Article 1 – Membership and Voting Rights

The Student Government Association shall have two types of membership:

1. **Organization Representatives:** Each student organization recognized by Lone Star College-Tomball may elect or appoint a representative to the Student Government Association, in accordance with each organization’s constitution and by-laws. Representation in the Student Government Association is a required component of being a Lone Star College-Tomball recognized student organization. Organization representatives must be designated on all paperwork required by college policy and kept on file in the Office of Student Life, including the Student Organization Recognition Petition and the Officers Contact Form.

All organization Representatives shall sign in and represent only one organization.

Organization Representatives shall have voting rights on all issues presented for a vote at Student Government Association meetings.

2. **At-Large Student Representatives:** Student representatives will be elected for at-large representation by the general student body. One representative will be elected per 1000 (FTE) students enrolled at the time of the elections. An At-Large representative shall not serve as an Organization Representative.

3. **Individual Student Members:** Any currently enrolled student at Lone Star College-Tomball may attend meetings of the Student Government Association. Student members shall have speaking rights on all issues presented but shall not have voting rights on all issues presented for a vote at the Student Government Association meetings. Individual student members are not required to be present in order to conduct official business.

4. **Executive Council Members:** The duties and responsibilities of Executive Council Members are stated in Article 3 of this constitution.

Article 2 – Meetings

**Fall and Spring Semesters:** The Student Government Association shall meet a minimum of once monthly with a day and time determined by the SGA Executive Council prior to the start of the semester. The Student Government Association will not meet during Spring Break Week or during the week of final examinations.

**Summer semesters:** The Student Government Association shall meet once per month on with a day and time determined by the SGA Executive Council prior to the start of the semester.

The Student Government Association may, by a majority vote of members, cancel a regularly scheduled meeting that falls during a holiday week, such as Thanksgiving week.
Meetings shall be held in a room designated and reserved by the Office of Student Life.

Those present at the meeting shall constitute a quorum for conducting official business.

**Student Government Association meeting procedures are as follows:**

**Call to Order - the President**

Roll Call – Recording Secretary – in the event a Representative enters the meeting after role call, it is the responsibility of the Representative to check in with the Recording Secretary upon arrival to ensure that he or she is listed as present. A representative must be listed as present to have voting privileges.

Approval of the minutes of the previous meeting - the President shall call for the approval of the minutes; a motion is not required.

**Obtaining the Floor:**

1. A member shall not talk when someone else has the floor; cross talk is strongly discouraged.
2. To obtain the floor (be recognized by the President), a member shall raise his or her hand and wait until the President has acknowledged him or her before speaking.

   The President has responsibility for maintaining order in the meeting. If he or she is unable to maintain or restore order, the President has the authority to adjourn the meeting. Adjournment is the President’s responsibility; no motion is necessary.

**Voting Procedures:**

(a.) Discussion on an item is brought to the floor by making a motion.
(b.) The motion must have a second.
(c.) The President shall restate the motion and ask for discussion on the motion.
(d.) After discussion is complete, or when the President believes that discussion has become repetitive, he or she shall call for a vote on the issue. The President shall restate the motion and state the method of vote (show of hand or written ballot). Results of the vote shall be clearly stated (e.g., “the vote passes by a vote of 20 yes and 4 no”).

To help meetings run smoothly and effectively, SGA members should (1) review the meeting agenda; (2) know the meeting procedures and policies; (3) arrive on time; (4) limit discussion to the item on the floor and refrain from cross-talk; and (5) stay until the meeting is adjourned to maintain a quorum.

Robert’s Rules of Order are the Parliamentary authority of Lone Star College-Tomball Student Government Association.
Article 3 – SGA Executive Council Members and Responsibilities

All Student Government Association Executive Council members must be currently enrolled in Lone Star College-Tomball with at least Part-time status, and must have a cumulative GPA of 2.0 or higher at the time of election.

All SGA Executive Council members will be required to participate in a minimum of 3 office hours per week. Members will provide the President and/or Recording Secretary with their school and work schedules at least 2 weeks before the semester so they can make the office hours for the approaching semester (unusual circumstances will be looked at individually). Members will attend their assigned hours unless they have someone cover their shift or are released for special events/circumstances. Members will arrive on time and sign in on the provided book/sign in sheet.

All SGA Executive Council members will be required to join and actively participate in at least 2 committees. Members that are committee chairs count as 2 committees. Members can not be a part of more than 4 committees.

A. The Student Government Association shall have the following Executive Council positions:
   1. President
   2. Vice-President – Internal Communications
   3. Vice President-Internal Communications (U.P.C. campus)
   4. Vice President – Student Outreach
   5. Vice President-Student Outreach (U.P.C. campus)
   6. Vice President – Financial Operations
   7. Recording Secretary
   8. Events Coordinator
   9. Parliamentarian
   10. Historian

B. The duties of the Executive Council members shall be:

The President shall (a) preside at all meetings of the Student Government Association; (b) conduct all Student Government Association meetings in accordance with parliamentary procedure; (c) represent the student body when requested to do so; and (d) assist other Executive Council members in their duties as requested.

The Vice-President – Internal Communications shall (a) work closely with the Assistant Dean of Student Life to (1) publicize and recruit students for advisory committee positions; (2) orient new student representatives to their advisory committee student representatives to share information and resources and keep the SGA leadership informed of advisory committee
activities; (4) ensure that student advisory committee representatives attend advisory committee
representatives keep appropriate records; (5) ensure that student advisory committee
representatives attend advisory committee meetings and meet advisory committee obligations;
(6) ensure that student advisory committee representatives make regular reports to the Student
Government Associations; and (7) help fill unexpected vacancies on advisory committees during
the year; (b) shall serve as President in the absence of the President; and (c) assist other
Executive Council members in their duties as requested.

The **Vice-President – Internal Communications of University Park Center** shall (a) work
closely with the Assistant Dean of Student Life to (1) publicize and recruit students for advisory
committee positions concerning University Park Center; (2) orient new student representatives to
their advisory committees and ensure that student representatives share information and
resources and keep the SGA leadership informed of advisory committee activities at University
Park Center; (4) ensure that student advisory committee representatives attend advisory
committee meetings and ensure that representatives keep appropriate records; (5) ensure that
student advisory committee representatives attend advisory committee meetings and meet
advisory committee obligations; (6) ensure that student advisory committee representatives make
regular reports to the Student Government Associations; and (7) help fill unexpected vacancies
on advisory committees during the year; (8) work closely with the Vice President-Internal
Communications at LSC-Tomball; and (9) assist other Executive Council members in their
duties as requested.

The **Vice-President – Student Outreach** shall (a) coordinate publicity for the Student
Government Association through preparation and distribution of flyers, banners, signs, reports,
and classroom presentations; (b) coordinate outreach efforts by soliciting student input through
various sources, e.g., town meetings and student surveys; (c) take minutes and attendance in the
absence of the recording secretary; (d) assist the Vice-President – Internal Communications in
publicizing advisory committee vacancies; and (e) assist other Executive Council members in
their duties as requested.

The **Vice-President – Student Outreach of University Park Center** shall (a) coordinate
publicity for the Student Government Association at University Park Center through preparation
and distribution of flyers, banners, signs, reports, newsletters, and classroom presentations; (b)
coordinate outreach efforts by soliciting student input through various sources, e.g., town
meetings and student surveys and polls; (c) assist the Vice-President – Internal Communications
in publicizing advisory committee vacancies; (e) work closely with the Vice President-Student
Outreach at LSC-Tomball; and (f) assist other Executive Council members in their duties as
requested.

The **Vice-President – Financial Operations** shall (a) work closely with the Lone Star College-
Tomball advisor and President to develop, maintain, and monitor the organizations budget; (b)
inform the Lone Star College-Tomball SGA officers of budgetary issues and status; (c) maintain
the SGA financial records; (d) Assist in identifying budgetary needs; and (e) work closely with college-wide officials and committees to assist all organizations at Lone Star College-Tomball in obtaining appropriate funding for meeting the organizational goals.

The **Recording Secretary** shall (a) record proceedings of all Student Government Association meetings; (b) distribute minutes and agenda; (c) keep attendance records; (d) prepare Student Government Association correspondence as necessary; (e) maintain the SGA financial records; and (f) assist other Executive Council members in their duties as requested.

The **Events Coordinator** shall (a) be the chair of the Events Committee at Lone Star College Tomball and Lone Star College-U.P.C.; (b) coordinate SGA related events; (c) encourage clubs and organizations in co-hosting events; (d) ensures a focus on diversity amongst events, performers and activities to meet the goals of the organization and supports the mission of Lone Star College-Tomball. (e) meets weekly with the Student Activities Program Manager; (f) must focus on both the Lone Star College-Tomball and Lone Star College-U.P.C. campuses.

The **Parliamentarian** shall (a) be an expert on Parliamentary Procedure; (b) be an expert on the LSC-Tomball SGA Constitution; (c) help the President maintain order during the meetings; (d) alert members when a rule has been broken; (e) help keep the meeting on task; (f) assist other Executive Council members in their duties as requested.

The **Historian** shall (a) photograph all SGA related events throughout the year; (b) maintain an online scrapbook throughout the year; (c) edit photos if necessary; (d) work closely with the VP of Student Outreach by providing pictures and any other specific photographic requests; (e) record and maintain a detailed record of the processes of all events throughout the year, for each individual Executive Council member. (Keep a record of what events were successful or not, the reasons, who did what, and how it was accomplished); (f) assist other Executive Council members in their duties as requested.

All SGA Executive Council members shall; (a) meet bi-weekly to review the current week’s meeting and; (b) the agenda for the following week’s meeting; (c) be familiar with college policies, issues, and activities for proactive planning; (d) complete twenty hours per semester in team development or community service activity; and (f) as requested, represent or speak for the student body.

**Article 4 – Election of Executive Council Members**

The term of office for each position in the Student Government Association Executive council is one year, April to April. New SGA Executive Council members are installed on Tuesday the week following the week of elections.
Election of Student Government Association Executive Council Members shall be by popular vote of the LSC-Tomball and LSC-U.P.C. student body during a 4 day or set period of time during the month of April previously determined by the Elections committee. The current SGA President shall chair an Election Committee to conduct the election.

A designee of the Office of Student Life shall be responsible for assisting the Election Committee with the following:

1. Publicizing the election date and deadline for submitting an application throughout campus.
2. Making information and applications available at least thirty school days prior to the election.
3. Collecting all completed applications and ensuring that applicants are aware of election meeting.
4. Preparing ballots and distributing ballots at election.
5. Counting ballots and maintaining completed ballots on file for a period of one year.
6. Notifying the college community of the outcome of the election.

All candidates for a position on the Student Government Association Executive Council must make official written application. No applications will be accepted after the designated deadline for application to run for LSC-Tomball-SGA Executive council position.

All candidates for a position on the Student Government Association Executive Council must attend the election meeting/orientation (on a date at least 2-4 weeks prior to elections determined by the elections committee). Candidates are invited to make a two-minute presentation to SGA representatives. A brief question-and-answer period for all candidates will be held after the last candidate for a given position has completed his/her presentation.

In the event there is only one candidate for a given position, a motion for acceptance by acclamation may be made from the floor. The motion must pass by vote for approval.

In the event there is no candidate for an office, the newly elected officers of the LSC-Tomball-SGA will appoint an individual to the vacant position(s).

A student may apply for election to more than one position on the Student Government Association Executive Council but may only hold one position. If a student is a candidate for more than one position, he or she shall announce withdrawal from candidacy for subsequent positions once elected to a position.

Regarding the appointed positions, once these members are appointed they are put on a 4 week probationary period. This is to determine if they are suited to the position. If during this 4 week period, the Student Government Association Executive Council decides that they have not shown that they are committed to the position or if the person does not fulfill their assigned duties or if
the person is found to be unqualified for the position then the Student Government Association Executive Council is able to release this person from the position and appoint a new person.

**Article 5 – Election of Student Representatives and responsibilities**

A. All SGA Student Representatives will be required to participate in a minimum of 3 office hours per week. Members will provide the President and/or Recording Secretary with their school and work schedules at least 2 weeks before the semester so they can make the office hours for the approaching semester (unusual circumstances will be looked at individually). Members will attend their assigned hours unless they have someone cover their shift or are released for special events/circumstances. Members will arrive on time and sign in on the provided book/sign in sheet.

B. All SGA Student Representatives will be required to join and actively participate in at least 2 committees. Members that are committee chairs count as 2 committees. Members can not be a part of more than 4 committees.

C. The term of office for each representative of the Student Government Association is one year, April to April. New SGA Representatives are installed at the first SGA meeting following the election.

D. Election of Student Government Association Student Representatives shall be by popular vote of the LSC-Tomball and LSC-U.P.C. student body during a 4 day or set period of time during the month of April previously determined by the Elections committee. The current SGA President shall chair an Election Committee to conduct the election.

E. A designee of the Office of Student Life shall be responsible for assisting the election committee with the following:
   - Publicizing the election date and deadline for submitting an application throughout campus.
   - Making information and applications available at least thirty days prior to the election.
   - Collecting all completed applications and ensuring that applications are aware of election procedures.
   - Preparing ballots and maintaining completed ballots on file for a period of one year.
   - Counting ballots and maintaining completed ballots on file for a period of one year.
   - Notifying the college community of the outcome of the election.

All candidates for a position on the Student Government Association must make official written application. No applications will be accepted after the designated deadline for application to run for LSC-Tomball-SGA Representatives positions.

All candidates for a position as a Student Government Association Representatives must attend the election meeting/orientation (on a date at least 2-4 weeks prior to elections determined by the elections committee).

In the event there is no candidate for an office, the Executive Council will appoint an individual to the vacant position(s).
Organizations Representative elections shall follow the procedures as listed in the Lone Star College-Tomball Registered student Organization Policies and Procedures.

**Article 6 – Election of Committee Representatives**

Student are elected and/or appointed through the Student Government Association to serve as voting members on most College Advisory committees and on various Advisory Boards and Hearing Panels.

Advisory committee/board positions are open to all Lone Star College-Tomball students in good academic standing. Student representation on College advisory committees is not limited to those students how participate in student organizations or Student Government Association.

Student Representatives to college advisory committees serve a one-year term of office, September to August, with exceptions on an individual basis as passed by Student Government Association Executive Council vote.

Students must apply for these advisory committee positions, and election by written ballot will be conducted. Should an unexpected vacancy occur in any advisory committee, applications will be accepted and the Student Government Association Executive Council shall make an appointment from among interested candidates to fill the remainder of the term of office.

Students must also apply to serve on Advisory Boards and Hearing Panels. The appropriate director and the Student Government Association Executive Council will review applications. Letters to all applicants will announce appointments and/or recommendations. Task Forces and ad hoc advisory committees are formed throughout the year, and the Student Government Association Executive Council will make appointments to fill these additional positions from among interested candidates.

Elections shall be held early in the beginning of each academic year.

The SGA Vice President – Student Outreach and a designee of the Office of Student Life shall work closely together to (a) publicize advisory committee elections and unexpected vacancies; (b) solicit applications; (c) prepare all election materials; (d) announce election results to the college community; and (e) orient new student representatives to their advisory committee and responsibilities.

**Article 7 – Removal from office**
In the event a Student Government Association Executive Council member is unable to complete his or her term of office, he or she shall write a letter of resignation, addressed to the Dean of Enrollment Management and to the members of the Student Government Association.

In the event an Executive Council member fails to fulfill his or her obligations or fails to maintain enrollment as a student at Lone Star College-Tomball, he or she shall be removed from office. The procedure for removal shall be:

A letter shall be written to the Executive Council member in question by the Office of Student Life, with copies to the Dean of Enrollment Management, describing the reasons for removal and asking for his or her resignation. This letter shall be mailed to the Executive Council member in question, the Office of Student Life Official, the Dean of Enrollment Management, and the remaining members of the SGA Executive Council to discuss the situation and give the Executive council member a chance to refute any claims of failure to perform assigned duties. A decision will be made within three days of this meeting.

The Office of Student Life shall notify the Executive Council member in question that he/she is being removed, and all Student Government Association members in writing of the Executive Council member’s resignation and call for a special election to fill the position. The vacancy shall be announced campus-wide and applications shall be made available to all interested students.

If the Executive Council member in question protests the removal from office, the decision may be appealed to the Vice President of Academic and Student Services.

The vacancy shall be announced campus-wide and applications shall be made available to all interested students. The Executive Council of the TC-SGA will, with the approval of the advisor may appoint an Interim-officer to fill the vacancy until the next regularly scheduled election of officers.

**Article 8 – Amendments to the Constitution and By-Laws**

Members may propose changes to this constitution and By-Laws at any time by submitting such proposal in writing to the Student Government Association.

The Constitution and By-Laws may be amended by a two-thirds majority vote at a regularly scheduled meeting of the Student Government Association. To ensure an annual review of the Constitution and By-Laws, the following schedule shall be followed: (a) 1st Fall SGA meeting – announce the annual review and the deadline to submit proposed amendments; (b) 2nd Fall SGA meeting – SGA Representatives receive a copy of all proposed amendments; and (c) 4th Fall meeting – discussion and vote on proposed amendments. A vote on proposed amendments shall be made by written ballot.