Lone Star College- University Park Student Government Association Constitution

Preamble
We, the students of Lone Star College-University Park, in order to promote student participation in the decision making process, to protect the rights and secure all opportunities and promote unity for every student regardless of race, religion, gender, disability, age, national origin, or sexual preference do ordain and establish this Constitution for a student government. We also seek to encourage commendable citizenship and participation in all aspects of student, state and national government.

Article I- Name
Section 1 The name of the organization shall be the Student Government Association of Lone Star College-University Park, herein known as SGA. The elected Executive Council of SGA shall be hereby referred to as SGA Officers or SGA Executive Council members.

Article II- Membership Requirements
Section 1 All prospective SGA Executive Council members must meet these minimum and absolute requirements, hereby outlined.

Section 2 Must be enrolled and active in at least twelve (12) credit hours per semester and at least six (6) credit hours exclusively at the University Park campus.

Section 3 Must not have an excess of two (2) dropped classes upon consideration for any SGA position. Upon election, only one additional class drop per semester is permitted. In the event of said class drop decreasing hours below the minimum of twelve (12), probation may ensue (See SGA By-Laws).

Section 4 Must meet the minimum GPA requirement of 2.5 on a 4.0 scale upon consideration for election and throughout their elected term

Section 5 All elected terms last one year, from spring to spring (see article VII, section 1). With the exception of the founding members, who began their term in the fall of 2011.

Article III- Meetings
Section 1 Two (2) SGA meetings are required per month, one of which will be closed for SGA Executive Council members and advisor(s) only. The other will be a General Assembly meeting open to the public and hosted by the SGA Executive Council. During winter and summer breaks meetings are not required, however, at least one per month is encouraged.

Section 2 No SGA Executive Council member can leave an official SGA meeting early without permission from the SGA President.
Section 3  All General Assembly meetings must be held with parliamentary procedure in place and must follow Robert’s Rules of Order.

Section 4  During any general meetings, all SGA Executive Council members must dress in their official officer shirt paired with dress jeans or pants.

Section 5  In any instance where a vote is needed, at least five (5) SGA Executive Council members must be present and majority vote will rule. In the event of a tie, the SGA President will make the final decision.

Article IV- Removal from Office

Section 1  Removal from office

An SGA Executive Council member 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.

Formal complaints regarding the behavior of an officer of the Executive Council must be submitted in writing to the SGA advisor(s). The process to determine validity of allegations and subsequent action will follow as outlined in the By Laws. Written complaint forms are available in the Student Life Office.

In the event that an SGA officer fails to effectively perform their constitutional duties, the internal complaint will be brought to the SGA advisors and then follow the procedure as established in the By Laws.

Article V Officer Duties and Position Descriptions

Section 1  The actions of all SGA Executive Council members within their officer capacity must be in line with the constitution of the Student Government Association and their purpose as the voice of the student body.

Section 2  The duties of the SGA President will include but are not limited to, presiding at all meetings of the Student Government Association; conducting all Student Government Association meetings in accordance with parliamentary procedure; representing the student body in a manner that serves the interests of the students; creating the agenda for the bi-weekly Executive Council Meeting; meeting with the campus CEO; deciding upon SGA Executive Council member probation when necessary; and serving on the Ethics Committee along with overseeing all SGA sub-committees (see article VI)

Section 3  The duties of the SGA Vice President of Internal Communications include but are not limited to; working closely with the Office of Student Life, the Department of College

Revised on 1/9/2013
Relations, and the SGA-VP of Student Outreach to publicize and manage events and programs sponsored by SGA; being an expert on parliamentary procedure and our constitution; serving on the Ethics Committee; and serving as SGA President in President’s absence

Section 4 The duties of the SGA Vice President of Student Outreach include but are not limited to working with the VP of Internal Communication in coordinating methods of gaining student input through general assembly meetings and student surveys and garnering publicity for the SGA and its sponsored events through preparation and distribution of flyers, banners, signs, reports, and classroom presentations; photograph all SGA related events throughout the year; taking minutes and attendance in the absence of the recording secretary; and serving on the Ethics Committee

Section 5 The duties of the SGA Treasurer include but are not limited to; working closely with the SGA advisor and President to develop, maintain, and monitor the organizations’ budget; assisting advisor with travel forms and budgets, as needed; inform the SGA officers of budgetary issues and status; serving on the Allocations Committee; assisting in identifying budgetary needs; and working closely with Registered Student Organizations to obtain appropriate funding for meeting the organizational goals of the RSO.

Section 6 The duties of the SGA Activities Liaison include but are not limited to; serving as the student link between the SGA Executive Council, the Student Activities Board, and the Office of Student Life; serve as the Chair of the Student Activities Board; maintain a SGA information bulletin board that shall be updated monthly with upcoming events and work with the Office of Student and the SGA Faculty Advisor to coordinate student events on campus; serving on the Allocations Committee; and develop an Event Report Recap that details best practices in regards to each event;

Section 7 The duties of the SGA Secretary include but are not limited to; recording proceedings of all Student Government Association meetings; distributing minutes and agenda; keeping attendance records; preparing Student Government Association correspondence as necessary; and maintaining all SGA archives

Section 8 All SGA officers are expected to assist other officers as needed; assist the Office of Student in meeting with and discussing Registered Student Organizations; meet bi-weekly to set the agenda for the general assembly meeting; be familiar with college policies, issues, and activities for proactive planning; and as requested, represent or speak for the student body; and serve on the Election Committee.

Article VI Committees
Section 1 Ethics Committee
The Ethics Committee is convened in the instance an infraction by a Registered Student Organization when the action is in violation of the LSC Student Handbook or RSO Handbook.

SGA Executive Board members to serve on the Ethics Committee
President of SGA, Vice-President of Internal Communications, Vice President of Student Outreach, SGA Advisor(s)

Responsibilities and Duties

Reviewing and investigating possible violations of the constitutions, codes of ethics, rules, and agreements set by LSCS, SGA, and RSOs as brought to the committee by the Office of Student Life; Meeting with members of student life to check on compliance with rules and policies set forth by LSCS, SGA and other organizations; meet once a semester to discuss any infractions and/or how to improve methods

As part of an appeal or hearing, records and supporting documents should be submitted to the committee

All members must remain neutral on all issues to be able to rule without being swayed by conflicts of interest or other factors that may hinder a member’s decision on an issue. If a member cannot perform duties due to a conflict of interest, the member should recuse themselves from the proceedings and be replaced by a member of the SGA Executive Council that is not influenced by factors that would cause an unfair ruling.

Section 2 Allocations Committee

The Allocations Committee will consist of the Office of Student Life, the SGA Advisor, the SGA President, Treasurer, Director of College Relations, Director of Finance, and the Director of Office Management. Duties will meet upon request to determine whether or not to award excess funding to RSOs that petition for it.

Section 3 Student Activities Board

The Student Activities Board, hereby referred to as the SAB, shall be directly governed under SGA.

Executive Officers
The SGA Activities Liaison, who shall chair the SAB and the SAB Vice-Chair

All eligible applicants for the SAB Vice-Chair position will be interviewed and chosen by the Office of Student Life, SGA Vice President of Internal Communications, and SGA Activities Liaison. It is mandatory that the SAB Vice-Chair must attend every monthly SGA General Assembly Meeting.

Revised on 1/9/2013
Applications for all SAB positions must be submitted to the Office of Student Life for review. Members will be chosen by the SGA Activities Liaison and the Office of Student Life.

Each SAB term lasts from April to April, and at the end of each term all members, Vice Chair included, must re-apply for their position.

Section 4 Election Committee

Each SGA Executive Council member shall serve on the Election Committee. Its purpose is to conduct, review, and oversee all campus elections. The Election Committee shall decide when, during the month of April, elections are held and the manner in which students vote for candidates.

If a currently serving SGA Executive Council member wishes to run for a position on the new Executive Council, he/she must recuse themselves from the Elections Committee.

The SGA Advisor shall look up each applicant’s GPA, and if needed, discuss it with the applicant. Once GPA is approved, it is the Election Committee’s job to review all candidates’ applications and determine if they are suitable.

In the event of a tie, the final decision shall be held to a vote of the sitting Executive Council and Advisors. Each SGA Executive Council member’s votes shall be counted as 1(one) and each vote of the Advisors shall count as 1 ½ (one and one-half). The voting procedure shall be anonymous. The candidate who carries a simple majority of the voting body wins.

The Election Committee must set an informational meeting for all candidates running for a position on the SGA Executive Council no later than one week before elections have begun.

Section 5 All committees are required to meet with the SGA President when requested and must give monthly reports to him/her. The SGA President and SGA advisors shall be the overseers to all committees.

Article VII Elections

Section 1 The term of office for each position in the Student Government Association Executive Council is one year, April to May. All sitting SGA Executive Council members must re-run for their position if they plan to serve on SGA for the next term. New SGA Executive Council members are installed on Tuesday the week following the week of elections, but will ‘shadow’ their existing SGA officer predecessor until the end of the semester. The newly elected SGA Executive Council will take effect on the last day of the spring semester.
Section 2  
Election of Student Government Association Executive Council Members shall be by popular vote of the LSC-University Park body during a four (4) day period.

The SGA Executive Council shall be responsible for publicizing the election date; publicizing the deadline for submitting an application throughout campus; making information and applications available at least thirty school days prior to the election; collecting all completed applications and ensuring that applicants are aware of pre-election informational session; preparing ballots and distributing ballots at election; counting ballots and maintaining completed ballots on file for a period of one year; notifying the college community of the outcome of the election.

Section 3  
All candidates for a position on the Student Government Association Executive Council must submit a written application. No applications will be accepted after the designated deadline. (See SGA By-Laws)

All candidates for a position on the Student Government Association Executive Council must attend the election meeting/orientation on a date at least one (1) week prior to elections determined by the elections committee. Candidates are invited to make a two-minute presentation to the SGA Executive Council, though this is not required. 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 (1) candidate for a given position, a motion for acceptance by acclimation may be made by the SGA Executive Council. The applicant must have a quorum vote from the SGA Executive Council, with each SGA officer’s vote counting as one (1) and the vote from each of the SGA Advisors counting as one and one half (1 1/2).

In the event there is no candidate for an office, Emergency Elections will be held in accordance with the Constitution (see Section 5) by the last week of September of the new Executive Council’s term.

A student may apply for only one SGA Executive Council position per election.

Section 5  
Emergency Elections

Emergency Elections will be held during instance of a vacant SGA Executive Council member position and are conducted via appointment by SGA Officers. Candidates must submit an election application to the SGA Executive Council and/or the SGA advisor(s). The SGA President, SGA advisor(s) and at least one (1) other SGA officers must conduct interviews with applicants no later than one (1) week following application submission. The decision of appointment will be made by majority vote among SGA Executive Council members and the appointee will be inducted.
immediately. If an officer is elected through the Emergency Elections process, the term of the officer runs from when they are elected to the end of term of the sitting Executive Council.

Article VIII Amendments
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 SGA Executive Council. If the SGA Executive Council affirms the proposal, an amendment will be drafted to go before the student body of Lone Star College-University Park for a vote.

A minimum of a two (2) week waiting period is required between the introduction of the amendment and the vote on ratification of the amendment. During the two-week waiting period, the SGA Executive Council must educate the student body of Lone Star College-University Park on the amendment.

Voting on the amendment shall be conducted in a manner decided upon by the SGA Executive Council.

Ratification of a constitutional amendment requires ⅔ (two-thirds) of the collected vote from the student body of Lone Star College-University Park to be affirmative.