

**Student Government Association**

**Constitution**

**Preamble**

We the officers and members of the LSC-Kingwood Student Government Association (SGA), hereby establish this Constitution to serve as the ruling document over all affairs concerning the SGA.

**Article I: Purpose**

**Section I:** To provide the students of LSC-Kingwood an active roll within the American democracy.

**Section II:** To provide guidance and direction to the student body, develop student programs and activities, and promote student involvement within the college.

**Section III:** To actively represent the needs and interest of the students of LSC-Kingwood before the college administration, as members of the Texas Junior College Student Government (TJCSGA), and any affiliations as stated in **Article II, Section II.**

**Article II: Membership**

**Section I: General Assembly and Club Representatives**

**Para 1.** Any student of LSC-Kingwood seeking to participate in the Student Government Association must currently be enrolled in a minimum of two (2) credit classes totaling a minimum of (4) semester hours at LSC-Kingwood, during the Fall and/or Spring semesters. There is no summer enrollment requirement.

**Para 2.** Members may not vote if they are on any form of academic or disciplinary probation.

**Para 3.** Members will meet once a month on a Friday starting at 1:30 P.M. and ending no later than 3:30 P.M. during the Fall/Spring terms unless the regularly scheduled meeting date falls on the date of an event scheduled through the Office of Student Activities at which club and organization involvement is mandatory. Members will meet at least once per month during the summer.

**Para 4:** Members will provide the SGA Secretary with a copy of his/her student profile each semester to verify academic standing.

**Para 5.** Club Representatives must attend the Congress of Clubs once per semester.

**Section II:** **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.

**Para 1.** All local members of the LSC-Kingwood SGA will be, by association, members of any Regional, State, National, and/or International Organization.

**Para 2.** Elected officers and appointed representatives of above stated organizations will regularly attend functions, and provide a follow up report to local members.

**Para 3.** Elected officers and appointed representatives will ultimately be governed by the Constitution of the organization in which they hold or represent an office.

**Para 4.** Members who hold positions in these organizations will not be official members of the LSC-Kingwood Student Government Association’s Executive Board.

**Article III: Rights**

**Section I:** 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 II:** 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: Executive Board Positions and Official Responsibilities**

**Section I: Executive Board Meetings**

**Para1.** The Executive Board will meet, exclusively, a minimum of once per month and consist of the following members: **President, Executive Vice President, Vice President of Records, Vice President of Finance, Vice President of Public Relations, Vice President of Legislative Affairs** and **the Chapter Advisor.**

**Para 2.** The Executive Board will allow members who hold positions in organizations, as stated in **Article II, Section II**, to participate in Executive Board meetings.

1. The right of such members to vote in Executive Board decisions will be determined by the SGA Advisor.
2. The right to concurrently hold an Executive Board position and a position in another organization, as stated in **Article II, Section II**, will be determined by the SGA Advisor on an individual basis.

**Para 3.** All meetings with school officials and/or employees, in matters regarding SGA, shall be attended by no less than two members of the Executive Board as well as the Chapter Advisor.

**Section II:** **Executive Requirements**

**Para 1.** Enrollment as stated in **Article** **II, Section I, Paragraph 1**

**Para 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.

**Para 3.** Officers may not be on any form of academic or disciplinary probation.

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

**Para 5.** Officers may not be employed full time by LSC-Kingwood.

**Section III:** **Executive Positions and Duties**

**Para 1.** The duties of the **President** shall be to:

1. Attend all Executive Board meetings and call additional meetings as needed.
2. Preside over all meetings of the LSC-Kingwood SGA.
3. Preside over all Congress of Clubs Congressional Assemblies.
4. Enforce and abide by all provisions of this 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. Vote only in matters resulting in a tie.
8. Provide reports on the state of the organization to the General Membership monthly.
9. Take an active roll in the activities of the SGA.

**Para 2.** The duties of the **Executive** **Vice President** shall be to:

1. Execute the duties of the President in his/her absence.
2. Attend all meetings of the Executive Board.
3. Attend all Congress of Clubs Congressional Assemblies.
4. Debate and vote in all SGA matters.
5. Provide report on activities of the Vice President’s office to the General Assembly as needed.
6. In case of death, resignation, or removal of the President from office, succeed as the President for the duration of the term.

**Para 3.** The duties of the **Vice President 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. Debate and vote in all SGA matters.

**Para 4.** The duties of the **Vice President of Legislative Affairs** 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 the TJCSGA Region V constitution, a current edition of the TJCSGA constitution, a current edition of *Robert’s Rules of Order Newly Revised*, and any special rules of order adopted by the LSC-Kingwood SGA.
6. Debate and vote in all SGA matters.

**Para 5.** The duties of the **Vice President of Finance** shall be to:

1. Assist Chapter Advisor in oversight of all finances of the SGA.
2. Oversee any fundraising activities.
3. Prepare budget for the upcoming year and present said budget to the Executive Board for approval no less than 60 days before the end of the Spring semester.
4. Pay all debts upon approval of the Executive Board and Advisor.
5. Retain receipts of all financial transactions.
6. Provide updated financial reports to the general membership as needed.
7. Attend all meetings of the Executive Board.
8. Attend all Congress of Clubs Congressional Assemblies.
9. Debate and vote in all SGA matters.

**Para 6.** The duties of the **Vice President of Public Relations** shall be to**:**

1. Maintain a chronological list of all SGA activities.
2. Prepare and maintain a yearbook/scrapbook.
3. Provide a report of chronological updates to the General Membership as needed.
4. Maintain member lists and correspondence.
5. Oversee advertisement and publicity of the SGA, its events, and meetings.
6. Attend all meetings of the Executive Board.
7. Attend all Congress of Clubs Congressional Assemblies.
8. Debate and vote in all SGA matters.

**Article V: Legislature**

**Section I: General Membership**

**Para 1.** Any student of LSC-Kingwood in good academic standing as stated in **Article II, Section I** may participate in debate, present legislation, and vote in all General Assembly matters.

**Para 2.** Any member may appoint approved committee Chairperson(s) by majority vote.

**Para 3.** Proposed legislation must be passed by a majority vote of the General Assembly before being sent to the SGA President for consideration.

**Para 4.** Legislation passed by the General Assembly must then be written and read back to the assembly, to insure accuracy, before being presented to the SGA President.

**Section II:** **Presidential Veto**

**Para 1.** The SGA President may veto any legislation presented to him/her that has been passed, by majority vote of the General Assembly.

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

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

**Section III:** **Advisory Veto**

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 VI: Judiciary**

**Section I: Proper Channels for Dispute Resolution**

**Para 1.** All disputes will be presented to the Executive Board for consideration.

1. The Executive Board will be given a period of no more than seven (7) calendar days to consider the dispute. This includes gathering all information necessary to make a decision.
2. The Executive Board will make their decision and the reasons for said decision known to all parties involved and keep a written summary of the proceedings on record.

**Para 2.** If the Executive Board cannot resolve a dispute, the dispute must be taken to the Advisor.

1. The Executive Board will disclose all information gathered about said dispute to the Advisor, excluding any opinions and decisions made by the Executive Board.
2. The Advisor will make his/her decision known to all parties involved after careful consideration and no more than seven (7) calendar days.

**Para 3.** If the Advisor is unable to resolve a dispute or feels that he/she cannot remain objective, the dispute will be taken to the Dean of Student Development for resolution.

**Article VII: Impeachment and Replacement**

**Section I: Impeachment**

**Para 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, 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.

**Para 2.** Good and sufficient cause will be defined as:

1. Failure to maintain sufficient academic progress, as stated in **Article IV, Section II, Paragraph 2.**
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 against the Constitution and Laws of the United States, the State of Texas, LSC-Kingwood, or the Student Government Association.

**Para 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 on the Executive Board in the future.
6. There shall be no appeals process for impeached members.
7. The accused will be given no less than 30 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.

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

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

**Para 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:
2. Vice President of Records
3. Vice President of Legislative Affairs
4. Vice President of Finance
5. Vice President of Public Relations
6. In the event that the Advisor feels this would cause too much disruption in the ability of the Executive Board to function, the Advisor shall appoint someone to the position of President.

**Para 2.** The vacancies of Executive Vice President, Vice President of Records, Vice President of Legislative Affairs, Vice President of Finance or Vice President of Public Relations will be filled from election among the General Membership by a majority vote.

1. Vacancies will be filled on a one-month provisional basis.
2. The Executive Board, not including interim Executive Board members, the General Membership, and the Advisor will evaluate performance.

**Para 3.** All replacements, upon passing the one-month evaluation, will serve the duration of the term bound by the oath of the Executive Board.

**Article VIII: Elections**

**Section I:** 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 the College.

**Section II:** **Dates and Provisions**

**Para 1.** There will be an SGA election held each year. This election will take place in the Spring semester, two weeks prior to the commencement of final exams.

**Para 2.** 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.

**Para 3.** Elections will be held on two 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 10 hours. The exact hours will be decided on a yearly basis, based upon the availability of poll volunteers and College policy.

**Para 4.** No faculty or staff may vote in the SGA election unless they are attending credit classes and can provide proof of enrollment.

**Para 5.** No student may vote unless registered for classes at the LSC-Kingwood campus (This includes distance and independent study classes.)

**Para 6.** A candidate may only run for one SGA elected position in any on election.

**Para 7.** Only students who are enrolled in credit classes may run for an Executive Board position.

**Para 8.** The Dean of Student Development, the SGA Advisor, and one student (selected prior to the election by the General Membership, who is not running for office) will count votes. Votes will be counted on the Friday morning following the final day of the Election.

**Para 9.** To ensure the integrity of the ballot box, the ballot box will be locked in the office of the Dean of Student Development overnight (until the ballots can be counted).

**Para 10.** The Advisor will report the results of the election to the Executive Board, who will in turn immediately, post the results of the election publicly.

**Para 11.** 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 III:** **Term Limits**

**Para1.** The President is limited to two terms of one year. Should the Vice President become interim President, he/she may run for two terms in his/her own right.

**Para 2.** Only the President is limited in the number of terms he/she may serve in an office.

**Para 3.** Should a two term President remain at the college beyond that time, he/she may remain active as a General Member only, and my retain no positions on the Executive Board.

**Section IV:** **Inauguration**

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

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

**Para 3.** 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 IX: Congress of Clubs**

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

**Section II:** **Congressional Assembly**

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

**Para 2.** The Congress of Clubs Congressional Assembly shall be held one Friday per semester in February and in October. 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.

**Para 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 X: Amendments**

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

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

**Section III:** Amendments passed by the General Membership will become effective within one week.