**Lone Star College–Kingwood Student Government Association**

**Constitution**

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**Preamble**

We the Students of the Lone Star College-Kingwood campus, in order to guard against the effects of another natural disaster, establish Justice, provide students an active role within American democracy, to provide guidance to the student body, develop student programs and activities, promote student involvement within the community, do ordain and establish this new Constitution for the new Student Government Association.

**Article I: Definitions**

**Section 1.01: Defining Terms and/or acronyms used in the Lone Star College-Kingwood Student Government Constitution**

**Clause 1:** “SGA” is defined as Student Government Association

**Clause 2:** “LSC-Kingwood” is defined as Lone Star College-Kingwood

**Article II: Name and Membership**

**Section 2.01: Name, General Assembly, and Club Representatives**

**Clause 1:** This Constitution establishes, under the laws of the State of Texas, a representative student government that shall be known as the “Student Government Association of Lone Star College-Kingwood.”

**Clause 2:** Any student of LSC-Kingwood seeking to participate in the Student Government Association must currently be enrolled in a minimum of one (1) credit classes totaling a minimum of two (2) semester hours at LSC-Kingwood, during the Fall and/or Spring semesters. There is no summer enrollment requirement.

**Clause 3:** Any student of LSC-Kingwood in good academic standing as stated in [**Article II, Section 2.01, Clause 2**](#JUMPArticle2Section201Clause2)may participate in debate, and vote in all General Assembly matters.

**Clause 4:** Members may not vote if they are on any form of disciplinary probation.

**Clause 5:** Members will meet once a month during the Fall/Spring terms unless the regularly scheduled meeting date falls on the date of an event scheduled through the Office of Student Life. Club and organization involvement is mandatory. If the meeting dates were changed for any reason, members will be notified 10 days in advance.

**Clause 6:** Members will provide their LSC student ID to the SGA.

**Clause 7:** Registered Student Organization (RSO) Representatives must attend the Congress of Clubs once per semester. Each club may send a maximum of two (2) delegates, all others must attend as non-affiliated members and cannot sit with their club.

**Section 2.02:** **Regional, State, National, and International**

LSC-Kingwood SGA will maintain payment of all required dues and fees in accordance with the requirements of any Regional, State, National, and/or International Organization of which it becomes a member.

**Clause 1:** Elected officers and appointed representatives of above stated organizations are encouraged to regularly attend functions and provide a follow up report to local members.

**Clause 2:**  Members who hold positions in regional, state, national, or international student government organizations will not be official members of the LSC-Kingwood Student Government Association’s Executive Board.

**Article III: Rights**

**Section 3.01:** No agency within, nor any program sponsored by the LSC-Kingwood Student Government Association, shall make any rules or take any actions abridging the privileges and immunities of any person or program under the Constitution and Laws of the United States, the State of Texas, or LSC-Kingwood.

**Section 3.02:** Access to activities, supported in whole or in part, by LSC-Kingwood or the SGA shall not be denied for reasons of sex, race, religion, age, sexual orientation, marital status, handicap, political views, nationality, or any other extraneous considerations, with the exception of those activities already legally segregated by sex.

**Article IV: Structure of Government**

**Section 4.01: The Branches of Government**

**Clause 1:** The Student Government Association shall consist of three branches of government: A Legislature, an Executive, and a Judiciary.

**Clause 2:** No student shall simultaneously hold office in more than one branch of the Student Government Association.

**Article V: The Executive Branch and Official Responsibilities**

**Section 5.01: Executive Board Meetings**

**Clause 1:** The Executive Board and its positions will operate under the capacity of the Executive Branch. The Executive Board will meet, exclusively, a minimum of twice per month and consist of the following members: **President, Vice President, Director of Records, Director of Operations, Director of Communications, Parliamentarian,** and **the Chapter Advisor(s).**

**Clause 2:** All meetings with school officials and/or employees, with the exception of President’s Council, in matters regarding SGA, shall be attended by no less than two (2) members of the Executive Board or one member from the Executive Board as well as the Chapter Advisor.

**Section 5.02: Executive Power**

**Clause 1**: The President shall have a grant of executive power. This grant may be challenged by the procedure laid forth in [**Article VII, Section 7.01**](#JUMPArt7Section701)**.**

**Section 5.03:** **Executive Board Requirements**

**Clause 1:** All members of the Executive Board of Lone Star College Student Government Association are required to be enrolled in a minimum of two (2) credit classes totaling a minimum of (4) semester hours at LSC-Kingwood, LSC-Atascocita Center or LSC-Process Technology Center during the Fall and/or Spring semesters. There is no summer enrollment requirement.

**Clause 2:** All officers must maintain a cumulative Grade Point Average of no less than 2.5 for the duration of their term. The President of SGA must maintain a cumulative GPA of no less than 3.0. GPA’s are on a 4.0 scale. If an officer’s cumulative GPA falls below a 2.5 after fall or spring semester, the student is permitted a grace period to bring their GPA back to standards during the May mini-mester or during a summer term (for spring) or in the winter mini-mester (for fall).

**Clause 3:** Executive Board members may not be on any form of academic or disciplinary probation.

**Clause 4:** Executive Board members may not hold more than one official office within the LSC-Kingwood SGA’s Executive Board.

**Clause 5:** Executive Board members may not be employed full time by LSC-Kingwood.

**Clause 6:** All members of the Executive Board are required to sign an *Executive Board Requirements* document.

**Section 5.04:** **Executive Board Positions and Duties**

**Clause 1:** All positions on the **Executive Board** shall:

1. Attend all meetings of the Executive Board.
2. Attend all Congress of Clubs Congressional Assemblies.
3. Debate and vote in all SGA matters.

**Clause 1:** The duties of the **President** shall be to:

1. Call additional Executive Board meetings as needed.
2. Preside over all meetings of the LSC-Kingwood SGA, with the exception of Senate voting sessions.
3. Preside over all Congress of Clubs Congressional Assemblies.
4. Enforce and abide by all provisions of the Lone Star College-Kingwood Student Government Association Constitution.
5. Notify all members of convention activities at least four weeks prior.
6. Hold veto power of any legislation passed by the membership of SGA, with the exception of impeachment legislation.
7. Provide reports on the state of the organization to the general membership monthly.
8. Take an active role in the activities of the SGA.
9. Recommend nominations to the Student Fee Advisory Committee to the SGA Advisor.
10. Assist Chapter advisor in oversight of all finances of the SGA.
11. Pay all debts upon approval of the Executive Board and Advisor.
12. Establish SGA initiatives.

**Clause 2:** The duties of the **Vice President** shall be to:

1. Execute the duties of the President in his/her absence.
2. Provide report on activities of the Vice President’s office to the General Assembly as needed.
3. In case of death, resignation, or removal of the President from office, succeed as the President for the duration of the term.
4. Assist Chapter Advisor in oversight of all finances of the SGA.
5. Pay all debts upon approval of the Executive Board and Advisor.
6. Lead Senator Meetings with Operations Director.
7. Oversee the Election Commission and adhere to the duties listed in the SGA Election Code.

**Clause 3:** The duties of the **Director of Records** shall be to:

1. Keep accurate minutes of all meetings of the SGA and the Executive Board and record major emphasis on Executive Board meetings.
2. Keep accurate minutes of all Congress of Clubs Congressional Assemblies.
3. Organize and maintain files for all committees.
4. Maintain accurate attendance and membership records for voting purposes.
5. Maintain all files for the SGA
6. Provide report of committee standings to the General Membership as needed.
7. Retain and archive receipts of all financial transactions.
8. Provide updated financial reports to the general membership as needed.
9. Maintain that previous administrations records are archived electronically.
10. Maintain the chronological record of administrations for documents.
11. Maintain all official SGA templates in the SGA files.

**Clause 4:** The duties of the **Parliamentarian** shall be to:

1. Maintain proper order at SGA meetings in accordance with *Robert’s Rules of Order Newly Revised*.
2. Maintain proper order of all Congress of Clubs Congressional Assemblies in accordance with *Robert’s Rules of Order Newly Revised.*
3. Help the members of the Executive Board and the General Membership learn and practice correct parliamentary procedure.
4. Provide report of progress and/or changes in parliamentary procedure to the General Assembly as needed.
5. Have all of the following in his/her possession at all times during General Assemblies and Executive Board Meetings; a current edition of the LSC-Kingwood SGA constitution, a current edition of Robert’s Rules of Order Newly Revised, and any special rules of order adopted by the LSC-Kingwood SGA.

**Clause 5:** The duties of the **Director of Operations** shall be to:

1. Oversee any fundraising operations.
2. Actively recruit members for the institution.
3. Oversee Senator Operations with the Head Senator.
4. Prepare budget for the upcoming year and present said budget to the Executive Board for approval no later than March 1 of each Calendar year.
5. Assign and oversee legislative committees with the Head Senator.
6. Provide report of progress in institutional enrollment at General Assemblies.
7. Lead Senator Meetings with Vice President.

**Clause 6:** The duties of the **Director of Communications** shall be to**:**

1. Maintain a chronological list of all SGA activities.
2. Provide a report of chronological updates to the General Membership as needed.
3. Maintain member lists and correspondence.
4. Oversee advertisement and publicity of the SGA, its events, and meetings.
5. Maintain the Student Government Association’s professional social media presence.

**Article VI: Legislative Branch and Official Responsibilities**

**Section 6.01**: **Legislative Power**

**Clause 1:** All legislative powers herein granted shall be vested in a Senate of the Student Government Association.

**Section 6**.**02**: **Representation**

**Clause 1:**  The Senate shall represent underrepresented groups on a semester basis.

**Clause 3:** The representatives shall be elected in campus wide elections accordingly to the Student Government Election Code.

**Clause 4:** Elections for Senator Positions shall be held a minimum of one (1) time each semester.

**Section 6.03: Senator Terms**

**Clause 1:** Senator Terms, regardless of when the Senator was elected, last until the end of each semester.

**Section 6.04:** **Vacancies**

**Clause 1:**  Senatorial vacancies shall be filled as needed through appointments or elections.

**Clause 2:**  Students filling senate vacancies shall complete the terms of the positions to which they are appointed or elected.

**Section 6.05: Head Senator**

**Clause 1:** The Head Senator shall be selected by the Executive Board members through an application and interview process.

**Clause 2:** The Head Senator shall be allowed to participate and vote in Executive Board meetings.

**Clause 3:** Senator Requirements stated in [**Article VI, Section 6.09**](#JUMPArt6Section609) apply to the Head Senator.

**Section 6.06:** **Duties of the Head Senator:**

**Clause 1:** Oversee the Senate with the Director of Operations by:

1. Placing Senators in committees for legislation or solution writing.
2. Keeping track of volunteer hours.
3. Upholding any other assignments for Senators.
4. Enforcing Senator Requirements.

**Clause 2:** Attend all meetings of the Executive Board.

**Clause 3:** Attend all Congress of Clubs Congressional Assemblies.

**Clause 4:** Debate and vote in all SGA matters.

**Clause 5:** The Head Senator shall not be required to fulfill office hours.

**Clause 6:** Administer the Oath of Office to Senators.

**Section 6.07** **The Senate shall have the following duties:**

**Clause 1:** To approve committees, commissions or boards as are needed to perform the functions of this Association.

**Clause 2:** To write documents necessary for creating any needed structures within the Senate.

**Clause 3:** To carry out tasks as assigned by the Executive Board.

**Clause 4:** To recruit a minimum number of new members per term, outlined by the Executive Board.

**Clause 5:** To promote collaboration between Registered Student Organizations (RSOs) by organizing activities around campus.

**Clause 6:** To promote and recruit membership to Registered Student Organizations (RSOs) that designate they require aid in recruitment.

**Clause 7:** Receive Executive Board training.

**Section 6.08**: **Meetings**

**Clause 1:** The Senate shall convene on a monthly basis during fall and spring terms.

**Clause 2:** The Senate shall keep minutes of its meetings current and available to the public.

**Clause 3:** All minutes must be made public through the internet.

**Section 6.09:** **Senator Requirements**

**Clause 1:** Senators must currently be enrolled in a minimum of two (2) credit classes totaling a minimum of four (4) semester hours at LSC-Kingwood, during the Fall and/or Spring semesters.

**Clause 2:** All Senators must maintain a cumulative Grade Point Average of no less than 2.0 for the duration of their term. The Head Senator must maintain a cumulative Grade Point Average of no less than 2.5

**Clause 3:** Senators may not be on any form of academic or disciplinary probation or suspension.

**Clause 4:** Senators may not be employed full time by LSC-Kingwood.

**Clause 5:** Fulfilling the volunteer hours as prescribed by the Executive Board.

**Section 6.10: Legislative Process**

**Clause 1:** Any student, regardless of academic probation, enrolled in credit classes may present legislation at General Assemblies.

**Clause 2:** For a student to present legislation to the Student Government Association they must do one of the following:

1. Present a solution to an issue faced by them, or others at Lone Star College-Kingwood or satellite locations to a member of the Executive Board or the Senate.
2. Present in writing a draft of legislation to a member of the Executive Board or the Senate.
3. Inform a member of the Executive Board or member of the Senate about an issue they are facing.

**Clause 3:** No later than three (3) business days shall the entirety of the Senate be informed of the legislation proposed through appropriate channels.

**Clause 4:** The Senate will produce a finalized legislation or solution no later than two (2) weeks after the legislation was presented/proposed. It is the responsibility of the **Director of Operations** and the **Head Senator** to place Senators in committees to write, edit, or proofread legislation/solution. Senate voting meetings must be held no later than two (2) weeks after legislation or solutions are finalized.

**Clause 5:** The finalized legislation/solution will be read out loud by the **Head Senator** to the entirety of the Senate in a Senate Voting Meeting.

**Clause 6:** Senate Voting Meeting will be dictated by *Robert’s Rules of Order Newly Revised.* For any voting to commence, there must be a quorum of Senators present. Following, a member of the Executive Board will conduct a roll call vote. If the legislation or solution passes in the Senate by a majority of votes, then it will proceed to the Executive Board for voting.

**Clause 7:** The **Vice President** is responsible for calling a meeting and conducting a vote on the legislation/solution passed by the Senate. There must be a quorum of Executive Board members present.

**Clause 8:** Legislation or solutions passed by the Executive Board must be written and read back to the Executive Board, to insure accuracy, before being presented to the SGA President.

**Section 6.11:** **Presidential Veto**

**Clause 1.** The **SGA President** may veto any legislation presented to him/her that has been passed, by majority vote of the Senate and Executive Board.

**Clause 2.** The **SGA President** shall make his/her decisions by the first General Assembly or following the submission of legislation for consideration or forfeit veto power over said legislation.

**Clause 3.** The **SGA President** will submit, both verbal and written, cause for said veto in the first General Assembly following a veto decision.

**Section 6.12:** **Advisory Veto**

**Clause 1**: The **SGA Advisor** may veto any legislation that is in conflict with campus or system policy. To exercise said veto the Advisor **must** present valid evidence of said conflict.

**Article VII: The Judiciary Branch**

**Section 7.01: Constitutionality of Executive Power**

**Clause 2:** If the **SGA Advisor** feels that an action by the **SGA President** is unconstitutional, he or she may conduct an executive board meeting to vote on constitutionality of the action.

**Clause 3:** The **SGA Advisor** will conduct a roll call vote. There must be a quorum of Executive Board members present. Executive Board members will vote for, against, or abstain on constitutionality of the action. The **SGA President** may not be present for voting.

**Clause 4:** If an executive action is ruled unconstitutional then the **SGA President** must to the best of his or her ability undo and remove the action.

**Section 7.02: The Appeals Committee**

**Clause 1:** There shall be an appeals committee. The appeals committee will specialize in impeachments, executive board removals, and matters within the election code. It shall consist of:

1. The SGA Chapter Advisor.
2. The Dean of Student Development or designee.
3. A student who does not hold office in any branch of government and is impartial to the decision.

**Clause 2:** The appeals committee shall be called upon for any appeals within the organization.

**Article VIII: Executive Board Requirements Agreement**

**Section 8.01: The Executive Board Requirements Agreement**

**Clause 1:** It is the responsibility of the President to prescribe Executive Board Member requirements in an *Executive Board Requirements* document.

**Clause 2:** The *Executive Board Requirements* document cannot be enforced unless the SGA President and SGA Advisor are in agreement with the contents of the document.

**Clause 3:** If the SGA President and the SGA Advisor are in disagreement on the contents of the document for more than three (3) weeks, the contents of the document may be decided by a majority vote of acclamation by the Executive Board. The majority decision made by the Executive Board will satisfy [**Article VIII, Section 8.01, Clause 1.**](#JUMPArt8Section801Clause1)

**Clause 4:** When the requirements of [**Article VIII, Section 8.01, Clause 1**](#JUMPArt8Section801Clause1) are satisfied, the *Executive Board Requirements* document shall wield power to remove Executive Board members immediately.

**Clause 5:** The document cannot obstruct the use of the Appeals Committee as stated in [**Article VII, Section 7.02.**](#JUMPArticle7Section702)

**Clause 6:** All members of the Executive Board must be given access to the most current form of the prescribed document(s). If an officer has not been presented with the most current form of the document(s), they cannot be held to the prescribed standard. Once they have been presented the most current form of prescribed document(s), they must be held to the prescribed standards in the *Executive Board Requirements* document.

**Clause 8:** The most current form of the *Executive Board Requirements* document must be accessible by a Student Government Association website.

**Article IX: Impeachment and Replacement**

**Section 9.01: Impeachment**

**Clause 1:** Having good and sufficient cause and a majority vote of the Executive Board, the Executive Board has the power to file Articles of Impeachment against any member of the Executive Board or Senate, provided that the following steps have preceded the vote to file Articles of Impeachment.

1. The Executive Board or a designated spokesperson has directly addressed the accused concerning his/her behavior.
2. The accused has been given written invitation to resign his/her position. The decision of whether or not to disclose the reasons will be made by the Executive Board on an individual basis.

**Clause 2:** Good and sufficient cause will be defined as any one of the following:

1. Failure to maintain sufficient academic progress, as stated in [**Article II, Section 2.01, Clause 2.**](#JUMPArticle2Section201Clause2)
2. Acts of dishonesty.
3. Repeated failure to fulfill his/her Executive duties
4. Actions the school, SGA Advisor, Executive Board, or General Membership deem inappropriate and/or unbecoming of a member of the Executive Board.
5. Any action(s) which could mar the good reputation of SGA or impede future progress of the organization.
6. Any offense of the LSC-Kingwood SGA’s Disciplinary Policy.
7. Any offense that defies local, state or federal statute or any offense that is prohibited by LSC board policy or the SGA constitution.
8. Failure to sign the Executive Board Requirements document for two (2) weeks.

**Clause 3:** Articles of Impeachment shall be presented to the General Membership for hearing and vote under the following guidelines:

1. Anyone may attend the hearings, unless deemed inappropriate by the Executive Board, but only members who have attended no less than two (2) General Assembly meetings prior to the hearing will be allowed to vote.
2. The student body shall be given no less than 10 calendar days notice of the impeachment hearing.
3. A 2/3 majority vote, of the voting membership present at the hearing, shall result in the accused being removed from his/her position on the Executive Board.
4. Removal from the Executive Board will be immediate.
5. The impeached member may remain active as a General Member, but shall not seek to hold any position in the following election for the Executive Branch and the Legislative Branch. Once one election for each respective branch has passed, the impeached member may seek to hold a position.
6. Impeached members may appeal the decision through the Appeals Committee.
7. The accused will be given no less than 10 minutes to state his/her defense. Additional time may be granted by the presiding official, but must be stated and adhered to.
8. The Advisor shall preside over the Impeachment hearing or appoint someone to do so.

**Clause 4:** Any committee chairs created shall be governed by the same rules of impeachment.

**Section 9.02:** **Replacement of Impeached Members and Filling of Vacant Positions**

**Clause 1:** Presidential vacancies shall be filled, upon consent, by the Executive Vice President.

1. In the event the positions of Executive Vice President and President are vacant concurrently, the order of power shall be:
   * + 1. Director of Records
       2. Director of Communications
       3. Parliamentarian
       4. Director of Operations

**Clause 2:** The vacancies of Vice President, Director of Records, Parliamentarian, Operations Director, or Communications Director will be filled from election among the General Membership by a majority vote.

**Article X: Elections**

**Section 10.01: Conducting Elections**

**Clause 1:** SGA elections shall be conducted in a manner consistent with the best interest of the student body, in a fair, orderly, and impartial manner. The electoral process shall in no way compromise the educational atmosphere of Lone Star College-Kingwood and its satellite locations.

**Section 10.02:** **Election Dates, Provisions, and Ethics**

**Clause 1:** The executive board shall prescribe the manners of holding elections in a separate *Lone Star College-Kingwood Student Government Association Election Code* legislation. There must be at least one election held each year, in the Spring semester for the election of the following year’s Executive Board.

**Clause 2:** The *Lone Star College-Kingwood Student Government Association Election Code* document must be accessible on the internet.

**Clause 4:** The Executive Board reserves the right to call a special General Assembly to disclose and review any uncontested Executive Board Positions. The purpose of this General Assembly will be to call for acclamation vote of the uncontested positions. If each candidate(s) receive(s) a majority vote, the candidate(s) will be considered elected, and Article VII, Section II, Paragraph 10 shall be in effect.

**Clause 5:**  Elections will be held online on at least six (6) days that will be announced no less than two weeks prior to election dates with consideration for College wishes. The polls will remain open for no less than six (6) days. The exact times will be decided on a yearly basis by the election commission or SGA advisor.

**Clause 6:**  No faculty or staff may vote in the SGA election unless they are attending credit classes and can provide proof of enrollment.

**Clause 7:**  No student may vote unless registered for classes at the LSC-Kingwood campus or satellite locations.

**Clause 8:** A candidate may only run for one SGA elected position in any one election.

**Clause 9:** Only students who are enrolled in credit classes may run for an Executive Board or Senate position.

**Clause 10:**  The advisor and anyone they designate will help count votes.

**Clause 12:**  The Advisor will report the results of the election to the general membership.

**Clause 13:**  The Executive Board reserves the right to call special elections as needed. Each special election must receive a 2/3 majority vote of the Executive Board and is valid for the election specified only.

**Section 10.03:** **Term Limits**

**Clause 1:** The President of the Student Government Association is limited to one term of one (1) year. All other Executive Board members are limited to two terms of one (1) year. Should a Vice President become an interim President, he/she may run for one more year in his/her own right.

**Clause 2:**  Should a President remain at the college after their one term, they may remain active as a General Member only, and may retain no positions on the Executive Board or Legislative Branch.

**Clause 3:** Should an Executive Board member who is not the President remain at the college after their two terms, they may remain active as a General Assembly Member, or Legislative Branch member only.

**Section 10.04:** **Inauguration**

**Clause 1:** The SGA Advisor shall administer the Oath of Office for the President.

**Clause 2:** The new President shall administer the Oath of Office for all remaining Executive Board members.

**Clause 3:** The President shall administer the Oath of Office for all Senate positions.

**Clause 4:** The Oath of Office is as follows:

**“I (state your name), do solemnly swear to faithfully execute the duties of the office of SGA, (state your office), uphold the SGA Constitution, and will to the best of my ability, represent the Student Body of Lone Star College-Kingwood.”**

**Article XI: Congress of Clubs**

**Section 11.1:** All Club Representatives and Executive Board members shall also have membership in the Congress of Clubs.

**Section 11.2:** **Congressional Assembly**

**Clause 1:** The SGA Executive Board shall preside over the Congress of Clubs Congressional Assembly.

**Clause 2:** It is the responsibility of the Executive Board to determine when to hold The Congress of Clubs Congressional Assembly. The decision by the Executive Board must be approved by Student Life or the Student Government Advisor. It must be held at least once per semester. The date on which the Congress of Clubs will be held shall be announced to Club Representatives and Executive Board members no less than two weeks prior to the meeting.

**Clause 3:** All Club Representatives shall deliver a report on the progress and state of the organization they are representing and give projections of the organizations goals in the future.

**Article XII: Amendments**

**Section 12.1:** All proposed amendments must be made in writing and presented to the General Membership.

**Section 12.2:** To ensure publicity of proposed amendments, there must be advertisement through hallway monitors, social media, and flyers, on most bulletin boards, of the proposed amendment(s) at least two (2) weeks prior to the vote.

**Section 12.3:** Any proposed amendment must be passed by a 2/3 vote of the General Membership.

**Section 12.4:** Amendments passed by the General Membership will become effective within one (1) week.