

CONSTITUTION

of the

Student Government Association

of

LEE COLLEGE

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Preamble

This Student Government Association, deriving its full power from the student body of Lee College, shall be held responsible to, and represent that body to the fullest extent of this Constitution which is composed of substantive and procedural portions.

Article I – Name

This organization shall be known as the Student Government Association of Lee College, hereinafter referred to as SGA.

Article II – Purpose

SGA shall be a college-wide student organization taking as its mandate the following responsibilities:

- A.** To represent the needs and aspirations of all students at Lee College.
- B.** To seek, enhance, and maintain reciprocal channels of communication between students, faculty, and administration at Lee College
- C.** To secure meaningful participation in the decision-making bodies within the academic community.
- D.** To guide and inspire colleagues by upholding the moral integrity and professional standards of mature, respectable student leaders.

Article III – Government Structure

Section 1 – Constituency

All registered students at Lee College shall be considered constituents of the SGA and shall have the right to participate in all elections and referenda held under the provisions of this Constitution. Only the Senate will have voting power, each club will have one vote per representative. (Maximum of two)

Section 2 - Members

SGA shall be governed by a total body of five members who are annually elected by the general student population at Lee College during each spring semester. This governing body shall be composed of five (5) Executive Officers and a complete senate consisting of two voting members from each club acting as the Senate.

2.1 Executive Officers include the President, Vice President, Treasurer, Secretary and Parliamentarian, who collectively make up the Executive Committee.

2.2 All Members of the SGA have the right to schedule a meeting with any member of the administration, faculty and staff when deemed appropriate or necessary.

Section 3 – Qualifications

To serve as a Member in SGA, a candidate must be a student enrolled at Lee College who has earned at least 6 credits at the college. SGA candidates must be available to present themselves throughout the duration of General Meetings (pursuant to Article VII, Section 1).

3.1 To run for President, a candidate must have a minimum cumulative G.P.A. of at least 3.0. Candidates for all remaining Executive Officer positions need a minimum cumulative G.P.A. of 2.5.

3.2 During their term of office, all Members must maintain the required minimum cumulative G.P.A. for the position obtained.

Section 4 – Term of Office

The term of office for a Member of the SGA shall be one (1) year beginning the August 26th following election through June 1st. The general election for office will be held every spring semester within the Lee College campus.

Section 5 – Vacancies

All Membership vacancies, but not limited to resignation, disqualified from serving, withdrawal from Lee College, removal by impeachment or such other process that may be adopted by the SGA, shall be filled within a period not exceeding two (2) weeks from the effective date of vacancy. Vacancies can only be filled during either fall or spring semester.

5.1 In the event that a vacancy occurs within the Executive Council, it shall be filled by a qualified Member from among the current SGA Membership by a majority vote of the members present at the meeting. That Member shall serve for the remainder of the term of the officer.

5.2 Any Member who wishes to resign shall be required to submit a letter of resignation to the SGA via either the Executive Council or the Club Advisor.

Section 6 - Faculty Advisors

Faculty Advisors are working faculty members at Lee College dedicated to support the SGA in its endeavors. A minimum of one Faculty Advisor shall stand to advise SGA for the duration of the office term. Additional advisors may be appointed throughout the office term by a majority vote of SGA Members. Faculty advisors may also be removed by two-thirds (2/3) vote

of the Members that would be in the SGA if there were no vacancies and no one was disqualified from serving.

Article IV – Duties and Responsibilities (of the SGA as a Whole)

Section 1

The SGA as a whole shall have the responsibility for the administration of the Student Activity Fees in accordance with the purposes set forth in this Constitution. A budget process shall be conducted as per stated within the bylaws and policies of the Board of Regents of the City Baytown of Texas, Lee College and SGA policies. The President, Treasurer and Adviser may sign disbursement vouchers.

Section 2

The SGA may fund programs and activities for the general benefit of the SGA constituency in accordance with the purposes set forth in this Constitution.

Section 3

3.1 The SGA shall have the power to charter student clubs/organizations, to allocate funds from

Student Activity Fees to those clubs/organizations, and to coordinate the activities of those clubs/organizations within stated SGA policies. Should a student club/organization violate a policy of the SGA or Lee College, the SGA shall have the authority to revoke the club/organization's charter.

3.2 The SGA shall have the power to freeze and/or reallocate a student club/organization's funds when that club/organization becomes inactive, i.e., when it repeatedly fails to meet and

is declared inactive by the SGA. The SGA shall also have the power to freeze and/or reallocate previously budgeted funding if financial regulations for administering these funds are violated by the budgeted club/organization.

Section 4

The SGA may, at any duly called meeting, review any action or decision made by an Executive Officer or the Executive Committee, and, if in disagreement with said decision or action, shall have one attempt to over-rule any such Executive action or decision by a two-thirds (2/3) affirmative vote of the total number of active Members that the SGA would have if there were no vacancies and no one was disqualified from serving.

Section 5

The SGA shall have the power to remove from the SGA any of its Executive Officers or Members for the causes listed in and in accordance with the impeachment procedures set forth in, Article XI -Impeachment.

Section 6

The SGA may study and debate any issue or problem pertaining to campus life and student activities. On the basis of such study and debate, the SGA may adopt such resolutions or make such recommendations to the administration, faculty, or student body of Lee College as it sees fit.

Section 7

Within the procedures and requirements established by this Constitution, the SGA shall adopt bylaws in accordance with Article IX, and may adopt such other rules and regulations, create such temporary committees or empower such agents as it deems fit to carry out its duties.

Article V – Roles and Responsibilities of SGA Members

Each active Member of the SGA shall be required to faithfully attend the first and majority of General Meetings of the SGA. Two (2) unexcused absences from General Meetings during a semester shall be considered valid grounds for impeachment (Article XI Section 1.1). Should any Member of the SGA fail to perform a promised obligation or deliberately neglect on one occasion such responsibilities (including Special Committee roles and Executive Council requests), said failure or neglect shall be considered valid grounds for impeachment. Active status for any member may be reinstated with permission by the Executive Council and confirmed by (2/3) vote of the majority of active Members at the next General Meeting.

Section 1 – The President

The President shall be the Chief Executive Officer (CEO) of the SGA and its Executive Council. The President shall be directly responsible for implementing the policies of the SGA and the decisions of the Executive Council. In the event of his/her absence from the meetings and deliberations requiring his/her presence or in the event he/she is temporarily unavailable to perform his/her duties under the current section, the highest-ranking Executive Officer present shall serve in his/her stead by way of the following order: Vice President, Treasurer, Secretary and Parliamentarian. The President shall:

1.1 Be the chief representative and spokesperson for the SGA and its constituency to Lee College students, faculty, and administration, and to the general public.

1.2 Prepare in consultation with the Executive Council, the Tentative Agenda for all General Meetings (pursuant to Article VII, Section 1). He/she should consider suggestions from Senators regarding this matter.

1.3 Convene and preside over meetings of the SGA and its Executive Council.

1.4 Report to the SGA all action(s) and meetings taken by him/her in the discharge of his/her duties and responsibilities and in the implementation of its policies and decisions.

1.5 Report to the SGA decisions and actions taken by its Executive Council in the discharge of its duties and responsibilities and in the implementation of SGA policies.

1.6 Review and sign disbursements and expenditures of the SGA.

1.7 Provide a full written report at the end of his/her term stating the initiatives undertaken by the

SGA during his/her term and the status of those initiatives at the end of his/her term, which will serve as governing guidelines for the newly elected, incoming SGA body.

1.8 Serve as a member on the boards of the Lee College and make monthly reports to the SGA on the activities of those bodies.

1.9 Make adequate reasonable efforts in responding to issues and events on campus as they arise.

1.10 Represent the SGA at meetings and deliberations of outside agencies as necessary.

Section 2 - The Vice President

The Vice President ("VP") shall be the Chief Internal Affairs Officer (CIAO) and Deputy CEO of the SGA. In this capacity, the VP shall oversee Members of the SGA in the discharge of their duties and responsibilities. In the event of a vacancy in the Presidency, the Vice President shall exercise all duties and responsibilities of the President until the next regular meeting or a special meeting can be called to fill the vacancy. He/she shall:

2.1 Oversee internal affairs and business within the SGA, including personnel, attendance, obligations, participation, and conduct of its Members.

2.2 Supervise the Student Representatives of SGA.

2.3 Attend meetings of the SGA and its Executive Council.

2.4 Review disbursements and expenditures of the SGA.

2.5 Attend any other meetings and deliberations as necessary for the purpose of representing SGA and/or gathering information.

2.6 Represent the SGA at meetings and deliberations of outside agencies as necessary.

Section 3 - The Treasurer

The Treasurer shall be the Chief Financial Officer ("CFO") of the SGA. The Treasurer shall fill in for and exercise all duties and responsibilities of the President and Vice President in the event of their absence. The Treasurer shall:

3.1 Enforce those regulations concerning the general financial aspects of the campus organizations as prescribed by the SGA.

3.2 Keep all financial records of the SGA, and in this capacity, shall:

a. Present full financial reports to the SGA as needed.

b. Review the expenditures of SGA and its chartered student clubs/organizations.

3.3 Review and sign disbursements and expenditures of the SGA.

3.4 Record and process all SGA purchase orders, check requests, and invoices.

3.5 Represent the SGA at meetings and deliberations of outside agencies as necessary.

Section 4 - The Secretary

The Secretary shall be the Chief Communications Officer (CCO) of the SGA. The Secretary shall fill in for and exercise all duties and responsibilities of the President, Vice President and Treasurer in the event of their absence. The Secretary shall:

4.1 Attend meetings of the SGA and its Executive Committee and shall be responsible for composing minutes and ensuring that all relevant data is recorded at each General, Executive Committee, and Special Meeting.

4.2 Transmit these minutes within forty-eight (48) hours after each General, Executive Council, and Special Meeting in electronic format.

4.3 Keep non-financial records of the SGA.

4.4 Maintain and oversee SGA personnel files and computer data.

4.5 Accept proposed meeting agenda items from an SGA member for placement on the General Meeting Agenda.

4.6 Review disbursements and expenditures of the SGA.

4.7 Represent the SGA at meetings and deliberations of outside agencies as necessary.

4.8 Email decisions made in the meeting to the appropriate parties as directed by the SGA body.

Section 5 – Parliamentarian

The Parliamentarian is versed in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings. The Parliamentarian shall:

5.1 Assist in drafting and interpreting bylaws, specific to the needs of the organization.

5.2 Ensure that the bylaws are legislatively compliant.

5.3 The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance, and support during the meeting. The chair can

and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

5.4 Identify and correct errors in parliamentary procedure if they affect the basic rights of members.

Section 5 – Senators

Each Senator shall be a member of each individual club regardless of the individual major of the Senator, to a designated area of academic focus which may encompass several Lee College's academic departments.

Each active Senator shall:

5.1 Attend the majority of General meetings of the SGA.

5.2 Assume such other responsibilities as SGA may require.

Article VI – Committees

Section 1 - Executive

The Executive Committee shall act to implement the policies of the SGA and shall act on behalf of the SGA at times when it is not feasible for the full SGA body to convene. The Members of this Committee are limited to the Executive Officers of the SGA, (Article III, Section 1). The Executive Committee shall:

1.1 Schedule special meetings of SGA as necessary, which may be called by the President or any two (2) Members of the Executive Council other than the President.

1.2 Make decisions and act in accordance with the purposes and policies of SGA.

1.3 Record its decisions and actions in a report which shall be presented by the President to the SGA at the beginning of each General Meeting.

1.4 Review the operations of the SGA and make recommendations to the SGA body.

1.5 Advise the college president, administration, and faculty of Lee College on all matters of interest to the SGA and its constituency.

1.6 Exercise such further powers and duties as may be needed by the SGA.

Section 2 - Special Committees

2. Judiciary Committee

No member of the Executive Committee may serve on the Judiciary Committee. Consisting of the Senate vanted Chairperson and two (2) other Members of the SGA, this Committee shall

a. Investigate all complaints of misconduct regarding any standing Member that it receives from any standing Member of the SGA.

b. Upon its full investigation of a complaint of misconduct, present its report to the SGA body along with its recommendations, which may include a recommendation to implement impeachment procedures in accordance with Article XI.

Article VII – Meetings

Section 1 - General Meetings

1.1 The first general meeting of each semester shall take place no later than the first full month of that semester. All subsequent General Meetings of the SGA shall:

a. Take place bi-weekly at 4pm convening at the Bayer Conference Center within the student center, unless otherwise specified by the Executive Council and agreed upon by the Senate.

b. Be open to the public except where there is a majority vote among the SGA Members present to go into "closed" session, during which the meeting remains open only to the Members of the SGA and any of its invited guests.

1.2 Each individual Member serving on the SGA, with exception of the President or Acting President as provided herein, shall be qualified to cast one vote at General Meetings. The President or Acting President shall be qualified to cast one vote at General Meetings only in the event of a tie vote or in those cases where a written ballot is cast. Proxy voting shall not be permitted. Audio visual modes of voting shall be as provided in the bylaws.

1.3 Quorum at all General Meetings shall be defined as a majority of the current active Members of SGA.

a. A quorum count must be made by the Secretary before each vote is called. Otherwise, no official business may be transacted by the SGA.

b. Except as otherwise provided herein, a majority vote of active Members present is required to take action on a matter within its authority.

1.4 To constitute an excused absence, a SGA Member must inform at least two (2) Members of the Executive Committee, twenty-four (24) hours prior to an expected absence via telephone, or e-mail, along with a documented excuse upon their return. What is considered to be a reasonable excuse shall be subject to the approval of two-thirds (2/3) of the active Members that would be in the SGA if there were no vacancies and no one was disqualified from serving.

1.5 The order of business for a General Meeting of the SGA shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Reading of Minutes
- Reports by Executive Officers
- Reports of Committees
- Old Business
- Regular Business
- New Business
- Open Forum
- Adjournment

Section 2 - Special Meetings

Special meetings of the SGA may be called by the President or by any other two members (in concert) of the Executive Council other than the President. Special meetings may also be called if seven (7) members sign a petition or send email to all the members of the Executive Committee to hold such special meeting. All Members of SGA shall be given 24 hour notice of such meetings via phone and/or email or other communication as provided in the bylaws.

Special meetings shall be open to the public except where there is a majority vote among the SGA Members present to go into "closed" session, during which the meeting remains open only to the Members of the SGA and any of its invited guests.

2.1 Each individual Member serving on the SGA, with exception of the President or Acting President as provided herein, shall be qualified to cast one vote at Special Meetings. The

President or Acting President shall be qualified to cast one vote at Special Meetings only in the event of a tie vote or closed ballot. Proxy voting shall not be permitted. Audio visual modes of voting shall be as provided in the bylaws.

2.2 Quorum at all Special Meetings shall be defined as a majority of the current active Members of SGA.

a. A quorum count must be made by the Secretary before any voting process can be called.

Otherwise, no official business may be transacted by the SGA.

b. Except as otherwise provided herein, a majority vote of all Members present is required to take action on a matter within its authority.

Article VIII – SGA Logo

Any change to the existing SGA logo must be presented to the SGA body and passed with a two-thirds (2/3) majority vote of active Members that would be in the SGA if there were no vacancies and no one was disqualified from serving before it can be put in a referendum to be presented to the Lee College student body pursuant to Article XII. The SGA logo must appear on flyers or any other publication associated with an event, program, or other that is sponsored by the SGA. A banner or other structure bearing the SGA logo must be displayed at events run by the SGA.

Article IX - Bylaws and Parliamentary Procedure

Section 1

The SGA shall develop and adopt a set of bylaws to govern its internal business not inconsistent with this Constitution by a two-thirds (2/3) majority vote of active Members that

would be in the SGA if there were no vacancies and no one was disqualified from serving. These bylaws may be amended at any General and Special meeting of the SGA by a two-third (2/3) majority vote of active Members that would be in the SGA if there were no vacancies and no one was disqualified from serving. These bylaws (and any amendments thereto) shall govern all entities that function under the jurisdiction of the SGA and shall hold precedence over the governing documents of those entities.

Section 2

Any Member can propose an amendment to the bylaws by submitting such proposed amendment in writing (print or email) to the Parliamentarian. The proposed amendment will be formally addressed at the next scheduled SGA meeting following such notice.

Section 3

The rules contained in Robert's Rules of Order shall govern SGA meetings in all cases to which they apply and consistent with the procedural portions of this Constitution and the bylaws.

Article X – Code of Ethics and Conduct

SGA Members are required to conform to all rules of Lee College and to recognize generally accepted decorum. As student leaders and representatives of Lee College, Members of SGA are held accountable to a respectable standard and should exercise a level of professional maturity to maintain a reputable impression of the college. Cheating on any exam or plagiarism (as defined by the Lee College's Policy on Plagiarism) shall not be tolerated in any circumstances.

Section 1 – Remedies against Misconduct or Dereliction of Duty in Office

No chairperson at any General, Special, Executive Committee, summer or winter Session meeting shall ignore a motion duly made and seconded or a point of order made at such meeting. Should a chair ignore such a motion or point of order, the SGA body shall have the remedies as set forth in the current edition of Robert's Rules of Order.

Article XI – Impeachment

Section 1 – Initiation of Impeachment Procedure

The question of impeachment may be brought forth by a serving SGA Member to the SGA body at a General or Special Meeting. The matter shall immediately be referred to the Judiciary Committee for investigation and a motion to impeach the particular SGA Member will be placed on the agenda for a meeting of the entire SGA body, which meeting shall occur no later than 1 week following the presentation of the initial allegation. At the meeting upon which agenda the motion has been placed, the Judiciary Committee shall present its investigative report and recommend whether charges shall be brought and shall specify the charges it recommends that the SGA considered. The SGA body shall then vote on whether to commence impeachment proceedings. Impeachment proceedings may only be commenced if a majority vote of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving is in agreement that the charges brought forth against the Member in question is an impeachable offense. Grounds for impeachment include, but are not limited to, the following:

1.1 More than two (2) unexcused absences from General Meetings per semester.

1.2 Theft, vandalism, or intentional misuse of SGA, College property or property belonging to another.

1.3 Repeated and ongoing failure to perform promised obligations or repeated and ongoing deliberate neglect of such responsibilities which include Standing Committee roles and Executive Committee requests.

1.4 Any willful or reckless violation of any provision of this Constitution.

1.5 Engagement in excessive and willful behavior that is counterproductive to the goodwill and productivity of SGA.

Section 2 - Hearing

A Hearing can commence only after a charge presented at a General or Special Meeting is deemed an impeachable offense. The impeached Member, if not present at the meeting at which the vote is cast authorizing the Hearing, shall be given immediate notice of the Hearing via phone or such other communication as provided in the bylaws. The Hearing shall occur no later than 1 week following the vote authorizing the hearing. At the Hearing, (a) the accused may defend him/herself or may designate an agent to conduct his/her defense; (b) both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the opposing party; and (c) the SGA will review all pertinent evidence and vote on the charges. In the event that the President or more than one member of the Executive Committee are undergoing impeachment simultaneously, the highest-ranking Executive Officer (pursuant to Article V Section 1) not being impeached or, in the event the entire Executive Committee is under impeachment, the chair of the Judiciary Committee will preside over the Hearing.

Section 3 - Conviction

An affirmative vote of two-thirds (2/3) of active Members that would be in the SGA if there were no vacancies and no one was disqualified from serving shall be necessary to formally convict an impeached SGA Member. Should none of the charges be sustained, the impeached Member shall be considered acquitted.

Section 4 - Sentencing

An affirmative vote of two-thirds (2/3) of active Members that would be in the SGA if there were no vacancies and no one was disqualified from serving shall be necessary to formally sentence a convicted SGA Member. The convicted SGA Member will be subject to one or more of certain penalties including, but not limited to, the following:

4.1 Censure

4.2 Temporary suspension

4.3 Immediate disqualification from SGA. No student, once so disqualified, shall again be eligible to hold any office or position within the SGA.

Article XII – Amendments

12.1 Any proposed amendment to this Constitution may be introduced at a General or Special Meeting for official consideration by the SGA Membership by the Parliamentarian.

12.2 The SGA Membership may then vote upon the proposed amendment at the next General or

Special Meeting, provided that due notice has been given to active Members of the SGA.

12.3 If the proposed amendment is approved by an affirmative vote of two-thirds (2/3) of active Members that would be in the SGA if there were no vacancies and no one was disqualified from serving.

Article XIII - Implementation

Upon the implementation of the Constitution, charters and bylaws governing the Student Government Association of Lee College are hereby recognized as the official governing document of the Student Government Association. The constitutions of all chartered student organizations associated with the Student Government Association shall be subject to the provisions of this Constitution, in accordance with said organizations recognized charters and any bylaws, rules, or regulations promulgated hereto and to periodic review in light of this Constitution and any bylaws, rules, or regulations promulgated hereto.