The Constitution of the Student Government Association of Lone Star College-Tomball

(REVISED and RATIFIED SPRING 2019)
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The Constitution of the Student Government Association of Lone Star College-Tomball

Article I: Preamble and Mission

A. Preamble
We the students of Lone Star College-Tomball, in order to provide an effective and representative student organization, to promote leadership and unity among students, to foster active participation within the college community, to create a passion for service and academic excellence, do hereby establish this constitution of the Student Government Association of Lone Star College-Tomball.

B. Mission

C. Motto
“Every LSC-Tomball Student is an SGA Student.”

Article II: Name of the Organization

The name of this organization shall be the Student Government Association of Lone Star College-Tomball, hereafter referred to as “SGA”.

Article III: Purpose of the Organization

A. The SGA shall serve as a direct link between students and administration, to voice opinions and influence decisions that directly or indirectly affect the students and Lone Star College-Tomball.

B. The SGA shall act as the governing body over all recognized campus clubs and organizations.

C. The SGA shall serve assist the LSC-Tomball office of Student Life in planning, scheduling, facilitating, and evaluating Student Life for Lone Star College-Tomball.

Article IV: Rules of Procedure

The SGA shall abide by the rules of order established in Robert’s Rules of Order, Newly Revised. A copy of Robert’s Rules shall be provided to any officer upon first assuming a position on the Executive Council.
Article V: Composition of the Organization

The SGA shall be composed of three separate branches of government. They shall be the following:

A. The Executive Council
B. The Club Council
C. The Electorate

Article VI: The Executive Council

Section 1. Executive Council Membership Eligibility.

All SGA Executive Council members must:
A. Be a currently enrolled Lone Star College-Tomball student;
B. Be a student in ‘Good Standing’, as defined by the college registrar;
C. Pass application process and interview with Advisor(s);
D. Be elected by the Electorate (Student Body) or appointed; and
E. Be currently enrolled in a minimum of nine (9) credit hours.
F. Must have and maintain a cumulative GPA of 2.5 or higher.
G. Officers may not be employed full-time by Lone Star College.

Section 2. Requirements of Executive Council Members.

All Executive Council members shall:
A. In order to fulfill the mission and purpose of the SGA, represent themselves and the Lone Star College-Tomball student body in the most positive and professional manner possible and abide by Lone Star College-Tomball policy regarding student conduct;
B. Abide by, and support the SGA Constitution;
C. Meet no less than twice per month during the Fall and Spring terms;
D. Meet monthly during the summer term;
E. Only hold one council position and are entitled to only one vote in all SGA meetings;
F. Be familiar with college policies, issues, and activities for proactive planning;
G. All meeting with school officials and/or employees, in matters regarding SGA, shall be attended by no less than two members of Executive Board as well as the Advisor on individual basis.
H. Actively participate in team and skills development sessions as directed by the President and the Advisor(s); and
I. Represent or speak for the student body when required in a positive manner.

J. Abide by the Student Code of Conduct.

K. Represent LSC-Tomball and the Student Government Association in a positive, professional manner at all times.

Section 3. **Executive Council Member Positions.**

The SGA shall have the following Executive Council member positions:

A. President

B. Executive Vice-President

C. Vice President of Outreach and Recruitment

D. Vice President of Programs

E. General Secretary

F. Finance Secretary

Section 4. **Duties of the Executive Council Members**

A. The **President** shall:

1. Abide by, enforce, and support the SGA Constitution;
2. Serve as chair of meetings of SGA General Assemblies;
3. Serve as chair of Executive Council;
4. Preside at all meetings of the SGA;
5. Have one vote in Executive meetings only in the event of a tie;
6. Coordinate and maintain communication between the SGA and the college administration and advisor(s);
7. Serve as an ex officio member of all SGA standing committees;
8. Assume the responsibilities of Executive Vice President, Vice President of Outreach and Recruitment, or Vice President of Programs in their absence.
9. Appoint Committee Chairs, as appropriate;
10. Serve as an ex-officio member of all committees;
11. Hold joint veto power with the Executive Vice President over any legislation passed by the membership of SGA, with the exception of impeachment legislation.
12. Call special meetings of the Executive Council, and convene special meetings of the Electorate, as necessary;
13. Coordinate with advisors the scheduling and content of officer training/leadership programs; and
14. Represent the study body and the college at on and off campus events; and
15. Attend the college president’s leadership meetings; and
16. Assist other Executive Council members in their duties as needed.
B. The **Executive Vice-President** shall:

1. Serve as President in the absence of the President
2. Serve as Chair of the Club Council;
3. Serve as Parliamentarian at all Executive Council meetings;
4. Serve as the chairperson of the Administration and Bylaws Committee;
5. Coordinate and oversee all internal Executive Council affairs;
6. Serve as acting President in the absence of the SGA President;
7. Assist in coordinating and maintaining communication between the SGA and the college administration and advisor(s);
8. Assist in appointment of Committee Chairs, as appropriate;
9. Serve as chair of the vacancy committee to fill vacancies on the Executive Council.
10. Work closely with the Program Manager of Student Life to publicize and recruit students for committee positions and orient new student representatives to the Club Council and their responsibilities;
11. Conduct regular meetings of the Club Council to share information and resources and keep the Executive Council informed of Club Council activities;
12. Hold joint veto power with the President over any legislation passed by the membership of SGA, with the exception of impeachment legislation.
13. Assist other Executive Council members in their duties as needed.

C. The **Vice President of Outreach and Recruitment** shall:

1. Serve as Parliamentarian at all Club Council meetings;
2. Serve as SGA representative on the Club Council;
3. Serve as the chairperson of the Events Committee.
4. Coordinate outreach and recruitment efforts for future SGA Executive Council Members through communication with leadership of clubs, Student Life, and LSC-Tomball faculty and administration.
5. Coordinate a representative presence at all major Student Life functions, including but not limited to, Spring Fling, Fall Fest, and Involvement Fair;
6. Coordinate outreach, student feedback, and communication efforts with all extensions of the LSC-Tomball main campus, including LSC-Creekside Center and Health Science Building, and any future extensions;
7. Create, manage, and regularly update the SGA social media accounts under the guidance and supervision of the SGA Advisor and Program Manager of Student Life;
8. Maintain and coordinate the SGA website under the guidance and supervision of the SGA Advisor and Program Manager of Student Life; and
9. Assist other Executive Council members in their duties as needed.
D. The Vice President of Programs shall
1. Serve as Parliamentarian for all General Assembly Meetings of the SGA Electorate;
2. Serve as chair of the Nominations and Elections Committee;
3. Coordinate publicity, via appropriate channels, for the SGA through preparation and distribution of flyers, banners, signs, articles, reports, and classroom presentations;
4. Coordinate outreach efforts by soliciting student input through various sources, e.g., town meetings and student surveys;
5. Ensure that student committee representatives attend Club Council meetings and meet committee obligations;
6. Ensure that Club Council representatives appoint unexpected vacancies throughout the year; and
7. Advertise vacancies in Club Council and assist in recruitment;
8. With the General Secretary, Capture and record culture, history, and growth of the SGA; including:
   i. Will keep a record of all Club Council activities and be responsible for taking pictures or otherwise documenting all SGA events.
   ii. These records will be kept as a record of activity for the use of future SGAs.
9. Ensure that student committee representatives keep appropriate records and make regular reports to the Executive Council; and
10. Assist other Executive Council members in their duties as needed.

E. The General Secretary shall:
1. Be responsible for managing and maintaining all records pertaining to SGA;
2. Record and distribute proceedings of all SGA meetings and agendas as necessary;
3. Keep attendance records for meetings of Executive Council, Club Council, and General Assemblies;
4. Maintain records of elections and votes conducted by the General Assembly of the Electorate;
5. Prepare SGA correspondence as necessary;
6. The General Secretary will also prepare monthly reports for the President and Advisor that indicate the proceedings of the council for the previous month;
7. Submit official forms for documentation, competitions, etc.,
8. Assume responsibilities in the absence of the Finance Secretary; and
9. Assist other Executive Council members in their duties as requested.
F. The Finance Secretary shall:

1. Track and report SGA and Club budget allocations;
2. Serve as Chairperson on the standing SGA Fee Advisory Committee;
3. Cosign all monetary transactions, as approved by the membership;
4. Maintain and report accurate financial records, spending analysis, and budgets of the SGA under the guidance and assistance of the SGA Advisor and Program Manager of Student Life;
5. Prepare budget for the upcoming year and present said budget to the Executive Council for approval no less than 15 days prior to the budget request deadline.
6. Assume responsibilities in absence of the General Secretary; and
7. Assist other Executive Council members in their duties as requested.

Article VII: The Club Council

Section 1. Membership of the Club Council

A. All members of the Club Council are required to be in good academic standing; a probation period of one semester shall be given to these members if they fall below good standing.

B. If at the end of the probation period, if the member still fails to meet the scholastic standards, they shall be deemed ineligible to participate in the SGA and an alternate representative, that meets all membership standards of the Club Council, shall be nominated by the affiliated club to fill the open position.

C. The Executive Council, by recorded vote, may ask a club to remove their delegate to club council for disruptive or unprofessional behavior including bringing non-delegated individuals to the meetings, unprofessional actions or language, repeated tardiness, absences, or early departures.
Section 2.  **Composition of the Club Council**

A.  The Club Council shall coordinate its efforts with that of the Executive Council as it relates to campus-wide activities.

B.  The Club Council shall be composed of one (1) representative from each of the recognized clubs and organizations of Lone Star College-Tomball.

C.  Clubs and/or organizations shall nominate a representative to fill the Club Council position along with an alternate representative to fill the position in the event of absence.

D.  The SGA Executive Vice President shall be the Chairperson of the Club Council.

Section 3.  **Duties and Rights of the Club Council**

A.  All representatives are required to attend monthly Club Council meetings and SGA General Assembly meetings held twice per semester.

B.  All representatives are required to participate in activities campus wide.

C.  All representatives shall encourage each club and/or organization to host one campus wide social event during the year.

D.  All representatives shall have one vote pertaining to the efficient operation of the SGA.

E.  Club Council members are expected, but are not required, to attend general assembly meetings of the SGA.

**Article VIII: The Electorate**

Section 1.  **Membership of the Electorate**

All students of Lone Star College-Tomball enrolled in at least one credit course offered by this college and in good academic standing shall be members of the SGA and shall be invested with all of the rights and privileges enumerated and set forth in this Constitution.

Section 2.  **Composition of the Electorate**

The President of SGA shall serve as the Chairperson of General Assemblies of the Electorate.

A.  A quorum of the General Assembly of the Electorate shall be composed of all eligible students in attendance at a General Assembly meeting as certified by the chairperson of the Nominations and Elections Committee (VP Programs).
Section 3. **Duties and Rights of the Electorate**

A. All members of the Electorate may and are encouraged to attend SGA General Assembly meetings.

B. All members of the Electorate shall have equal right to one vote in elections and polls on issues directly related to the student body.

C. All members of the Electorate shall have equal right to voice opinions and present proposed legislation at SGA General Assembly meetings with prior approval of the Vice President of Student Outreach.

**Article IX: Committees and Appointments**

Section 1. **Ad Hoc Committees**

A. Ad Hoc Committee charges shall be defined by specific committees created for any special purpose designated by the SGA officers.

B. Ad Hoc Committees shall be established, directed, and retired as needed by the SGA President with approval of the Executive Council.

Section 2. **Standing Committees**

A. The Standing Committees of the SGA shall be the following:
   i. Nominations and Elections Committee
   ii. Events Committee
   iii. Administration and Bylaws Committee

B. Committee members shall be appointed by the SGA President in consultation with the SGA Advisor and Executive Council.

C. All committee membership appointments must be approved by a vote of the Executive Council.

Section 3. **Nominations and Elections Committee**

A. The Nominations and Elections Committee shall be appointed by the SGA President in consultation with the SGA Advisor and Executive Council and comprised of no less than three students, not running for office. The SGA advisor serves as an ex-officio member of the committee.
B. The duties of the Nominations and Elections Committee shall be to:

1. Coordinate with the SGA Advisor to schedule the dates and times of the election;
2. Publicize the election date and deadline for submitting an application throughout the campus, ensuring that information and applications are made available at least thirty (30) school days prior to the election;
3. Meet with candidates to ensure their understanding of the rules and regulations of campaigning;
4. Mediate any disputes that occur during the nomination, campaigning, and voting periods of the election process;
5. Recruit qualified students to assist in conducting the voting polls throughout the election;
6. Prepare ballots and supervise ballot distribution and collection on Election Days;
7. Count ballots and maintain completed ballots on file for a period of one year; and
8. Notify the college community of the outcome of the election.

C. The Vice President of Programs and SGA Advisor shall reconvene the Nominations and Elections Committee, should any of the election results be contested.

1. Final determination of contested election outcomes shall be determined by the membership of the Nominations and Elections Committee.

Section 4. Events Committee

A. The Events Committee shall be comprised of the Vice President of Outreach and Recruitment and a minimum of four representatives appointed by the President in consultation with the SGA Advisor and the Executive Council. The SGA Advisor is an ex-officio member of the committee.

B. The duties of the Events Committee shall be to:

1. Assist in the planning and scheduling of all campus events, including General Assembly meetings. The Committee shall approve or disapprove, by majority vote, the time, date, and location of all campus events. The Committee shall act as an information body and shall coordinate events with the College calendar.
Section 6. **Administration and Bylaws Committee**

A. The Administration and Bylaws Committee shall be chaired by the Executive Vice President and composed of at least four other members appointed by the SGA President in consultation with the SGA Advisor and the Executive Council. The SGA Advisor is an ex-officio member of the committee.

B. The duties of the Administration and Bylaws Committee shall be to:
   1. Receive and hear all complaints and charges of illegal acts, neglect of duty, or improper conduct that constitutes just cause for investigation, disciplinary action, and/or removal from office of an SGA officer, Club Council Representative, or Committee member;
   2. Receive, hear, and review all complaints concerning the procedures and/or decisions of the Election Committee and shall present their findings to the SGA for final disposition;
   3. Receive and consider revisions to the SGA Constitution and Bylaws; and
   4. Propose amendments to the SGA Constitution and Bylaws to be considered by the General Assembly of the Electorate in regular meetings.

C. Resolution of Disputes. The Administration and Bylaws Committee will be given a period of no more than seven (7) calendar days to consider any dispute. This includes gathering all information necessary to make a decision.
   1. The Administration and Bylaws Committee 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.
   2. If the Administration and Bylaws Committee cannot resolve a dispute, the dispute must be taken to the Advisor(s).
      a. The Administration and Bylaws Committee will disclose all information gathered about said dispute to the Advisor(s), excluding any opinions and decisions made by the Judicial Committee.
      b. The Advisor(s) will make his/her decision known to all parties involved after careful consideration and no more than seven (7) calendar days.
      c. If the Advisor is unable to resolve a dispute or feels that he/she cannot remain objective, the dispute will be taken to the LSC-Tomball Vice President for Student Success for resolution.
D. Judicial Functions.
   1. Any Club Council Member or Officer in the process of impeachment may not serve on the Administration and Bylaws Committee.

   2. If the Chair of the Administration and Bylaws Committee is being reviewed for violation of any kind under the purview of the committee, the Vice President of Outreach and Recruitment may serve as chair or appoint a new chair.

   3. In the event of a vacancy, the President may reappoint a new member to the Committee upon approval of the Executive Council.

   4. Once the vote on the issue is certified by the Executive Council, the decision of the Administration and Bylaws Committee shall hereby be recognized as final by the General Assembly and be recorded and filed by the SGA Secretary.

   5. The Administration and Bylaws Committee shall work closely with the SGA Advisor in order to provide fair judgment regarding complaints and misconduct of SGA members.

E. Bylaws.
   1. The Administration and Bylaws Committee must propose all amendments to the SGA Constitution and Bylaws no less than 30 days prior to a meeting of the General Assembly of the Electorate.

   2. The Chairperson of the Administration and Bylaws Committee is responsible for distribution and publicizing proposed amendments to the general student body, Club Council, and recognized student organizations.

   3. The Chairperson of the Administration and Bylaws Committee is responsible for notifying the appropriate Student Life individual of changes to the Constitution so that the file may be updated on the SGA page and providing official notification to all clubs of changes being considered as well as those that have been enacted by the General Assembly.
Article X: Advisors

Section 1. Composition of Advisors

A. The SGA Advisor shall be named by the LSC-Tomball Vice President of Instruction in consultation with the Program Manager for Student Life and the College President’s Cabinet.
   1. If there is an active SGA Executive Council, the selection of an advisor should be done in coordination with the Executive Council.

B. Complaints or concerns about advisors must be addressed to the LSC-Tomball Program Manager for Student Life and the Vice President of Instruction.

C. There may be up to two advisors named for LSC-Tomball Student Government Association.

D. If an advisor resigns mid-term or between terms, an interim advisor shall be named by the LSC-Tomball Vice President of Instruction from the faculty advisor pool until a permanent advisor is named.

Section 2. Duties of Advisors

A. Advisors shall be familiar with the Constitution and By-Laws passed by the SGA as well as provide input on changes that may need to be considered.

B. Advisors must explain college policy as it relates to a particular discussion in any SGA forum.

C. Advisors shall be allowed to express opinions and suggestions during meetings of the SGA as well as act in an advisory capacity but shall not be allowed to vote.

D. An SGA Advisor, or designee, must attend any official meeting of the SGA Club Council or General Assembly.

E. The advisor, or designee, is expected to also attend Executive Council meetings, but attendance at every meeting is not mandatory.
F. In Addition, Lead Advisor duties shall be the following:

1. To work in conjunction with the President to mentor in leadership and coordinate events, workshops, etc.;
2. To coordinate ongoing interactions between the President of Lone Star College-Tomball and the Executive Council, especially the SGA President;
3. To facilitate the requisition of LSC-Tomball facilities for meetings and functions; and
4. To call Executive Council meetings as necessary.

Article XI:

Section 1: Meetings

A. Guidelines for all Meetings

1. All meetings shall be conducted, and minutes recorded, in accordance with the abbreviated Roberts Rules of Order.

2. A record of all meetings must be recorded by the General Secretary and maintained by the Executive Council as part of the historic record of SGA.

3. In addition to the agenda, the parliamentarian may supplement additional material for discussion as necessary with approval by the appropriate body.

4. Additional meetings may be called, with proper notification of the Electorate, as necessary by the Executive Council, the Advisor(s) and/or Club Council in order to conduct proper business.

5. Anyone wishing to place an item on the agenda for a meeting must submit a proposal with the parliamentarian of the respective meeting prior to the meeting.
B. Executive Meeting Guidelines

1. Members of the Executive Council are required to attend each meeting.

2. Meetings shall be no less than twice per month during regular academic terms as agreed upon by the members of the Executive Council during the first meeting of their term.

3. The Executive Council must conduct a meeting no less than once per month during the summer sessions.

C. Club Council Meetings

1. The Executive Vice President is required to attend all Club Council meetings and shall serve as the chairperson.

2. The Vice President for Outreach and Recruitment shall serve as the Parliamentarian for all Club Council Meetings.

3. Representatives from each recognized club or organization and those seeking membership of the Club Council are required to attend.
   a. Attendance and participation is considered criteria for individual funding of clubs and organizations.
   b. A record stating the club or organization’s name along with the primary and secondary representatives shall be kept on file with the office of Student Life.
   c. Activity reports will be provided by the Vice President of Outreach and Recruitment and the Vice President of Administration one week in advance of every Club Council.
   d. Representatives are required to complete, verbally review, and submit the activity report each Club Council Meeting.
   e. If a representative does not supply a completed activity report they will be considered absent.
      i. See Club Guidelines for attendance requirements.
   f. Meetings shall be at least once a month as agreed upon by the members of the Club Council during the first meeting following the last general election.
D. SGA General Assembly Meetings

1. Attendees of the meeting shall be:
   a. Executive Council
   b. Members of the Electorate who wish to attend.
   c. Faculty Advisor
2. Meetings shall be held at least twice a semester as agreed upon by the Executive Council.
3. Individuals who do not qualify as a voting member of the Electorate may attend General Assembly meetings as a Guest but may not be seated with or participate in official votes of the General Assembly.

Article XII: Election Code

Section 1 Voter Qualifications

In accordance with Article VIII of this Constitution, students enrolled in at least one credit course offered by Lone Star College - Tomball shall be eligible to vote.

Section 2 Nominations and Elections Committee

A. A Nominations and Elections Committee shall be appointed in accordance with Article IX, Section 3 of this Constitution.
   1. Members of this committee, except for current SGA officers, will be ineligible for candidacy for any position where the election process was coordinated by the SGA Nominations and Elections Committee during the semester in which they have served as member of the Nominations and Elections Committee.

B. The Nominations and Elections Committee shall establish rules governing campaigns and elections each year that are consistent with Robert’s Rules of Order and the guidelines set forth in this Constitution to be approved by the Executive Council and publicized at the final Club Council meeting of each academic year. The decisions of the committee on any election matters, including appeals, shall be final.
   1. Adopted election rules must be made public at least 30 days prior to the last Club Council meeting of an academic year.
C. Voting

1. All members of the Electorate shall be entitled to one vote, after recording their name, student ID, and signature on the voting roll.

2. Voting shall be held for no less than four (4) and no more than seven (7) class days, on Election Days; there shall be no provision for offsite or early voting.

3. Elections shall be by conducted by secret ballot.

4. Candidates with the largest number of votes for their position election shall be elected.
   a. After the election results have been counted, the Nominations and Elections Committee Chair shall declare the successful candidates “elected.”
   b. In the event there is only one candidate for a given position, a motion for acceptance by acclimation may be made from the presiding Executive Council. The motion must pass unanimously for approval; any negative vote shall require a vote by written ballot.
   c. In the case of a tie for any position, the presiding Executive Council will vote by secret written ballot to determine a winner.
      1. A designee of the Nominations and Elections Committee who is not on the ballot or a member of the Executive Committee shall be appointed to declare the winner of the election as determined by the Executive Committee vote.

Article XIII: Disciplinary Action

Section 1. Voluntary Resignation

A. In the event that an SGA Executive Council member is unable or unwilling to complete his or her term of office, he or she shall write a letter of resignation, addressed to the SGA Advisor, copied to the Director of Student Life, and to the members of the SGA Executive Council.

Section 2 Use and Abuse of Officer Power and Non-Academic Code of Conduct

A. All organization officers have equal authority in governing and decision making. Any officer using his/her authority for personal gain or coercing other members will not be tolerated. Any officer who abuses their authority will be removed and replaced as seen fit by the other members.
B. Board Policy II.E Speech and Conduct on College Campuses allows for freedom of expression of dissenting viewpoints. However, according to section II.E.1.03. Respect and Conduct during Speech Activities, expression of a contrary or dissenting viewpoint may not be undertaken in a manner that disrupts the event or attempts to create a fearful or intimidating climate.

C. Board Policy VI.1.03 Non-Academic Code of Conduct provides examples of behaviors that might qualify as non-academic misconduct. This list cannot give every conceivable example, but the 26 items listed clearly communicate to students what is acceptable and unacceptable behavior, such as:

1. Disrupting, obstructing, or interfering with College activities, access to college facilities, or college-sponsored activities.
2. Engaging in obscene, vulgar, lewd, or indecent conduct, expression, or sexual conduct on the College’s property.
3. Furnishing false information or willfully misrepresenting any fact to the College or to the College’s community members acting in their official capacities.

Section 3. Removals and Replacements

A. In the event that an SGA Executive Council member fails to fulfill the duties and responsibilities of his or her office, behaves in a manner that negatively impact LSC-Tomball or the SGA, or violates the Student Code of Conduct, he or she may be removed from office. SGA and or its Advisor, reserves the right to appoint, remove, or replace any SGA Officer or Representative with two-thirds (2/3) of the vote of the Executive Council. The procedure for removal shall be the following:

1. A letter shall be written to the Executive Council member in question
2. Any of the requirements of Article II Section 2.2 are not met
3. Any position open due to no candidate running
4. Any officer unable to complete or fulfill their responsibilities as stated in Section 3.2 of this Article (d)
5. If any Officer or Representative resigns or steps down

B. A meeting shall be held to discuss the matter and to allow the Executive Council member in question to refute any claims of failure to perform assigned duties. Those in attendance of this meeting shall be the Executive Council member in question, the SGA Advisor, and the remaining SGA Executive Council members.

1. A decision shall be made within three days of this meeting.
2. The Advisor shall notify the Executive Council member in question and the Director of Student Life of the group’s decision to either remove or retain the officer.
3. All SGA Executive Council members and the Director of Student Life shall be notified in writing of the Executive Council member’s removal.

C. The Vice President of Outreach and Recruitment may, as chair of any vacancy committee, convene a meeting to identify and recommend a replacement for filling a vacancy on the Executive Council.

1. Membership of a vacancy committee shall be appointed in accordance with the powers of the SGA President at established in this Constitution.

D. The remaining SGA Executive Council members and the Advisor may appoint a recommended individual to fulfill the remainder of an officer’s unexpired term.

**Article XIV: Amendments and Proposed Legislation**

Section 1. Amendments

A. The Electorate may propose an amendment to the Constitution by submitting a written petition to the Vice President of Administration and the Administration and Bylaws Committee.

1. The petition must contain printed names and signatures equaling a minimum of thirty percent of the total number of ballots cast in the last election.
2. Only signatures of currently enrolled LSC-Tomball students shall be validated.

B. Upon validation of petition signatures by the Elections Committee, the proposed amendment shall be placed on the ballot of the next regularly scheduled SGA General Assembly meeting. In the event that the proposed amendment is approved by a majority of the ballots cast, it shall become a binding part of the Constitution, with acknowledgement by the permanent advisor.

C. Any amendment proposed by an Executive Council, Club Council, or Electorate member must be passed by a 2/3 vote of the total attendees of the next SGA General Assembly meeting. Any amendment that is proposed and passed by the Councils shall be binding and shall become a part of the Constitution.

D. Necessary minor, or clerical, changes to the Constitution that do not, in any way, alter it in principle, need not be approved by 2/3 of the General Assembly but may be instituted by advisor in consultation with the Executive Council.

1. A notice of these changes shall be placed on the SGA web page.
Article XV: Reactivation Procedures for SGA

Section 1. In the event that SGA failed to activate as a recognized student organization of LSC-Tomball, the following procedures shall be followed to reactivate SGA.

A. Appointment of Advisor
   1. An SGA Advisor shall be appointed by the LSC-Tomball Vice President of Instruction in coordination with the Program Manager for Student Life.

B. Appointment of Interim Executive Council Officers
   1. The SGA Advisor shall gather a committee of faculty and/or staff to collect and review applications for interim officers of the SGA Executive Council.
   2. Upon recommendation of a majority of the committee, interim officers shall be named to the Executive Council until a new constitution can be ratified by the General Assembly and elections can be held to permanently fill the SGA Executive Council positions.
   3. The SGA Advisor and interim SGA Executive Council members may seek a vote of confidence in the interim appointments during the first Club Council meeting following the appointment of the interim Executive Council Members.

C. In accordance with Robert’s Rules of Order, until such time as a new constitution is ratified by the General Assembly, the most recently ratified LSC-Tomball SGA Constitution shall be the governing document of the organization.

D. The SGA shall be considered reactivated once a new constitution has been ratified by the General Assembly and filed with the Office of Student Life to become a recognized student organization.
   1. After the SGA has been reactivated, elections for permanent members of the Executive Council must be conducted in accordance with the election guidelines of this Constitution.