



TEK Club By-Laws

Article I: Name and Purpose

Section 1: Name

The name of this organization will be **Tau Epsilon Kappa**, hereinafter referred to as the "TEK Club".

Section 2: Purpose

The purpose of the TEK Club is to provide a platform for individuals interested in technology to come together, share knowledge, collaborate on projects, network, and promote technological innovation within the Laramie County Community College (LCCC) and Wyoming communities.

Article II: Membership

Section 1: Eligibility

- a. Membership is open to any individual interested in technology, irrespective of their background, provided they adhere to the Club's by-laws, are current LCCC students, and are in good standing with the LCCC Code of Conduct.
- b. Graduates of the IT Pathway programs are eligible for a meritorious status as non-voting members.

Section 2: Rights and Responsibilities

- a. Members have the right to participate in all Club activities, events, and projects.
- b. Members will uphold the values of inclusivity, respect, and collaboration within the Club.
- c. Members will treat each other with the utmost respect. Any harassment will result in suspension from club activities for the duration of the semester it occurred in.
- d. Members are encouraged to contribute to the Club's initiatives and participate actively in its affairs.

- e. Upon joining the Discord server, members must change their “Server Profile” name to their first name and last initial and their “Server Profile” photo to be professionally acceptable. Both must be changed within a week of joining.
- f. Members that hold an Officer or Committee Lead position must maintain meeting attendance of at least 80 percent.

Article III: Executive Committee

Section 1: Composition

- a. The executive committee consists of 4 elected officers, including but not limited to: President, Vice President, Secretary, Treasurer, and any other positions deemed necessary by the Club.
- b. The executive committee is responsible for overseeing the Club's operations, planning events, managing finances, and representing the Club externally.

Section 2: Election and Term of Office

- a. Officers are elected annually by a simple majority vote of the members.
- b. To qualify for election, officers must have registered for fall classes in the following semester.
- c. The term of office for elected officers is one year. Officers are eligible for re-election under a different officer position.
- d. Elections occur at the end of each spring semester and will take effect on May 15th of every year.
- e. Elected officials must have and maintain a GPA of 3.0 from the previous semester, which will be self-disclosed by the running candidate.
- f. Any officer found in violation of these by-laws or Laramie County Community College’s Code of Conduct will immediately have their position be reevaluated and put up for a re-vote.

Section 3: Duties of Officers

- a. President: Preside over meetings, represent the Club in official matters, and provide leadership and direction to the executive committee.
- b. Vice President: Advise and assist the president in their duties and assume their responsibilities in their absence.
- c. Secretary: Maintain records of meetings and maintain master membership roll including name, phone number and email.

- d. Treasurer: Manage the Club's finances, maintain accurate financial records, and provide regular financial reports to the membership.

Section 4: Sub-Committees

- a. Sub-committees should consist of a minimum of two club members as the roles may require additional assistance to maintain. Each subcommittee will be supported by a primary officer and have a lead officer.
 1. Club Directory: Manage the club Discord Channel with moderator role permissions, including the addition and removal of members. Additionally, they shall manage communication methods.
 2. Social: Take requests for and coordinate at least one (Monthly) social event to promote inclusion and networking.
 3. Outreach and Fundraising: Responsible for planning and coordinating community outreach and fundraising initiatives for the club.
 4. Recruitment: Coordinate and execute events to promote the club and its mission throughout each semester, including but not limited to the semesterly LCCC Kick-Offs.

Article IV: Meetings

Section 1: Regular Meetings

- a. Regular meetings of the Club will be held bi-weekly, at a time and location determined by the executive committee.
- b. All meetings for the upcoming semester will be scheduled by the first week of the semester.

Article V: Finances

Section 1: Fiscal Year

The fiscal year of the Club begins on May 15th and end on May 14th.

Section 2: Financial Management

All funds of the Club will be managed by the Treasurer and deposited in the club account by the faculty advisor. Disbursements shall be made as authorized by the faculty Advisor; The ultimate decision must be made by the club advisor.

Article VI: Amendments

- a. These by-laws may be amended by a two-thirds majority vote of the members present at a regular meeting, provided that written notice of the proposed amendments has been given to the members at least [7] days before the next regularly scheduled meeting.
- b. Submitted amendments will be reviewed by the executive committee and addressed during the following club meeting appropriately.
- c. Amendments will be presented as a “Motion to Amend”. Motions then require 2 club members to move to anonymous voting.
- d. Anonymous voting will be hosted by the club advisor and implemented accordingly.

Article VII: Adoption

These by-laws will be adopted upon approval by a majority vote of the members present at a regular meeting.

Date of Adoption:

Signature of Club President: _____

Signature of Club Secretary: _____

Signature of Club Advisor(s): _____