



Student Government Association **CONSTITUTION**

(Originally) Approved 11/04, Revised 1/11

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ARTICLE I - Name of Organization

The SOUTH CENTRAL LOUISIANA Technical College Student Government Association (SGA) is the primary student organization representing the student body of the SOUTH CENTRAL LOUISIANA Technical College campuses.

ARTICLE II - Purpose of the Organization

The purpose of SOUTH CENTRAL LOUISIANA Technical College Student Government Association is to provide the following: an intellectual, social, and cultural environment that maximizes student potential and enhances student success; equal representation for students; a voice for student needs in establishing institutional priorities; an institutional resource to further the development of the student as a contributing member of the community.

ARTICLE III - Membership

SECTION 1. EQUALITY

No student shall be denied participation based on race, color, national origin, religious creed, gender, physical handicaps, political beliefs, age, or sexual preference.

SECTION 2. STRUCTURE

The SOUTH CENTRAL LOUISIANA Technical College SGA shall be comprised of an Executive Board that consists of the SGA presidents from each of the campuses within the SOUTH CENTRAL LOUISIANA Technical College, an Executive Cabinet and a legislative body, and shall have an appointed faculty advisor.

A1. Executive Board is comprised of:

The Presidents of each of the SOUTH CENTRAL LOUISIANA Technical College campuses within the region.

A2. Executive Cabinet on each campus is comprised of:

- a. President of the student body
- b. Vice President of the student body (President of student senate)
- c. Treasurer
- d. Secretary

A3. Legislative body, known as the student Senate, is comprised of:

One representative per program per fifty students; maxed out at three students per program.

Note: Students enrolled in a campus program may vote to be with representation on the senate for a semester as a result of extenuating circumstances. (Ex: Program offered periodically; student census fluctuates; by majority vote of enrolled students)



A4. Judicial Council is comprised of: (Optional)

- a. Chief Justice
- b. Three Justices

Section 3. Qualifications

A1. Executive Board

The Executive Board consists of the SGA Presidents from each of the campuses within South Central Louisiana Technical College.

(The Chief Executive Officer shall be a presidential member elected among the members of the Executive Board members. The Chief Executive Officer serves a one-year term. The Chief Executive Officer may not serve a consecutive term- this procedure will take affect during the March 2004 election). The Chief Executive Officer shall be the regional representative for the Louisiana Community and Technical College Student President's Council (in accordance to the Louisiana Community & Technical College System Policy I.2.006.)

A2. Executive Cabinet

- a. Members of the executive cabinet shall have completed a minimum of twelve hours of Louisiana Technical College recognized study, six hours of which must have been completed within the SOUTH CENTRAL LOUISIANA Technical College/LCTCS system by the end of the semester in which they are running.
- b. Members of the executive cabinet shall have earned a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
- c. Members of the executive cabinet shall be enrolled in a minimum of 12 credit hours of study.

A3. Legislative body

- a. Members of the legislative body shall have completed a minimum of six hours of SOUTH CENTRAL LOUISIANA Technical College study within their program area and must be enrolled for a minimum of 6 hours during the semester serving as a member of the legislative body.
- b. Members of the legislative body shall have earned a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
- c. Enrollment shall be determined by the 14th day count to be considered as active enrollment.

A4. Judicial Council (Optional)

- a. Members of the judicial council shall have completed a minimum of six hours of SOUTH CENTRAL LOUISIANA Technical College study within their program area.
- b. Members of the judicial council shall have earned a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
- c. The justices shall be selected by the President of the Student Government Association according to statute and with the consent of two thirds of the Senate.

SECTION 4. POWERS AND DUTIES

A1. President of the Student Body

The President of the SGA shall preside at all SGA meetings and act as the official representative of the student body at all necessary functions. The President shall:

- a. Give direction and leadership to the SGA.
- b. Supervise the execution of SGA policy.
- c. Make special committee appointments.
- d. Be an ex-officio member of all committees.
- e. Appoint any position on SGA in the event of resignation, recall, or other vacancy with majority approval of the Legislative Body of the SGA.
- f. Call special sessions of the SGA Executive board or the SGA anytime they deem it to be in the interest of the SGA with twenty-four hours notice.
- g. Notify the Vice President to assume his/her duties in the event that the President expects being absent for his/her duties.
- h. Preside over recall procedures and Executive Board, SGA, and all college meetings.
- i. Ensure that quality and diverse programs are presented.
- j. Work with the Student Affairs Officers or /advisor in the preparation of the Student Activities Calendar.
- k. Attend the meetings of the Faculty Senate and act as SGA's liaison to the Faculty Senate committees (where applicable).
- l. Appoint members to the Student Judiciary Council and fill vacancies (where applicable) on the council with the consent of two thirds of the Student Senate. Regional CEO can serve or appoint members (the Executive Board) where necessary on grievance panels or similar.
- m. Has the power to veto any Senate decision.

A2. Vice President of the Student Body (President of Student Senate) shall:

- a. Assist the President in the administration of SGA affairs.
- b. Be the convening and presiding officer of recalling proceedings against the President.
- c. Act as the chairperson of the Election Committee.
- d. Assist the President in responding to all student concerns relating to the academic policies of the LCTCS/SOUTH CENTRAL LOUISIANA Technical College.
- e. Assist with the activities of co-curricula student organizations.
- f. Take responsibility for the effective planning, management, and evaluation of all SGA programs and activities related to academic affairs.
- g. Ensure that quality and diverse programs are presented.
- h. Work with the Student Affairs Officers or advisor in the preparation of the Student Activities Calendar and the Student Handbook.
- i. Cast a vote on Student Senate Legislation in case of a tie.
- j. Organize the agenda for the student Senate meetings.
- k. Perform such duties as may be requested by the President.
- l. Serve as an ex-officio member of all Student Senate committees.

A3. Treasurer shall:

- a. Be responsible for the SGA funds, as directed by the SGA.
- b. Be responsible for the safekeeping of those funds with the Campus Accountant.

- c. Work with the Student Affairs Officer or Financial Officer in the establishment and maintenance of disbursement and accounting procedures.
- d. Request a monthly financial statement from Campus Accountant. At discretion of Campus Dean and/or advisor or their designee. Any monetary transactions should be conducted in accordance to the campuses accounting procedures.
- e. In conjunction with President and advisor may approve expenditures under fifty dollars. All expenditures over fifty dollars, which do not appear in an approved budget, must have the majority approval of a quorum of the voting members of the SGA and signed approval of the Campus Administrator or Dean.
- f. Perform such duties as may be requested by the President.

A4. Secretary shall:

- a. Take accurate minutes at all Executive Board and SGA meetings.
- b. Make copies of all minutes available to SGA members, the student body and the SGA advisor within one week of any meeting.
- c. Work with the Student Affairs Officer or Advisor in the preparation and distribution of all minutes.
- d. Establish and maintain a representative file consisting of names, addresses, telephone numbers and class schedules (optional) of all SGA Executive Board members. This shall be done at the beginning of each semester with the assistance of the advisor.
- e. Be responsible for all office files.
- f. Collect and assemble all reports of officers or committee Chairpersons.
- g. Be responsible for all office correspondence.
- h. Performs such duties as may be requested by the President.

A5. Senators shall:

- a. Represent the interests of the student body in conducting Student Senate business.
- b. Exercise responsible judgment when voting.
- c. Introduce legislation for the consideration of the Student Senate.
- d. Serve on Advisory committee of their respective program.
- e. Be entitled to vote on Student Senate motions, bills, and resolutions.
- f. Have the power to override the President's veto with a two-thirds (2/3) vote of the Student Senate.
- g. Approve recommendations for the allocation of the annual budget review of the Student Activity Fee.
- h. Have the power to approve ad-hoc committees to serve special projects as required.

A6. Parliamentarian Note: This officer is elected from the senators and may serve to encourage senate participation. (OPTIONAL)

- a. Already is a member of the Student Senate.
- b. Be elected by the Student Senate vote.
- c. Serve as the primary resource on the proper procedures for conducting Student Senate business in accordance with Robert's Rules of Order.
- d. Preside over impeachment hearings brought forth against the Chief Justice of the Judicial Council. (OPTIONAL)



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A7. Chief Justice (Optional)

- a. Call and preside over hearings of the Judicial Council as needed.
- b. Discuss appropriate action with the Advisor and the Student Affairs Officer official rulings are made.
- c. Be responsible for maintaining accurate records of all proceedings, correspondence and petitions brought to the council.
- d. Provide written decisions of the Council to all Executive Cabinet members.
- e. Preside over impeachment hearings unless he/she is under impeachment.
- f. Cast the deciding vote in case of a tie in judicial proceedings.
- g. Not serve as a member of the Executive Board, Executive Cabinet, or the Legislative Body.

A8. Justices (Optional)

- a. Interpret and provide guidance as to the spirit of the Student Government Association constitution.
- b. Shall provide any student organization with an impartial interpretation of their constitution upon request.
- c. Ensure that decisions passed on by the Judicial Council are in compliance with Federal, State and SOUTH CENTRAL LOUISIANA Technical College/LCTCS policies and regulations.
- d. Serve as an arbitrator between student organizations upon mutual requests.
- e. Serve as the jury in impeachment proceedings brought forth against any member of the Student Government Association.
- f. All decisions of the Judicial Council shall be final and go into effect and in writing and be immediately disseminated to the Student Services Officer for distribution to the Student Body.
- g. Not serve as a member of the Executive Cabinet, the Legislative Body, or the Student created boards.

SECTION 5. VOTING POWERS

A1. Each member is entitled to one vote within the parameters of their position.

A2. Quorum shall consist of a simple majority (50% plus one) of the positions currently filled in order to conduct official business in any branch of the Student Government Association.

A3. A two-thirds (2/3) vote of the main assembly can override a veto.

A4. A proxy vote must be in writing and may only apply to an unamended written bill being presented for passage.

SECTION 6. TERMS OF OFFICE

A1. Elected Offices

- a. Officially begin their term of office at 12:01 p.m. on the last Friday of March in the year in which they are elected.
- b. Shall officially end their term of office at 12:00 noon, on the last Friday of March following the year of service in which they held office unless the term of office is reduced by resignation, impeachment, or the failure to maintain the qualifications of office.

A2. Office Resignation

- a. The Chief Executive Officer must submit a letter of resignation to the Chancellor or Regional Director and copy to the members of the Chief Executive Board, Executive Cabinet, Faculty Advisor, and Campus Administrator (Dean).
- b. The President of the Student Body must submit a letter of resignation to the Faculty Advisor and a copy to the Vice-President of the Student Body.
- c. All other resignations must be in writing and submitted to the President of the Student Body with a copy to the Faculty Advisor.

A3. Office Vacancies

These processes shall be used to fill vacancies of a temporary nature until such time as an official election of the student body is held.

- a. In the case of the vacancy of the President of the Executive Cabinet, the Vice-President shall assume the President's office.
- b. In the case of the vacancy of the Chief Executive Officer (Regional), the Executive Board (Regional) must call a special meeting to elect a Chief Executive Officer. This meeting must take place within three working days of the vacancy.
- c. In the case of the vacancy of the President of the Student Body, the Vice-President of the Student Body shall assume the President's office.
- d. In the case of the vacancy of the Vice-President of the Student Body, the President of the Student Body shall preside over a meeting of the Student Senate to elect a member of the legislative body to serve as the Vice-President of the Student Body.
- e. In the case of the vacancy of any other executive office, the President of the Student Body shall nominate for Student Senate vote and approval, individuals to serve in those capacities. In the case of the vacancy of a senator position office, the students enrolled in a specific program area shall approve a representative to serve on the Student Senate.
- f. When there are simultaneous vacancies in both the offices of President of the Student Body and the Vice-President of the Student Body, a special election of the student body shall be held to select their successors.

A4. Office Removal

- a. Student Senate members and Executive Cabinet may be removed from office by Executive Order for excessive absence from official SGA meetings and/or functions. Excessive absence is defined as three absences per term of office.
- b. Excuses must be submitted verbally one hour prior to meeting and/or function and in writing within 24 hours to the President and Advisor.
- c. A written petition for removal shall be presented to the Vice-President of the Student Body (or President of the Student Body) signed by at least three Student Senators.
- d. The Vice-President of the Student Body shall promptly notify the individual in question that this matter shall be placed on the agenda for the next scheduled SGA meeting.
- e. Two-thirds vote is required for removal and written notification will be sent within twenty-four hours to the individual in question.
- f. An appeal of the removal proceedings must be made in writing to the Advisors within seventy-two hours of written notification being received by the Senator in question. (Not including weekends)



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A5. Office Impeachment

- a. A petition for impeachment of a member of the Executive Cabinet for each campus must be submitted in writing with either the signatures of twenty percent (20%) of the respective campus' student body, which can be verified by the Advisor or 2/3 of the Senators from each respective campus.
- b. The Faculty Advisor shall contact the Chief Justice (or Parliamentarian if need exists) and provide them with a copy of the petition.
- c. The Chief Justice (or Parliamentarian) shall investigate the impeachment charges and notify the accused in writing of the specific charges and forward a copy to the Advisor and Campus Administrator or Dean.
- d. A hearing date shall be set for a date at least two weeks after the written notification has been received by the individual considered for impeachment.
- e. The individual will be given an opportunity to address the impeachment charges before the Judicial Council.

A6. Grounds for Impeachment

- a. Direct violation of Federal, State or SOUTH CENTRAL LOUISIANA Technical College/LCTCS policies or regulation.
- b. Failure to follow the spirit of the Student Government Association Constitution.
- c. Violation of the SOUTH CENTRAL LOUISIANA Technical College/LCTCS Student Policies.

A7. Office Elections

- a. The Advisor of the Student Body shall appoint the chair of the Student Government Association Election Committee to be approved by the Student Senate during the month of November.
- b. The election committee shall hold its first meeting before February 1, and must meet every month thereafter. If this meeting does not take place, then the Student Senate shall assume control of the Election Committee and form a new committee at the next regularly scheduled meeting.
- c. No member of the election committee shall also be a candidate for office in the upcoming election.
- d. Student Government Association elections shall be held before the third full week of March.

SECTION 7. COMMITTEES OF THE STUDENT GOVERNMENT ASSOCIATION (CAMPUS OR REGIONAL)

A1. Standing Committees

- a. *Constitutional Committee: (Regional)*
Review petitions for recognition, and pass on recommendations to the campus Student Senate, to encourage the SOUTH CENTRAL LOUISIANA Technical College Administration to recognize newly chartered student organizations.

Review constitutional changes of recognized student organizations and constitutions of newly formed student organizations to ensure compliance with Student Government Association legislation.



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Review the constitution every two years and recommend changes for the efficient operation of the SGA.

Membership shall consist of one officer representative from each campus.

The committee will implement Constitutional changes per Article V Section 1.

b. Appropriations Committee: (Optional)

To review petitions of student organizations seeking financial support for their programs.

To award money within the limits established by the Student Senate and pass on all other recommendations for funding to the Student Senate for approval.

c. Budget Committee:

To research and prepare recommendations for Student Service Fee Allocations of Student Government Association, and all bodies whose financial support is a direct result of Student Activity Fees, for the Student Senate.

Hold hearings in which past and potential recipients are allowed to present their plan for future funding.

A2. Senate Ad-Hoc Committees

- a. Ad-Hoc committees may be established by the President of the Senate, with the approval of a majority vote of the Student Senate, to address special projects or legislative research.
- b. These committees shall be dissolved upon the completion of their task(s).

ARTICLE IV College Advisor

SECTION 1. FACULTY ADVISOR

A1. Powers and Duties

- a. Be appointed by the Campus Administrator or Dean.
- b. Ensure that all Student Government Association business is conducted in compliance with federal, state, and college policies, regulations and procedures.
- c. Serve as an advocate for the Student Government Association to administration.
- d. Provide continuity from one Student Government Association administration to the next.
- e. Provide monthly updates due on the first of the month to the Chief Student Affairs Officer and Campus Administrator.



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ARTICLE V **Constitutional Changes**

SECTION 1. AMENDMENTS

Proposed Amendment changes to amend the Constitution of the SGA shall be made at any regular meeting by two-thirds majority vote of all present voting members.

Upon passage of proposed Constitutional changes, the campus SGA President shall present said proposal to the Regional Constitutional Committee.

Upon review of the proposed Constitutional changes, the Regional Constitutional Committee will implement the process for ratification of said changes.

This proposition must be considered for the first available meeting of the South Central Louisiana Technical College's Regional Director.

SECTION 2. RATIFICATION

A1. The Constitutional Committee shall present the proposed Constitutional changes to the Regional Director for review and considerations.

A2. The revised Constitution shall be presented to the students of South Central Louisiana Technical College for a special referendum.

- a. Written notice to amend the constitution must be posted for public viewing on all SOUTH CENTRAL LOUISIANA Technical College campuses for no less than two weeks prior to a special referendum election.

SECTION 3. ENABLING ACT

A1. Upon consideration and approval by a Student Body referendum, this document shall supersede all previous Constitutional documents for the Student Government Association of the SOUTH CENTRAL LOUISIANA Technical College.