

SGA Officer Information, Requirements & Responsibilities

Executive Committee

All of the SGA officers and advisors make up the Executive Committee.

Term of Office

All student Executive Committee positions will serve from the day after spring graduation or time of their selection (whichever is later) through graduation day the following spring semester.

Vacancies

In the event that the President position becomes vacant, it is filled by the Vice President. All other officer vacancies are appointed by the Executive Committee.

Club Representation

Officers may represent one club at SGA general meetings. Even when representing a club, an officer still only has one vote. The President still only votes in the event of a tie.

Meeting Attendance

The President, Vice President, Secretary, Parliamentarian, and A-Team President are required to attend all SGA Executive Committee and general meetings. Exceptions must be approved by the Staff Advisor. Due to location and scheduling, consideration is given to the Night School, Victory, and Greenspoint Representatives. These officers should attend as their scheduling/transportation allows. Realizing that this is not always feasible (or even possible), these special population representatives must maintain ongoing contact with the rest of the Executive Committee, and must read all meeting minutes in a timely fashion.

Service Hours/Scholarships

SGA officers can receive a scholarship of up to \$450/semester for their SGA service. In order to receive the scholarship, each officer must read, sign, and comply with the SGA Officer Scholarship Requirements form. Service hours should be logged regularly by each officer so they are more accurate. Officers must submit their logs to Dan Mitsven no later than the Friday of finals week during the fall and spring semesters.

Training

Training is important for the success of SGA officers. The advisors will select training for officers to attend (conferences, workshops, etc.). These training opportunities may sometimes be required.

Responsibilities

The Executive Committee as a group has the following responsibilities:

- Meet regularly to determine agenda items for SGA general meetings
- Communicate (talk and LISTEN) with the student body to identify student needs (group...not individual) that can be addressed with appropriate college administration
- Develop or receive suggestions for proposals to change SGA constitution, draft motion (as needed) to go before SGA general meeting for vote
- Maintain high standards as students and citizens (academically successful, pursuing education on an appropriate path, being respectful of all persons at the College, abiding by local/state/federal laws)
- Read, understand, and follow the SGA constitution

President

Selection

Candidates for the office of President must submit a completed officer application to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester. Election of the President is held during the last official SGA general meeting at the end of the spring semester.

Candidate Requirements

- Have attended LSC-North Harris at least one semester prior to taking office
- Be on track to successfully complete 24 college-level credit hours at an accredited institution of higher education
- Be enrolled in at least 6 credit hours at LSC-North Harris (maintained throughout term of office)
- Hold a minimum 3.0 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Have previous participation in a campus, community, or high school organization
- Be committed to serve continuously throughout the term of office
- Ensure that the SGA constitution is followed, and that all officers are meeting their responsibilities

Responsibilities

- Coordinate all SGA meeting agendas
- Conduct SGA general and Executive Committee meetings (announce all business, facilitate debate, put motions to vote, rule on points of order, appoint ad hoc committees, etc.)
- Advise the student body of actions taken by the SGA
- Serve on the SAF Allocations Committee and any other appropriate committees
- In the event that there is no Parliamentarian in place during an officer election process, the President appoints another officer to oversee the selection.
- Schedule at least one appointment each semester to meet with the college President and at least one appointment each semester to meet with the Vice President for Student Development. These meetings can be done with other officer(s), or the college President/VP can be invited to an Executive Committee meeting.
- Assign ad hoc committees, as needed

Deadlines

- Elections for three at-large representatives for the SAF Allocations Committee must be conducted at the first SGA meeting of the fall semester
- In conjunction with the Vice President, ensure that the location for SGA general meetings is prepared for each meeting (doors unlocked, signage up if needed, tables/chairs for officers set, etc.)
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

Voting

The President only votes at meetings to break a tie at SGA general meetings.

Vice President

Selection

Candidates for the office of Vice President must submit a completed officer application to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester. Election of the Vice President is held during the last official SGA general meeting at the end of the spring semester.

Candidate Requirements

- Have attended LSC-North Harris at least one semester prior to taking office
- Be on track to successfully complete 24 college-level credit hours at an accredited institution of higher education
- Be enrolled in at least 6 credit hours at LSC-North Harris (maintained throughout term of office)
- Hold a minimum 3.0 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Have previous participation in a campus, community, or high school organization
- Be committed to serve continuously throughout the term of office

Responsibilities

- Preside over SGA general meetings in the absence of the President
- Assume the office of President in the event that it is vacated
- Assist the President as needed
- Obtain financial records for SGA and report account balance to members at SGA general meetings
- Serve on the SAF Allocations Committee and any other appropriate committees requiring SGA representation
- Co-Chair the Emerging Clubs Committee, in conjunction with the Faculty Advisor
- Serve on the Ethics Committee
- Assign ad hoc committees, as needed

Deadlines

- Ensure that three (3) representatives for the Emerging Clubs Committee are elected at the first SGA general meeting of the fall semester
- In conjunction with the President, ensure that the location for SGA general meetings is prepared for each meeting (doors unlocked, signage up if needed, tables/chairs for officers set, etc.)
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

Secretary

Selection

Candidates for the office of Secretary must submit a completed officer application to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester. Election of the Secretary is held during the last official SGA general meeting at the end of the spring semester.

Candidate Requirements

- Be enrolled in at least 6 credit hours at LSC-North Harris (maintained throughout term of office)
- Hold a minimum 2.5 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Be committed to serve continuously throughout the term of office

Responsibilities

- Take minutes at all SGA meetings and proceedings (general & Executive Committee meetings)
- Maintain a record of all meetings and attendance (Must bring sign-in sheets to all general meetings and collect them at the end of each meeting. Sign-in sheets must be given immediately to the Staff Advisor)
- Take minutes at all SGA general meetings, then type them and send them electronically to the other SGA officers. This must be completed within one week of each general meeting. After any corrections are made, the final version of the minutes must be sent to the Staff Advisor so they can be put up on the SGA web page.
- Create and send agendas for SGA general meetings by the Monday prior to each SGA general meeting.
- Notify members of meetings
- Preside over SGA general meetings in the absence of the President and Vice President
- Print and bring minutes from previous meeting to each SGA general meeting
- Bring club announcement forms to all SGA general meetings
- Bring roll-call sheet to each meeting and call roll during each meeting

Deadlines

- Type minutes and send them electronically to other SGA officers within one week after each SGA meeting
- Create and send agendas to the SGA officers by the Monday prior to each SGA meeting
- Ensure that club announcement forms and minutes from the previous meeting are ready in the SGA meeting location at least five (5) minutes prior to each SGA general meeting
- Ensure that SGA meeting roll-call sheets are delivered to the Staff Advisor immediately following each SGA general meeting
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

Parliamentarian

Selection

Candidates for the office of Parliamentarian must submit a completed officer application to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester. Election of the Parliamentarian is held during the last official SGA general meeting at the end of the spring semester.

Candidate Requirements

- Be enrolled in at least 6 credit hours at LSC-North Harris (maintained throughout term of office)
- Hold a minimum 2.5 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Be committed to serve continuously throughout the term of office

Responsibilities

- Ensure that SGA general meetings are conducted in an orderly fashion, following the current edition of Robert's Rules of Order
- Coordinate and oversee officer election/selection processes (work with Student Life to ensure that all candidates meet qualifications prior to selection).
- Prepare, print, distribute, and collect ballots for officer elections. Assist in the counting of ballots (unless s/he is a candidate for the officer position being counted)
- Provide a copy of Robert's Rules of Order to all SGA members at general meetings (These are on the back of the club signs. The Parliamentarian is responsible for bringing these to each meeting, and collecting them at the end of each meeting and returning to the Student Center.)
- Serve on the Ethics Committee

Deadlines

- Ensure that club signs with Robert's Rules are in the SGA meeting location at least five (5) minutes prior to the start of each SGA general meeting
- At least one month prior to the last SGA general meeting in the spring semester, ensure that the SGA Officer application is up-to-date and available for students to access from the SGA page
- Prior to the start of the last SGA general meeting in the spring semester, prepare and print officer ballots for President, Vice President, Secretary, and Parliamentarian positions.
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

A-Team President

Selection

Candidates for the office of A-Team President must submit a completed officer application to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester. The A-Team President is filled through an application and interview process at the end of the spring semester. Suitable candidates are interviewed by a committee made up of the Staff Advisor, Faculty Advisor, outgoing President, and newly elected President.

Candidate Requirements

- Be enrolled in at least 6 credit hours at LSC-North Harris (maintained throughout term of office)
- Hold a minimum 2.5 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Be committed to serve continuously throughout the term of office

Responsibilities

- Work with the Program Manager for Student Life and the Faculty Advisor to coordinate student events on campus
- Schedule A-Team meetings in conjunction with the Program Manager
- Develop A-Team meeting agendas and run A-Team meetings
- Ensure that there is student involvement at all phases in campus-wide student life programs (brainstorming, selection of events, scheduling, coordination, execution, assessment)
- Report on A-Team activities at SGA general meetings
- Maintain records of Student Life events through media recordings

Deadlines

- Prior to the end of spring semester, ensure that the events calendar for the following year is complete
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

Night School Representative

Selection

The Night School Representative is appointed by the newly selected Executive Committee as soon as possible after they are in office. Interested students can self-identify as candidates or can be nominated. Before being selected, candidates must complete an officer application and submit it to the Office of Student Life.

Candidate Requirements

- Hold a minimum 2.5 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Be enrolled in at least 6 credit hours at LSC-North Harris in at least one evening and/or weekend class (maintained throughout term of office)
- Be committed to serve continuously throughout the term of office

Responsibilities

- Serve as a liaison between evening/weekend student populations and SGA
- Recommend student life events for evening students, then help to promote and coordinate these events
- Attend SGA general and officer meeting as much as possible/feasible. Realizing that this may not be possible, must maintain ongoing contact with the rest of the Executive Committee and read minutes consistently.
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

Victory & Greenspoint Center Representatives (2 per location)

Selection

The Victory & Greenspoint Center Representatives are appointed by the newly selected Executive Committee as soon as possible after they are in office. The Executive Committee should work with key Student Services & Student Life personnel from the centers to identify and select suitable candidates. Interested students can self-identify as candidates or can be nominated. Before being selected, candidates must complete an officer application and submit it to the Office of Student Life.

Candidate Requirements

- Hold a minimum 2.5 cumulative GPA on a 4.0 scale (maintained throughout term of office)
- Be enrolled in at least 6 credit hours at LSC, with at least 3 credit hours at their respective center (maintained throughout term of office)
- Be committed to serve continuously throughout the term of office

Responsibilities

- Serve as liaisons between student populations at their respective centers and the SGA
- Meet at least twice each semester with the Vice President for the Centers to discuss student needs and interests at their respective centers.
- Attend VP Student Forums (held once each semester at each center) at their respective center to hear student concerns that may need to be addressed
- Attend SGA general and officer meeting as much as possible/feasible. Realizing that this may not be possible, must maintain ongoing contact with the rest of the Executive Committee and read minutes consistently.
- Assist the Student Life Coordinator for the Centers with student events, as needed. Give input as to events that students would like for their respective center
- Submit SGA service hours in a spreadsheet to Staff Advisor no later than the last class day before fall/spring semester finals

Staff Advisor

Appointment

The Staff Advisor is the Program Manager, for Student Life, or his/her designee.

Responsibilities

- Attend all SGA general and Executive Committee meetings
- Serve on the Ethics Committee and any other ad hoc committees recommended by the President and Vice President
- Receives written complaints requesting an officer's removal and their rationale, then convenes Ethics Committee for investigation
- Verify that officer candidates meet qualifications to assume office, reporting results to Parliamentarian
- Approve exceptions for Executive Committee absences at meetings
- Guide the SGA Executive Committee and membership in all SGA matters, ensuring compliance with College policies and procedures
- Communicate on relevant SGA proceedings to appropriate College administrators, as needed
- Verify Executive Committee service hours and process scholarships accordingly at the end of fall and spring semesters
- Serve as an advocate for students

Voting

The Staff Advisor has no vote in SGA general meetings.

Deadlines

- Verify officer candidate qualifications at least one day prior to the last SGA meeting of the spring semester so that the Parliamentarian can make ballots
- Submit officer scholarship details to Financial Aid by the last day of final exams in fall and spring semester

Faculty Advisor

Appointment

The Faculty Advisor must be a permanent full-time member of the faculty at LSC-North Harris. The Faculty Advisor must be approved by the SGA representatives in a majority vote.

Responsibilities

- Act in conjunction with the Program Manager for Student Life concerning all matters of the SGA
- Attend all SGA general and Executive Committee meetings, and any ad hoc committee meetings recommended by the President and Vice President
- Co-Chair the Emerging Clubs Committee, in conjunction with the Vice President
- In the event that all Executive Committee positions become vacant, coordinates a committee of no less than five (5) SGA representatives to fill vacancies
- Guide the SGA Executive Committee and membership in all SGA matters, ensuring compliance with College policies and procedures
- Communicate on relevant SGA proceedings to appropriate College administrators, as needed
- Serve as an advocate for students

Voting

The Faculty Advisor has no vote in SGA general meetings.