focus on computer technology with the goals of: education, professional development, interaction and communication within the business world, enhancing the community at large, and providing the sharing of resources with the goal of fostering the Linn State Technical College vision through infusion of new technology and ideas.

Article III

Membership

1. All members must be currently enrolled at Linn State Technical College and in good standing with the College.
2. Membership is without regard to race, religion, gender, or national origin.
3. Membership shall be granted to students according to requirements as stated in Article III, Section 1 and having submitted a membership application. Membership applications shall be available at club meetings, on LSTC Computer Club web site or by request from secretary.

Article IV

Officers

Section 1. List of Officers

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Webmaster

Section 2. Election of Officers

- (a) Members in good standing, having fulfilled Article III, Sections 1 & 3, may vote for the election of officers.
- (b) Candidates for club officers may be nominated through self-nomination or through nomination by another member.
- (c) Election of officers shall be at the last regular club meeting in April.

- (d) The Vice President shall regulate the election of officers, supervise the count of votes, and verify the eligibility of the candidates and the members voting in the election.
- (e) Officers shall be elected by receiving the most votes among the candidates for each office.
- (f) If there is a single candidate for an office then the candidate will hold by default.

Section 3. Eligibility of Officers

- (a) Only club members shall be eligible to become officers.

Section 4. Duties of Officers

- (a) President – Organize and preside at meetings, monitor club functions, including LSTC Computer Club web site.
- (b) Vice President – Assist President with meetings, supervise and regulate election of officers. Arrange for interesting and fun activities and speakers at meetings. Promote LSTC Computer Club among potential members and contacts in the business world and community.
- (c) Secretary – In charge of minutes of official meetings, maintaining necessary records and shall maintain a Club membership roster, and making required reports to the LSTC Computer Club.
- (d) Treasurer – Keep financial records and prepare monthly statements for club meetings, make required financial reports to the LSTC Computer Club.
- (e) Webmaster – Officer in charge of maintaining and advancing club web site with final authority in the hands of the board of officers and LSTC website committee.

Section 5. Tenure of office

- (a) A term of office will be one academic year.
- (b) Officers may hold a specific office for only one academic year.
- (c) Election are to take place in April.

Section 6. Vacancy of office

- (a.) In the event of an elected officer resigning before their term is up, a replacement officer may be elected as per Article IV, Section 2 to serve for the remainder of term.
- (b.) 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 of elected Officers and the consent of the faculty advisor(s), a replacement officer may be elected as per Article III, Section 2 to serve the remainder of that term.
- (c.) 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 V Financial Provisions

Section 1. Determination of Dues

- There are no club dues.

Section 2. Approval of expenditures

- (a) All expenditures made on behalf of LSTC Computer Club will be approved and endorsed by the Faculty Advisor before the expenditure is made.
- (b) Failure to secure approval of expenditures by the Faculty Advisor may result in denial of the amount being reimbursed.

Section 3. Audit and Record Keeping

- (a) The Treasurer shall post a summary of financial records to LSTC Computer Club's website monthly and to regular meetings.

- (b) The Treasurer shall submit required records in a timely manner to the Faculty Advisor and board of officers.
- (c) The Secretary shall submit required records to the Faculty Advisor and board of officers in a timely manner.
- (d) The Secretary shall submit Membership Enrollment bimonthly to regular meetings.
- (e) The Secretary shall submit Event Attendance as needed at regular meetings.
- (f) The Treasurer shall submit Profit loss/gain reports monthly to regular meetings.

Article VI Advisors

Section 1. Selection of Advisors

- Advisors shall be full-time Linn State Technical College faculty.

Section 2. Duties of Advisors

- (a) Advisors are encouraged to attend all meetings and events.
- (b) Advisors are encouraged to assist officers in the planning of meetings and events.
- (c) Advisors are encouraged to assist the President with monitoring activities
- (d) Advisors are encouraged to council officers so that practices and procedures are in accordance with the rules set forth by LSTC Computer Club and by Linn State Technical College, as well as being a sounding board for interesting ideas.

Article VII Meetings

Section 1. Regular and Special

- (a) Regular and Board meetings are to be scheduled on a regular basis by the President.
- (b) Special meetings are to be arranged and scheduled by the Vice President.
- (c) Regular meetings and special meetings may be combined with the understanding that the "business" part of the meeting shall be short in relation to the "interesting" part.
- (d) The minutes of all regular and special meetings will be posted to LSTC Computer Club website within 48 hours and available upon request of the secretary.

Section 2. Executive Meetings

- (a) Executive meetings may be called by any Officer or Faculty Advisor.
- (b) Executive meetings, of elected officers and advisors, may be held from time to time to strategize, consider vacant officer positions, or other matters relating to the well being of LSTC Computer Club.
- (c) Executive meetings shall be open to all members, but members shall not have the right to participate in discussion.
- (d) The minutes of all executive meetings will be posted to LSTC Computer Club website within 48 hours **and available upon request of the secretary.**

Article VIII Activities

Activities of the organization shall include, but not be limited to, regularly scheduled meetings, special meetings and events, executive meetings of the elected officers, study sessions, LAN parties, and fund raisers – both club related funds and charity.

Article IX Amendments

Section 1. Amendments to the Charter

- (a) Amendments to the Charter shall conform to requirements of the Linn State Technical College Computer Club with the Faculty Advisors approval only.
- (b) A faculty advisor must be present for any amendment vote to the Charter.
- (c) A record of members in attendance will be taken.
- (d) Notice of proposed amendments shall be given, along with the text of proposed amendments, at the regular meeting prior to the vote.
- (e) Notice of proposed amendments shall also be posted on LSTC Computer Club's web site 10 days prior to a vote.
- (f) A proposed Amendment will be read at one meeting and not voted on until the following meeting.