

CONSTITUTION/BY-LAWS  
OF STUDENT GOVERNMENT ASSOCIATION/STUDENT BODY  
LAMAR COMMUNITY COLLEGE



## ARTICLE I. NAME, PURPOSE, AND RESPONSIBILITY

Section 1. The Student Government Association is comprised of fifteen (15) students plus four (5) officers. Team members remaining from the previous year will conduct interviews by census date each fall and spring to fill empty seats. Clear attention is given to ensure team members represent campus diversity with regard to age, sex, ethnicity, and program area. The Student Government Association is advised by the Coordinator of Student/Residence Life and the Vice President for Enrollment Services.

Section 2. The Student Government Association, with the advice and consent of the President of the College, recommends allocations of Student Activity Fees in the spring for dispersal the following year after a review of projected income. The Government oversees the expenditure of the activity fees by the various campus organizations. The Government reserves the right to review accounts of clubs to which it allocates to ensure the proper and fair expenditures of Student Activity Fees.

Section 3. The Student Government Association oversees an allocation of money to conduct special events for the campus, e.g., Homecoming, a spring celebration, an end-of-the year function, and various activities.

Section 4. The Student Government Association members also serve as resource persons to whom special issues can be referred by staff management teams, or the President. Members are also available to serve as requested on other campus management teams or special students and the Lamar Community College Campus.

Section 5. The Government is led by a President, with a Vice President, Secretary, Treasurer, SSAC Representative, and Residence Hall Liaison, according to Robert's Rules of Order.

## ARTICLE II. MEMBERSHIP

Section 1. The final legislative responsibility of the Student Body is vested in the Government. The Student Government Association is composed of nineteen (19) voting members, to include the tie-breaking votes of the President of the Government and such ex officio members without a vote, as are provided by the Constitution/By-Laws.

Section 2. Composition: The Student Government Association is made up of fifteen (15) members, the President, Vice President, Secretary/Treasurer, SSAC Representative, and Residence Hall Liaison.

- A. Each member of the Government has one (1) vote and one (1) vote only, which includes the tie-breaking vote of the President.
- B. The President of the College, Director of Student Life and the Dean of Student Services are ex-officio members of the Government, without voting power.
- C. A simple majority of the voting Government seats constitutes a quorum to conduct business.
- D. The Student Government Association holds regular weekly meetings when school is in session, with the exception of the summer term, regularly scheduled breaks, and finals week.

Section 3. Methods of business conduction: Government meetings are open to all members of the Student Body. Only members of the Student Government Association may make a motion, but any member of the Student Body may second the motion. Only Senators may vote.

- A. The President appoints, with the confirmation of the Government, a member of the Government to serve as Parliamentarian. The Parliamentarian advises the Student Government Association on points of law and parliamentary practice in accordance with Roberts' Rules of Order.

- B. The Student Government Association reserves the right to move into executive session. Executive sessions are open to members of the Student Government Association and/or to those persons requested by the President to be present at such sessions. No other business may be conducted when the Student Government Association is in executive session.
- C. The Student Government Association may establish such committees as it deems necessary to assist in its work. Appointment to committees is approved by a simple majority vote of the Government.
- D. The Student reserves the power to censure, impeach, and remove from office its members and appointees.

Section 4. All voting members of the Student Government Association meet the following qualifications:

- A. Each voting member of the Government is a member of the Student Body and must remain a member of the Student Body during their continuance in office.
- B. Each member of the Government must maintain a 2.50 Cumulative Grade Point Average during tenure of office.
- C. All members of the Government have a working knowledge of Parliamentary Procedure.

Section 5. The responsibilities and duties of the Student Government Association are:

- A. To constitute committees, which may include additional members of the Student Body.
- B. To judge the credentials of its members.
- C. To enact, amend, or repeal any legislation concerning matters of policy affecting members of the Student Body and their welfare.
- D. To recognize organizations established by and for members of the Student Body which operate on a college wide basis.
- E. To have primary budget advising responsibilities for the Student Body.
- F. To discipline, censure, and/or remove any office, worker, or employee of the Student Government Association by a two-thirds (2/3) majority vote in session and declare this person(s) position vacant.
- G. To confirm all appointments, unless otherwise provided for, in this Constitution/By-Laws. This confirmation, unless otherwise provided for, is by majority vote.
- H. To make all rules governing elections.
- I. To initiate change in college rules which affect the members of the Student Government Association and Student Body.
- J. To handle all formal complaints that are brought to the attention of any member of the Government, the Executive Committee or the President of the College.
- K. To attend all Student Government Association meetings. A Senator is limited to three (3) absences per semester.
  - 1. Any Government member with more than three (3) absences in one semester is subject to removal from office.
  - 2. Any Government member with more than two (2) absences in one semester is given a written warning.
- L. To contribute to Student Government Association decision making by participating in discussions and by voting at the Student Government Association meetings.
- M. To serve on standing committees.
- N. To maintain communication with those committees of which they are members and provide input to those committees.
- O. To establish and maintain office hours throughout the year in order to provide communication with the members of the Student Body.
- P. To perform other such duties as may be assigned by the President.

Section 6. Code of Conduct: The Student Code of Conduct is regarded as the rules and regulations by which this Constitution/By-laws will operate.

- A. In the event that a member of the Student Government Association has become unfit to proceed with the duties of his/her office and is unwilling to step down from that office, the remaining members of the Student Government Association may move to have the unfit member removed.
  - 1. Removing the member requires no less than two-thirds (2/3) vote by the remaining members of the Student Government Association.
- B. In the event that a Student Government Association member has exceeded the maximum allowable meeting absences, he/she is recommended for removal.
  - 1. Any member with three (3) total absences per semester is recommended for removal as per Article II, Section V, paragraph K, 1 and 2.

### Article III. Officers

Section 1. The officers of the Student Government Association are the President, Vice President, Secretary/Treasurer, State Student Advisory Council Primary Representative (SSAC Rep.), and Residence Hall Liaison.

Section 2. The officers of the Student Government Association meet the following requirements and qualifications:

- A. All officers of the Student Government Association are members of the Student Body and must have a 2.75 Cumulative Grade Point Average at the time of their election to office, and maintain the average during their term of office.
- B. All officers of the Student Government Association are members of the Student Body and must be enrolled in a minimum of nine (9) semester hours. The prescribed minimum is maintained during their terms of office.
- C. All officers of the Student Government Association are members of the Student Body. They cannot be an instructor of regular curriculum at LCC and are not qualified to be elected/appointed to any office of the Government.
- D. All officers of the Student Government Association have a working knowledge of Parliamentary Procedure.

Section 3. The President, Vice President, Secretary/Treasurer, SSAC Rep., and Residence Hall Liaison of the Student Government Association are elected for one (1) year terms which may be sought by members of the Government.

- A. The President has the full power, authority, and responsibility to:
  - 1. Preside at all meetings of the Student Government Association and at all meetings of the officers in executive session.
  - 2. Serve as the Chief Executive of the Student Government Association and to represent the Government in all matters concerning the Student Body interest, welfare, and jurisdiction both inside and outside the College and community.
  - 3. Represent the Government at required meetings of the LCC Council. In the event the President is unable to attend meetings of the Council, the Government is represented by the Vice President of the Student Government Association.

4. Regulate and conduct all general and special elections of the Student Government Association, aided by the other officers, and to publish the results of such elections.
5. Make appointments to committees subject to the approval of the Student Government Association.
6. Appoint committees to carry out functions or research deemed necessary for the successful operation of Student Government Association concerns and serve as an ex-officio member of all committees on campus.
7. Assist and administer all executive action taken by the Student Government.
8. Vote only in case of a tie vote and/or according to Roberts' Rules of Order, Newly Revised.
9. Convene emergency sessions of the Student Government Association as deemed necessary. A twenty-four (24) hour notice is required for all emergency sessions.
10. Use such powers as may be necessary and proper for the enforcement of the actions of the Student Government Association.

B. The Vice President has full power, authority, and responsibility to:

1. Assist the President in the execution of his/her duties and to assume these duties in the President's absence.
2. Assume the office of the President Pro Tem until election of a new President, should the office of the President become vacant.
3. Be responsible to the Student Government Association for the interpretation of the Constitution/By-Laws.
4. Be a voting member of the Student Government Association.
5. Provide for the supervision of all committees of the Student Government Association.
6. Be familiar with policy and procedures relative to student affairs and work closely with the appropriate college professional staff in order to deal with questions, complaints or suggestions relative to the following areas:
  - a. Admissions policy and requirements, international student policies, and college-level examination programs.
  - b. Honor rolls, transcripts, withholding of student records, student financial aid programs, and Veterans' Affairs.
  - c. Occupational, academic, and general studies programs and the requirements of these programs.
  - d. Participate in campus community work relating to evaluation of instructional programs, division directors, and faculty.
7. Perform other duties as assigned by the President.
8. Also possess such other powers and duties as assigned by this Constitution/By-Laws.

C. The Secretary/Treasurer has the full power, authority and responsibility to:

1. Be responsible for taking an accurate record of the meetings of the Student Government and the Executive Committee.
2. Keep a permanent file of all minutes, with a separate record for each of the Government and the Executive Committee.
3. Prepare and distribute copies of the Student Government Association minutes to members of the Government.
4. Be responsible for the handling of all official Student Government Association correspondence.
5. Be a voting member of Government.

6. Perform all other duties and functions relevant to the office, as assigned by the President.
  7. Also possess such other powers and duties assigned by the Constitution/Byelaws.
- D. The State Student Advisory Council Primary Representative (SSAC Rep.) is a sophomore with one (1) semester as a Student Government Association representative, and meets the requirements as follows:
1. Attend all meetings, of the SSAC.
  2. Miss no more than two (2) meetings per term before disciplinary action is initiated in accordance to Article XVI, paragraphs 1 and 2, of the SSAC By-Laws/Constitution.
  3. Be responsible for informing the College of all SSAC activities.
  4. Make available a copy of the minutes of all SSAC meetings to the Student Government Association, Student Government Association Advisors, and school Presidents upon receipt from the SSAC Secretary.
  5. Be responsible for performing other duties as delegated by the Chair of SSAC.
  6. Present a monthly report to the SSAC on matters of student interest and concern at their colleges.
  7. Removal of SSAC Rep., is as per SSAC By-Laws/Constitution, Article XVI, paragraphs 1 and 2.
- E. The Residence Hall Liaison has the full power, authority, and responsibility to:
1. Be a voting member of the Student Government Association.
  2. Equally and responsibly represent all students residing in Todd-Burch Hall.
  3. Be responsible to the Government for the continuous formulation of ideas and suggestions to improve residence life at Todd-Burch Hall.
  4. Be familiar with the Todd-Burch Hall code of conduct and work closely with the coordinator of residence life on such improvements and suggestions.
  5. Be a source for all students in regards to all matters concerning Todd-Burch Hall.
  6. Perform all duties as assigned by the President.
  7. Also perform such other duties assigned by the Constitution/By-Laws.
- F. The President and the Vice President do not chair any committees other than those stated in this Constitution/By-Laws. They may, however, serve under any committee.

Section 5. Stipends will be issued per semester to all officers as follows:

A.	President	\$250
B.	Vice President	\$225
C.	Secretary/Treasurer	\$175
E.	SSAC. Primary Rep.	\$150
F.	Res. Hall Liaison	\$125

#### ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. The executive responsibility of the Student Government Association is housed in the Executive Committee of the Government. The members of the Executive Committee consist of the President, Vice President, Secretary/Treasurer, SSAC Primary Rep., and Residence Hall Liaison. The Coordinator of Student/Resident Life, the Vice President for Enrollment Services, and the President of the College or his/her ex officio member are also members in non-voting capacities.

Section 2. The President of the Government exercises his/her Constitutional duties through the Executive Committee.

Section 3. The duties and responsibilities of the Executive Committee are:

- A. To advise the President of the Government on the advisability and substance of legislation to be proposed to the Government.
- B. To advise the President of the Government on the proper functioning of the Government.
- C. To act as liaison between the Student Body/Government and the faculty and administration.
- D. To provide an environment for voicing ideas and concerns.
- E. To be responsible for the proper and orderly administration of the Executive Offices, and Committees of the Government.
- F. To assist the President in the formulation of policy on legislation to be introduced to the Government.
- G. The Executive Committee has priority over all other committees.

## ARTICLE VI. COMMITTEES

Section 1. The Government establishes and has final legislative responsibility over permanent Committees, under the Administrative Branch, as it sees fit to provide for by the Constitution/By-Laws. The Government and Executive Committee may separately establish such legislative committees as they deem necessary.

- A. Any member of the Government may work on a committee.
- B. Committees are formed as needed, comprised of no less than four (4) Government members, the President, and the Director of Student Life. Each committee has a chairperson provided by Article III., Section 4, paragraph E.
- C. All appointments to the committees must be made by the President.
- D. The Government must be informed of all the appointments made to all committees and/or boards.
- E. Each committee and/or board may draw up any rules of conduct which it deems necessary, provided that they in no way contradict any portion of this Constitution/By-Laws.
- F. The Student Government Association may require a report from any committee or board at anytime it deems necessary.

Section 2. Standing Committees consist of an Election Committee, Budget Committee, Activities Committee, and Policies Committee.

- A. These Committees are ultimately responsible to the Government, which may vote to alter any action taken by the Committees.
- B. The Government is responsible for confirming appointments to Committees.
- C. The Elections Committee consists of the President as chairperson, excluding prior policy, and three (3) other members who are not running for office. It is responsible for the administration of all elections, seeing that only qualified candidates run, and that every member of the Student Body eligible to vote is given a chance to vote. The Elections Committee is required to carry out any task assigned it by this Constitution/By-laws for the Government. The Government may demand a report to be made by the Election Committee upon any election.
- D. The Budget Committee consists of Secretary/Treasurer as chairperson, President of the Student Government Association, and three (3) Senators. The Coordinator of Student/Resident Life and Vice President for Enrollment Services will be non-voting members.
  - 1. It is responsible for seeing that the budget, once approved by the Student Government Association, is not modified without the prior consent of processes, and with Government approval formulate the policy and procedure for the budget

process. It has the power to judge the validity of variances from budget proposals that do not affect basic programs.

2. The three (3) Senators are members of other clubs on campus when possible.
3. The annual budget appropriation for Student Activity Fees is devised in the following manner:
  - a. Any organization or group desiring to be included in the annual budget must present a written proposal to the Student Government Association during the Spring term.
  - b. The Budget Committee reviews all proposals in conjunction with Student Government and submits the budget to the Student Government Association for approval and implementation.
  - c. The Student Government Association passes a final approval of the Annual Budget before the close of spring session.
  - d. A majority vote of the Student Government Association is required to approve budget variances.
- E. The Activities Committee consists of the Director of Student Life, the Secretary/Treasurer, and three (3) members of the Student Body/Senators. The Activities Committee is responsible for the selection of entertainment and cultural arts events. The Director of Student Life administers that portion of the budget allocated to Student Activities, and is responsible for the operation of the Student Center/Lounge.
- F. The Policies Committee consists of the Dean of Student Services and three (3) members of the Student Government Association.

## Article VII. INITIATIVE, REFERENDUM, RECALL, IMPEACHMENT AND VETO

Section 1. One hundred (100) members of the Student Body may initiate legislation by signing a petition requesting a special election on a specific issue.

- A. Legislation requesting a special election is initiated by a petition signed by one hundred (100) members of the Student Body. The petition must be presented to the Student Government Association.
- B. The date of the special election is no later than two (2) academic weeks following the completion of the petition.
- C. Notice of the election and the issue to be resolved is publicized by the Government for at least five (5) days immediately preceding the election date.
- D. The issue is resolved by a simple majority of those members of the Student Body casting ballots.

Section 2. One hundred (100) members of the Student Body may call for a general election by signing a petition stating the issue to be resolved on any issue previously passed upon by the Government.

- A. Members of the Student Body may call for a referendum election on any issue previously passed by the Government.
- B. Such action requires a petition bearing the signatures of one hundred (100) members of the Student Body.
- C. Notice of the election and the issue in question is publicized by the Government for at least five (5) days immediately preceding the election date.
- D. The issue is resolved by a simple majority of those members of the Student Body casting ballots.



Section 3. One hundred (100) members of the Student Body may call for the impeachment of any official, elected or appointed, by signing a petition.

- A. Upon receipt of a petition calling for the recall election, the Government reviews the charges brought forth against the official in question and rule whether the charges are sufficient grounds for a recall election. This is done at the next regularly scheduled meeting.
- B. If the Government determines that the evidence is sufficient to have a recall election, the date of the recall election is no later than three (3) academic weeks following the presentation of the petition.
- C. The issue is resolved by a majority vote of the members of the Student Body casting ballots in the election.

Section 4. A three-fourths (3/4) majority vote of the Government in session is required to impeach any official elected or appointed under this Constitution/By-Laws.

- A. Impeachment proceedings may be brought against any officer of the Student Government Association by the Government.
- B. After a motion to impeach has been made, the motion is tabled for a one (1) week period. During this time an investigation of the charges is made by the Government Select Committee.
- C. Results of the investigation are presented to the Government at the next regularly scheduled meeting.
- D. The Government Select Committee will not create any new charges, nor make any recommendation concerning the impeachment, but will only present the facts disclosed by the investigation.
- E. A three-fourths (3/4) majority vote of the Government is required for impeachment.

Section 5. The President of Lamar Community College has the power to veto any action taken by the Student Government Association. The President of the Student Government Association is responsible for seeing that the reasons for any veto are made known to the Executive Committee, the Student Government Association, and the members of the Student Body.

- A. The official voting list for any election held in accordance with the above Constitution/By-Laws is determined by the date of request, provided the election falls on the same academic term as the date of the request.
- B. Should the date of the election fall in the academic term following the term of the date of request, the official voting list is that of the date of the election.

## ARTICLE VIII. ELECTIONS

Section 1. Election of the President, Vice President, Secretary/Treasurer, SSAC Primary Representative, and Residence Hall Liaison of the Student Government Association is by a majority of the votes during the regular scheduled election. Should no candidate receive a majority of the votes during the regular election, a runoff election will be held no later than two (2) academic weeks following the regular election between the two (2) candidates receiving the most votes in the regular election.

Section 2. A vacancy in any elected position of the Student Government Association is filled no later than two (2) weeks after the vacancy has occurred. The President will appoint a temporary officer or senator to fill the vacancy with the advice and the consent of the Government until the position is filled.

- Section 3. Candidates for election must meet the requirements as stated in the Constitution/By-Laws.
- A. For fall and spring elections, there shall be a minimum of two (2) polling places, and a maximum numbers as deemed necessary by the chair of the election committee.
  - B. Polls shall be open from 8:00 a.m. to 8:00 p.m. on the first day of election, and 8:00 a.m. to 4:00 p.m. on the second day.

## ARTICLE IX. BUDGET

### Section 1. Source of funds:

- A. Unrestricted funds are those funds generated by Student Life (a portion of the College Fees) and by Student Life revenue producing functions benefiting the members of the Student Body as a whole.
- B. Restricted funds are those funds generated by revenue producing functions of specific student organizations recognized by the Student Government Association and the College Administration.

### Section 2. The authority to allocate institutional funds derived from Student Activity Fees is delegated to the Student Government Association.

- A. Approval of requests for funds is conditional upon submission of budgets to, and approval by the Student Government Association.
- B. Financial accountability is required for all funds allocated by the Student Government Association to any organization or club, including statements of income and expenses. Subject to State Statutes and regulations governing expenditures of State funds, otherwise organizations have independent control over the expenditures of allocated funds. Deficit spending is not allowed by the Student Body or any organization or club to which funds have been allocated.
  - 1. The Controller maintains all financial records of the Student Body for those funds allocated to the various organizations and clubs, but has no authority or control of these funds except those assigned by State Statutes and regulations and by this Constitution/By-Laws.

### Section 3. Any funds which belong to the Student Body, but are not budgeted to any specific use under Article IX, Budget, are appropriated by the Government in the following manner:

- A. All funds must be appropriated by the Student Government Association by a majority vote.
- B. All requests must be received by the Secretary/Treasurer of the Government by noon on the day preceding the Executive Committee meeting of the Government.
- C. Requests for funds must contain:
  - 1. A general explanation of the reason for the request.
  - 2. An itemized list of the uses to which the funds are put to use.
  - 3. A dollar breakdown.
  - 4. The name of the person who coordinates the expenditures of funds.
- D. The Secretary/Treasurer of the Government presents all requests for funds to the Budget Committee.
- E. The Budget Committee presents their recommendations to the Student Government Association for approval before sending recommendations to the President of the College.

### Section 4. The Budget Committee is responsible for insuring proper implementation of the budget.

- A. The Budget Committee reviews budgets on a regular basis and research alterations from original requests.

## ARTICLE X. STANDING RULES AND PARLIAMENTARY AUTHORITY

Section 1. The Executive Committee may make any standing rules they deem necessary. Such rules may in no way be in conflict with this Constitution/By-Laws.

Section 2. All Committees established by this Constitution/By-Laws use the most recent edition of Roberts' Rules of Order as its parliamentary authority.

## ARTICLE XI. AMENDMENTS

Section 1. Amendments to this Constitution/By-Laws may be proposed by one (1) of the following two (2) manners:

- A. The Government may, by a majority vote, propose any amendment to this Constitution/By-Laws.
- B. Any amendment to this Constitution/By-Laws may be proposed by a petition signed by one hundred (100) members of the Student Body. Upon receipt of the petition, the President of the Student Government Association must refer it to the Election Committee, which conducts an election for the amendment no sooner than three (3) weeks, and no later than six (6) weeks.

Section 2. Ratification of all amendments to this Constitution/By-Laws requires a simple majority vote of those members casting ballots at a special election held for that purpose.

The afore mentioned Constitution/By-Laws are approved.

August, xx 2024 \_\_\_\_\_,

With the following officers:

\_\_\_\_\_  
Name, President

\_\_\_\_\_  
Name, Secretary/Treasurer

\_\_\_\_\_  
Name, Coordinator of Student/Resident Life

\_\_\_\_\_  
Name, Vice President Administrative Services