

### Preamble

We, the students of Lone Star College-North Harris (LSC-North Harris), in order to promote student participation in the decision making process, to protect the rights and secure all opportunities for every student regardless of race, color, religion, sex, disability, age, national origin, veteran status, or sexual preference at LSC-North Harris; do ordain and establish this Constitution for a student government.

#### Article I           Name

Section 1           The name of the organization shall be the Student Government Association of Lone Star College-North Harris, herein known as SGA.

#### Article II           Membership & Requirements

Section 1           The members of the SGA shall be the following: (1) elected SGA officers, (2) one representative from each Registered Student Organization (Student Organization Representatives), and (3) any currently enrolled student at LSC-North Harris or one of its associated centers (At Large Representatives). The Advisors shall attend SGA meetings in an advisory capacity only, having no voting rights.

Section 2           The officers of the SGA shall be: President, Vice President, Secretary, Parliamentarian, A-Team President, two Greenspoint Center Representatives, two Victory Center Representatives, and one Night School Representative. The term of the President, Vice President, Secretary, Parliamentarian, and A-Team President will be from the end of the spring semester to the end of the following spring semester. All other officers shall serve from the fall to the fall.

Section 3           Each member of the SGA must be enrolled in the current term at LSC-North Harris or one of its associated centers.

Section 4           To apply for the office of President or Vice President, an individual must: 1) have attended LSC-North Harris at least one semester prior to taking office; 2) be on track to successfully completed 24 credit hours at an accredited institution of higher education by the time the applicant would take office ; 3) hold a minimum 3.0 cumulative GPA on a 4.0 scale; 4) have previous participation in a campus, community, or high school organization; and 5) be enrolled in at least 6 credit hours at LSC-North Harris. The President and Vice President must maintain a minimum 3.0 cumulative GPA and be enrolled in at least 6 credit hours at LSC-North Harris throughout the term of office. All other officers must maintain a minimum of 2.5 GPA on a 4.0 scale and be enrolled in at least 6 credit hours at LSC-North Harris or an affiliated center throughout the term of office.

Section 5           The Program Manager for Student Life shall serve as the Staff Advisor.

Section 6           The SGA will nominate one additional faculty member to serve as a Faculty Advisor to the SGA. The nominated advisor must be approved by the SGA representatives in a majority vote and will act in conjunction with the Program Manager for Student Life concerning all matters of the SGA.

#### Article III           Duties of Officers & SGA Representatives

Section 1           The President shall coordinate all SGA meeting agendas, conduct SGA meetings, announce all business, facilitate debate, put motions to vote, rule on points of order, appoint ad hoc committees, preside over Executive Committee meetings, and make recommendations to the SGA. The President shall advise the student body of actions taken by the SGA. S/he will act as a member of the Allocations Committee and any other appropriate committees requiring SGA representation. The President shall be a non-voting member at SGA meetings, except to break a tie.

Section 2           The Vice President shall preside over SGA meetings in the absence of the President and assume the office of President in the event that it is vacated. The Vice President will assist the President as needed. The Vice President will be provided access to SGA Financial records and will also serve on the Allocations Committee. The Vice President will also co-chair the Emerging Clubs Committee, in conjunction with the Faculty Advisor.

- Section 3 The Secretary shall take minutes at all SGA meetings and proceedings, maintain a record of all meetings and attendance, and notify SGA members of meetings. The Secretary will summarize the minutes of every meeting and ensure that all SGA officers receive the minutes within a one-week period following the meeting. The Secretary shall preside over meetings in the absence of the President and Vice President.
- Section 4 The Parliamentarian will ensure that SGA meetings are conducted in an orderly fashion, following the current edition of Robert's Rules of Order. S/he is also responsible for coordination and oversight of elections. The Parliamentarian will work with the Staff Advisor to ensure that all candidates meet the qualifications to hold office prior to elections. In the event that there is no Parliamentarian in office, these election-related duties will be fulfilled by another Executive Committee member, appointed by the President. The Parliamentarian shall provide a copy of Robert's Rules of Order to all SGA members and ensure that there are copies available at every regular meeting.
- Section 5 The A-Team President will serve as the student link between the SGA and the Office of Student Life. S/he will work with the Program Manager for Student Life and the Faculty Advisor to coordinate student events on campus. The A-Team President shall maintain records of Student Life events through media recordings.
- Section 6 The Victory Center and Greenspoint Center Representatives shall serve as liaisons between the student populations at their respective campuses and the SGA. They shall have voting rights within the SGA and serve on committees.
- Section 7 The Night School Representative shall serve as a liaison between the evening and weekend student populations and the SGA. The Night School Representative shall have voting rights and serve on committees.
- Section 8 The Staff Advisor shall attend all SGA meetings, Executive Committee meetings, Ethics Committee Meetings and any ad hoc committee meetings recommended by the President and Vice President.
- Section 9 The Faculty Advisor shall attend all SGA meetings, Executive Committee meetings, and any ad hoc committee meetings recommended by the President and Vice President. The Faculty Advisor shall also co-chair the Emerging Clubs Committee, in conjunction with the Vice President.
- Section 10 The Student Organization Representatives shall attend SGA meetings, follow Robert's Rules of Order, participate in voting, and serve on committees as needed.
- Section 11 At Large Representatives from the student body are allowed to attend SGA meetings, and must follow Robert's Rules of Order. They are allowed to participate in voting and may also serve on committees as needed.
- Section 12 If the position of President is vacated the Vice President will become President. All other Executive Committee positions that become vacant will be selected by a vote of the remaining Executive Committee members. In the event that all officers vacate their positions, a special election may be coordinated by a committee of no less than 5 SGA representatives and the Faculty Advisor.

**Article IV Executive Committee Election/Appointment Process**

- Section 1 Applications: A student wishing to run for office must meet the following criteria:
- a. Any student running for President, Vice President, Secretary, Parliamentarian, or A-Team President must fill out an application and submit it to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester.
  - b. All applicants for President, Vice President, Secretary, Parliamentarian, and A-Team President must be currently enrolled at LSC-North Harris with a minimum of six (6) credit hours per semester, and must meet the minimum GPA requirements as specified in Article II, Section 4.

- c. Submission of an application commits the applicant to summer training and returning to LSC-North Harris both semesters of the following academic year.
- d. Applicants for President, Vice President, Secretary, Parliamentarian, and A-Team President will be verified by the Staff Advisor in conjunction with the Parliamentarian. Those who meet the qualifications will be placed on the ballot.

Section 2 Elections: President, Vice President, Secretary, and Parliamentarian elections will be held at the last scheduled SGA meeting during the spring semester, with the following guidelines:

- 1. No write-in votes will be allowed unless there are no qualified candidates verified and placed on the ballot. In the event that there were no candidates and a write-in is allowed, the election is not finalized until the qualifications have been verified by the Staff Advisor, in conjunction with the outgoing Parliamentarian.
- b. Voting is to be conducted by secret ballot.
- 3. A simple majority vote shall be required for election to each office. In the event of a tie, the President will cast the deciding vote.

Section 3 In the event that the President, Vice President, Secretary, Parliamentarian, or A-Team President position remains vacant after the election, the other newly elected Executive Committee will appoint students to fill the vacancy. Appointees must meet the minimum qualifications for the office.

Section 4 The position of A-Team President will be appointed from interested candidates by a joint decision of the incoming and outgoing SGA Presidents, the Staff Advisor, and the Faculty Advisor. This group represents the appointment committee for A-Team President.

- 1. Interested students must meet all provisions outlined in Article II, Sections 3 and 4.
- 2. Applications must be submitted to the Office of Student Life at least 2 days prior to the final SGA meeting of the spring semester. Only students who plan to attend LSC-North Harris both semesters of the following academic year should apply. The appointment committee will interview qualified candidates and make a selection prior to the start of the summer semester.

Section 4 The newly elected Executive Committee shall appoint the Night School Representative. The appointee must meet the minimum qualifications for the position. The Night School Representative must remain enrolled in at least three credit hours at LSC-North Harris in at least one evening and/or weekend class throughout the term of office.

Section 5 The newly elected Executive Committee shall work with the Student Services staff at the centers to identify and select appropriate candidates for the Victory Center and Greenspoint Center Representative positions. Greenspoint Center and Victory Center Representatives must remain enrolled in at least three credit hours at their respective centers throughout the term of office.

**Article V Attendance Policy**

Section 1 Attendance is strongly encouraged for Student Organization Representatives at each scheduled SGA meeting. Each meeting attended by an organization's representative will earn said organization funding, the amount determined by the Staff Advisor.

Section 2 Officers are expected to attend all SGA meetings. Exceptions must be approved by the Staff Advisor.

Section 3 Student Organization Representatives may represent no more than two student organizations at an SGA meeting.

Section 4 SGA officers shall be allowed to represent one student organization at SGA meetings, but will have only one vote.

**Article VI Committees**

Section 1 The Executive Committee shall consist of the President, Vice President, Secretary, Parliamentarian, A-Team President, Victory Center Representatives, Greenspoint Center Representatives, Night School Representative, Faculty Advisor, and SGA Advisor. The Executive Committee shall meet prior to regularly scheduled SGA meetings, or as necessary to discuss the general business of the SGA and plan SGA activities.

Section 2 The Ethics Committee shall consist of the Vice President, Parliamentarian, three Student Organization Representatives and the SGA Advisor. The Ethics Committee will meet as needed.

Section 3 The Emerging Clubs Committee shall be a standing committee which will review submissions of materials to establish new student organizations at LSC-North Harris and its associated centers. The committee shall be co-chaired by the Vice President and Faculty Advisor. Three additional students to sit on the committee will be elected at the first SGA meeting in the fall semester. The committee shall convene once each month, as needed, to review submissions, interview potential organizational officers and advisors, and provide recommendations for approval or rejection to the Office of Student Life. To be considered, prospective organizations must submit a complete emerging club packet to the Office of Student Life. The Office of Student Life reserves the right to approve or deny any new student organization. Newly approved organizations shall be placed on a one-year probationary period, in which they must complete all obligations as determined by the Office of Student Life.

Section 4 Additional committees may be assigned by the SGA President or Vice President.

**Article VII Removal from Office**

Section 1 An officer who demonstrates unethical behavior or lack of leadership skills may face removal from their SGA officer position. Actions that could lead to removal from office may include non-compliance with the Lone Star College Student Code of Conduct or violation of local, state, or federal laws.

Section 2 Any student may initiate the removal of an officer from his/her position. To do this, s/he must submit a complaint in writing to the Staff Advisor expressing a desire for the officer's removal and the rationale for that action. The Advisor will call a meeting of the Ethics Committee for investigation. The officer will be given an opportunity to provide defense for any allegation brought before the committee. If a majority of the Ethics Committee votes for the removal of said officer, that recommendation will be brought before the entire SGA for a vote. The SGA will conduct an anonymous vote regarding the matter and a majority vote of the SGA will be final.

Section 3 In the event that a complaint is brought against a member of the Ethics Committee, s/he will be removed from the committee until the matter is resolved. The SGA will select a temporary replacement for the vacated position until the matter is resolved. In the event that the officer is unable to return to office following the investigation, the student serving as temporary replacement will remain in that position until the vacant officer position is filled.

**Article VIII Amendments to the Constitution**

Section 1 Any member of the student body may submit a proposal to amend the SGA Constitution. Proposals will be discussed and voted on by the Executive Committee. If the Executive Committee affirms the proposal, a motion will be drafted to go before the SGA for a vote. A minimum of two-week waiting period is

required between the proposal of the amendment and the vote on ratification of the amendment. A motion for a constitutional amendment must pass by 2/3 vote.