**Preamble**

We, the students of Lone Star College-North Harris (LSC-North Harris), in order to promote student participation in the decision making process, to protect the rights and secure all opportunities for every student regardless of race, color, religion, sex, disability, age, national origin, veteran status, or sexual preference at LSC-North Harris; do ordain and establish this Constitution for a student government.

**Article I Name**

Section 1        The name of the organization shall be the Student Government Association of Lone Star College-North Harris, herein known as SGA.

**Article II Membership & Requirements**

Section 1        The members of the SGA shall be the following: (1) elected SGA officers, (2) one representative from each Registered Student Organization (Student Organization Representatives), and (3) any currently enrolled student at LSC-North Harris or one of its associated centers (At-Large Representatives). The Advisors shall attend SGA meetings in an advisory capacity only, having no voting rights.

Section 2   The officers of the SGA shall be: President, Vice President, Secretary, Parliamentarian, and an East Aldine Center Representatives. The term of office for all officers will be the day after spring graduation or the time of appointment, whichever is later, through the end of the following spring semester.

Section 3       Each member of the SGA must be enrolled in the current term at LSC-North Harris or one of its associated centers.

Section 4       To apply for the office of President or Vice President, an individual must: 1) have attended LSC-North Harris at least one semester prior to taking office; 2) be on track to successfully complete 24 credit hours at an accredited institution of higher education by the time the applicant would take office; 3) hold a minimum 3.0 cumulative GPA on a 4.0 scale; 4) have previous participation in a campus, community, or high school organization; and 5) be enrolled in at least 6 credit hours at LSC-North Harris. The President and Vice President must maintain a minimum 3.0 cumulative GPA and be enrolled in at least 6 credit hours at LSC-North Harris throughout the term of office.  All other officers must maintain a minimum of 2.5 cumulative GPA and be enrolled in at least 6 credit hours at LSC-North Harris or an affiliated center throughout the term of office.

Section 5         The Manager for Student Life shall serve as the Staff Advisor.

Section 6       The SGA Executive Committee may nominate an SGA Faculty advisor to serve in conjunction with the SGA staff advisor. This nominated advisor may be full-time or part-time and a faculty member of Lone Star College-North Harris and/or the East Aldine Center. The SGA Executive Committee will accept applications from interested parties for this role, carry out in-person interviews of those that have been approved by the SGA Executive Committee, and then, in accordance with Roberts Rules of Order, shall present the nominees to the SGA membership for an approval vote. Such a vote will require a majority vote of those present at this given meeting. The appointment, if successful, will then take effect immediately and will be in effect until the end of the academic year. SGA Faculty Advisor appointments take place annually after the new officers are elected. If a faculty advisor is selected, they will uphold the duties outlined in the SGA Advisors Responsibilities.

**Article III       Duties of Officers & SGA Representatives**

Section 1        The President shall coordinate all SGA meeting agendas, conduct SGA meetings, announce all business, facilitate debate, put motions to vote, rule on points of order, appoint ad hoc committees, preside over Executive Committee meetings, and make recommendations to the SGA. The President shall advise the student body of actions taken by the SGA.  S/he will act as a member of the Allocations Committee and any other appropriate committees requiring SGA representation. The President shall be a non-voting member at SGA meetings, except to break a tie.

Section 2     The Vice President shall preside over SGA meetings in the absence of the President and assume the office of President in the event that it is vacated.  The Vice President will assist the President as needed. The Vice President will be provided access to SGA Financial records and will also serve on the Allocations Committee. The Vice President will also co-chair the Emerging Clubs Committee, in conjunction with the Faculty Advisor.

Section 3      The Secretary shall take minutes at all SGA meetings and proceedings, maintain a record of all meetings and attendance, and notify SGA members of meetings. The Secretary will summarize the minutes of every meeting and ensure that all SGA officers receive the minutes within a one-week period following the meeting. The Secretary shall preside over meetings in the absence of the President and Vice President.

Section 4     The Parliamentarian will ensure that SGA meetings are conducted in an orderly fashion, following the current edition of Robert’s Rules of Order. S/he is also responsible for coordination and oversight of elections. The Parliamentarian will work with the Staff Advisor to ensure that all candidates meet the qualifications to hold office prior to elections.  In the event that there is no Parliamentarian in office, these election-related duties will be fulfilled by another Executive Committee member, appointed by the President. The Parliamentarian shall provide a copy of Robert’s Rules of Order to all SGA members and ensure that there are copies available at every regular meeting.

Section 5   The East Aldine Center Representative shall serve as liaisons between the student populations at their campus and the SGA.  They shall have voting rights within the SGA and serve on committees.

Section 6      The Staff Advisor shall attend all SGA meetings, Executive Committee meetings, Ethics Committee Meetings, and any ad hoc committee meetings recommended by the President and Vice President. Act in conjunction with additional SGA advisors concerning all matters of the SGA. Guide the SGA Executive Committee and membership in all SGA matters, ensuring compliance with College policies and procedures. Communicate on relevant SGA proceedings to appropriate College administrators, as needed. Serve as an advocate for students.

Section 7    The Faculty Advisor shall attend all SGA meetings, Executive Committee meetings, and any ad hoc committee meetings recommended by the President and Vice President. Act in conjunction with the Program Manager for Student Life concerning all matters of the SGA. Guide the SGA Executive Committee and membership in all SGA matters, ensuring compliance with College policies and procedures. Communicate on relevant SGA proceedings to appropriate College administrators, as needed. Serve as an advocate for students.

Section 10  The Student Organization Representatives shall attend SGA meetings, follow Robert’s Rules of Order, participate in voting, and serve on committees as needed.

Section 11    At-Large Representatives from the student body are allowed to attend SGA meetings, and must follow Robert’s Rules of Order. They are allowed to participate in voting and may also serve on committees as needed.

Section 12   If the position of President is vacated, the Vice President will become President. All other Executive Committee positions that become vacant will be selected by a vote of the remaining Executive Committee members. In the event that all officers vacate their positions, a special election may be coordinated by a committee of no less than 5 SGA representatives and the SGA Advisor(s).

**Article IV    Executive Committee Election/Appointment Process**

Section 1     Applications: A student wishing to run for office must meet the following criteria:

a.  Any student running for President, Vice President, Secretary, o Parliamentarian must fill out an application and submit it to the Office of Student Life no later than two days prior to the last SGA meeting of the spring semester.

b.   All applicants for President, Vice President, Secretary, and Parliamentarian be currently enrolled at LSC-North Harris with a minimum of six (6) credit hours per semester, and must meet the minimum GPA requirements as specified in Article II, Section 4.

c.    Submission of an application commits the applicant to summer training and returning to LSC-North Harris both semesters of the following academic year.

d. Applicants for President, Vice President, Secretary, and Parliamentarian will be verified by the Staff Advisor in conjunction with the Parliamentarian. Those who meet the qualifications will be placed on the ballot.

Section 2   President, Vice President, Secretary, and Parliamentarian elections will be held at the last scheduled SGA meeting during the spring semester, with the following guidelines:

1. No write-in votes will be allowed unless there are no qualified candidates verified and placed on the ballot. In the event that there were no candidates and a write-in is allowed, the election is not finalized until the qualifications have been verified by the Staff Advisor, in conjunction with the outgoing Parliamentarian.
2. Voting is to be conducted by secret ballot.
3. A simple majority vote shall be required for election to each office. In the event of a tie, the President will cast the deciding vote.

Section 3   In the event that the President, Vice President, Secretary, Parliamentarian, or A-Team President position remains vacant after the election, the other newly elected Executive Committee will appoint students to fill the vacancy. Appointees must meet the minimum qualifications for the office.

Section 4 The newly elected Executive Committee shall appoint the Night School Representative. The appointee must meet the minimum qualifications for the position. The Night School Representative must remain enrolled in at least three credit hours at LSC-North Harris in at least one evening and/or weekend class throughout the term of office.

Section 5        The newly elected Executive Committee shall work with the Student Services staff at the centers to identify and select appropriate candidates for the East Aldine Center Representative positions. The East Aldine Representative must remain enrolled in at least three credit hours at their respective centers throughout the term of office.

**Article V    Attendance Policy**

Section 1    Attendance is strongly encouraged for Student Organization Representatives at each scheduled SGA meeting.  Each meeting attended by an organization’s representative will earn said organization funding, the amount determined by the Staff Advisor.

Section 2   Officers are expected to attend all SGA meetings. Exceptions must be approved by the Faculty and Staff Advisor.

Section 3    Student Organization Representatives may represent no more than two student organizations at an SGA meeting.

Section 4    SGA officers shall be allowed to represent one student organization at SGA meetings, but will have only one vote.

**Article VI        Committees**

Section 1 The Executive Committee shall consist of the President, Vice President, Secretary, Parliamentarian, East Aldine Center Representative, SGA Faculty Advisor, and SGA Staff Advisor. The Executive Committee shall meet prior to regularly scheduled SGA meetings, or as necessary to discuss the general business of the SGA and plan SGA activities.

Section 2     The Ethics Committee shall consist of the Vice President, Parliamentarian, three Student Organization Representatives and the SGA Staff Advisor. The Ethics Committee will meet as needed.

Section 3     Additional committees may be assigned by the SGA President or Vice President and will be advised by the SGA Faculty Advisor.

**Article VII Removal from Office**

Section 1     An officer who demonstrates unethical behavior or lack of leadership skills may face removal from their SGA officer position.  Actions that could lead to removal from office may include non-compliance with the Lone Star College Student Code of Conduct or violation of local, state, or federal laws.

Section 2    Any student may initiate the removal of an officer from his/her position.  To do this, s/he must submit a complaint in writing to the Staff Advisor expressing a desire for the officer’s removal and the rationale for that action. The Advisor will call a meeting of the Ethics Committee for investigation. The officer will be given an opportunity to provide defense for any allegation brought before the committee. If a majority of the Ethics Committee votes for the removal of said officer, that recommendation will be brought before the entire SGA for a vote. The SGA will conduct an anonymous vote regarding the matter and a majority vote of the SGA will be final.

Section 3   In the event that a complaint is brought against a member of the Ethics Committee, s/he will be removed from the committee until the matter is resolved. The SGA will select a temporary replacement for the vacated position until the matter is resolved. In the event that the officer is unable to return to office following the investigation, the student serving as temporary replacement will remain in that position until the vacant officer position is filled.

Section 4 In the event that the SGA Faculty Advisor fails to carry out his or her responsibilities, they may be removed from office by the same process outlined in Article VII, Sections 1-3.

**Article VIII   Amendments to the Constitution**

Section 1     Any member of the student body may submit a proposal to amend the SGA Constitution.  Proposals will be discussed and voted on by the Executive Committee.  If the Executive Committee affirms the proposal, a motion will be drafted to go before the SGA for a vote.  A minimum of two-week waiting period is required between the proposal of the amendment and the vote on ratification of the amendment.  A motion for a constitutional amendment must pass by 2/3 vote.