STUDENT GOVERNMENT ASSOCIATION (SGA) CONSTITUTION

Lorain County Community College
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Fall & Spring Semester
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Winter/Spring Break & Summer Semester
Monday-Friday: 8:30a.m - 4:30p.m.
**Preamble**

We, the students of Lorain County Community College, in order to enhance student life and academic merit; to stimulate and assist in the integration and coordination of all clubs and organizations; to foster the development of student morale and leadership; to promote awareness of the rights and responsibilities of all the members of the campus community; and to serve as a forum for the expression of student views and interests, do ordain and establish this constitution for the Student Government Association (SGA) of Lorain County Community College (LCCC).

**Article I. Name and Purpose**

**Section A. Name**

1. The name of this organization is the Lorain County Community College (LCCC) Student Government Association (SGA.)

**Section B. Purpose of SGA & Student Senate**

1. Purpose of SGA:
   a. To provide opportunities for student to participate and voice themselves in their social and academic education.
   b. To subsidize student programs and otherwise aid in their coordination and enrichment.
   c. To participate in leadership development activities.

2. The purpose of the Student Senate:
   a. To represent the SGA members in all matters pertaining to the SGA.
   b. To improve campus life
   c. To serve as a communication link between the SGA Membership and the Administration.

**Article II. Membership**

**Section A. Student Government Association Membership**

1. Members of the Student Government Association are comprised of all registered credit students of Lorain County Community College and the University Partnership Programs.

2. The Student Senate, comprised of seven (7) elected or appointed officers, is the representative body of the Student Government Association and represents the SGA members in all matters.

3. The elected or appointed Student Senators, one (1) Early College High School Representative, and three (3) Student Electorate Representatives are authorized to vote in Student Senate General Meetings. One Student Electorate will be appointed by the Student Senate and two (2) students will be selected by the attending SGA members.
4. All other students are non-voting members, which includes all registered credit students of Lorain County Community College and the University Partnership Programs.

5. Faculty, staff, administration, and the general public are welcome to attend General Meetings to provide information on topics of discussion; however, these individuals do not have voting privileges.

6. All Student Senate General Meetings are open and may be attended by all interested members of the SGA, faculty, staff, administration, and the general public.

Article III. Organizational Structure
Section A. Student Senate

1. The Student Senate is a seven (7) member executive assembly that allows members of the SGA to have a voice in the affairs that affect their everyday college lives.

2. The Student Senate is not a decision-making body.
   a. The Student Senate is a recommending body.

3. Student Senators shall be elected or appointed as:
   a. President
   b. Vice President
   c. Executive Secretary
   d. Financial Secretary
   e. Event Coordinator
   f. Learning Center Representative
   g. University Partnership Representative

4. All positions are of equal influence and are listed in rank order.

5. Additional positions may be created to assist in the achievement of Student Senate goals and objectives.
   a. These positions may report to the officers but may not receive the same benefits of an officer.
   b. Example(s) may include; Early College High School Representative.

6. Student Leadership Internship Program
   a. All Student Senators will participate in the Student Leadership Intern Program consisting of the following:
      i. Attend all Student Senate General Meetings, unless excused by the Manager of Student Life.
      ii. Participate in Student Life Leadership retreat(s) and/or workshops at the discretion of the Manager of Student Life.
      iii. Participate in at least two (2) campus projects.
iv. Maintain a cumulative GPA of 2.75 as President and Vice President, and 2.50 for any other positions on the Student Senate.

v. Meet all other requirements as listed in Article V, Section a:
   1. a,b,c,d,e,f.

b. The student should be referred with a professional letter of recommendation for the Student Leadership Internship Program by LCCC faculty, staff, or other professional and will become the candidates for the Student Senate for the Spring election.
   i. The candidates winning the most votes will be the future Student Senators upon meeting all Student Senate requirements as outlined in Article IV, Section B.
   ii. Those individual not winning in the Spring elections will remain on the Student Leadership Intern roster and will be considered for appointment for any Senate positions which become vacant.

Section B. Student Clubs and Organizations

1. Lorain County Community College offers an assortment of clubs and organizations on campus. Membership in these clubs and organizations is open to any LCCC and University Partnership credit students.
   a. Clubs are student groups participating in self-directed activities, which stress leadership and service to the College and the community, while experiencing interaction with a diverse student body.
   b. Suggested club officer titles and positions (all student clubs must have at least 3 officers):
      i. President – Presides over meetings and represents the club or organization when applicable.
      ii. Vice President – Assist the President with their duties and fill in when the President is absent.
      iii. Secretary – Arranges meetings, creates meeting agendas and maintains non-financial records.
      iv. Treasurer – Maintains financial information and approves the payment of invoices.

2. Student organizations are defined as student groups, which are connected to an academic program and/or have budgets established by LCCC (e.g. Collegian, Duck Radio, and Student Senate).

3. Any group of students interested in chartering a student club must contact the Office of Student Life to obtain a Club Chartering Packet. The procedure outlined in the Club Chartering Packet must be completed
before a student club can become sanctioned (recommended for approval or disapproval) by the Student Senate.

Section C. Advisors
1. The Manager of Student Life is the advisor to the Student Senate.
2. LCCC faculty and staff serve as advisors to the student clubs.
3. The faculty of individual academic programs serves as advisors to student organizations.

Article IV. Roles and Responsibilities

Section A. Student Senate Roles
1. The executive powers of the SGA are vested in the Student Senate. The Student Senate will represent the SGA in all matters pertaining to students of LCCC and its University Partnership programs.
2. To act as a liaison between the staff, faculty, and administration and the SGA members.
3. All other duties as assigned by the Manager of Student Life.

Section B. Student Senate Responsibilities
1. To recommend the chartering of student clubs within LCCC according to the conditions set forth in the Student Senate By-Laws.
2. To conduct regular meetings in order to accomplish the purpose as identified in Article I, Section B.
3. To establish and remove committees in order to accomplish goals and objectives.
4. To make recommendations regarding funding for active student clubs through the processes outlined by the Office of Student Life and the Student Senate Financial Secretary.
5. Each new Student Senate, as a whole, shall adopt goals for the coming year.
6. Represent the SGA members in any manner they deem relevant and be aware at all times the opinions and ideas of the SGA members.
7. Adhere to the statements in the Preamble and the Purpose of this Constitution.
8. Maintain an effective working relationship with other Student Senators.
9. Vote on all motions placed before the Student Senate.
10. Attend and participate in Student Senate sponsored functions, meetings, and events.
11. Perform other duties related to their positions as established in the Student Senate By-Laws.
12. Maintain good academic standing and maintain the appropriate number of credit hours. (Refer to Article V. Section A. 1, b & c.)

13. Avoid actions that would be considered conduct warranting disciplinary action or removal from office including but not limited to:
   a. Dereliction of duties
   b. Dishonesty, defamation, or theft
   c. Publishing false or malicious statements concerning other members of the college community
   d. Abusive language or threats
   e. Refusal to comply with reasonable requests from the college administration
   f. Non-compliance with the Student Code of Conduct

14. All Student Senators are expected to comply with the Student and Campus Code of Conduct both on campus and while participating in official functions off campus.

15. Students Senators are expected to comply with the recommendations of the Manager of Student Life, Administration and/or Board of Trustees regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action.

16. The Student Senate shall take no action that would violate any local, state or federal laws, any policies or procedures adopted by the Administration, Board of Trustees or any student’s rights to privacy.

17. Each officer is expected to follow the outlined roles and responsibilities as described in the Student Senate By-laws.

18. All candidates must complete the Student Senate Election Packet provided from the Office of Student Life.

Section C. Clubs and Organizations Roles
1. Student clubs and organizations shall not discriminate against any person on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, sexual orientation, or disability.

2. Each club shall have one (1) representative participating in the Student Government Association.

Section D. Clubs and Organizations Responsibilities
1. Maintain an active status as established by the Office of Student Life and the Student Senate.

2. Hold annual elections for officers.
3. Participate in Welcome Week each semester along with providing the Office of Student Life a complete list of officers, updated club constitution and membership roster.

4. All club members must comply with the Student and Campus Code of Conduct both on campus and while participating in official functions off campus

Section E. Advisor Roles

1. Manage of Student Life
   a. The Manager of Student Life is the advisor to the Student Senate.
   b. The Manager may designate additional individuals to assist with the advisor role.

2. Club Advisors
   a. Club Advisors serve as the advisor to individual clubs and organizations.
   b. Club Advisors may designate additional individuals to assist with the advising role.

Section F. Advisor Responsibilities

1. The Manager of Student Life or his/he designee shall:
   a. Be the first line of connection to the Student Senate.
   b. Provide guidance and direction in all activities of the Student Senate, review recommendations regarding events, travel, and other activities.
   c. Provide leadership training, advising of LCCC policies and procedures, assistance with ensuring financial accountability.
   d. Monitor academic progress.
   e. Monitor, review, and make decisions on conduct issues related to the entire Student Senate or an individual Student Senator.
   f. Mediate any internal conflicts between Student Senators and adjudicate as appropriate.
   g. May dismiss individuals who fail to uphold their conduct, violate college policies or procedures, or who are no longer in attendance at the institution due to legal or other entanglements.
   h. Monitor, review or oversee the replacement process for vacant positions; this would include the elections process.
   i. Serve as parliamentarian to the Student Senate.
   j. Be responsible to identify areas of performance enhancement for the Student Senators and work with them in developing an approach to obtain outlined enhancements. The Student Senators are responsible for following through on the outlined approach.
k. Other staff, faculty and administrators may serve as additional advisors to the Student Government Association and the Student Senate.

2. Club Advisors shall:
   a. Attend club meetings
   b. Work with students, club officers, and club members to establish goals, campus events, fundraisers, and etc.
   c. Be familiar with college guidelines and offer input.
   d. Assist with outside contacting and contracting.
   e. Be accessible.
   f. Give advice.

Article V. Elections

Section A. Qualifications to Hold a Senate Office

1. A Student Senator at the time of their election, or appointment and through the duration of their time in office:
   a. Must be registered as a student of LCCC or its partnership schools.
   b. Must have at least a 2.50 cumulative GPA in accordance with official college records, with the exception of the President and Vice President which requires a cumulative GPA of 2.75.
   c. Must have completed at least twelve (12) and maintain a total of six (6) credit hours per semester, except summer, in either/both LCCC and its partnership schools.
   d. Must maintain good academic standing within LCCC as determined by the Associate Provost of Enrollment Management & Student Success.
   e. Students placed on probation or dismissal by the Administration for academic standards and/or violations of the Student or Campus Code of Conduct are ineligible to remain in office.
   f. Must complete a pre-employment screening process required for the Student Senate/Student Leadership Internship, which may include but is not limited to educational verification, reference checks, and background investigations. All of these processes must be successfully completed and approved before employment begins.
   g. Candidates must pass the College’s background check.

Section B. Nomination Process

1. All Student Senate Candidates must meet all the qualifications listed in Article V. Section A.
2. All qualified candidates will meet with the Manager of Student Life to determine which office they are interested in being a candidate for in the Spring election.

3. To be placed on the election ballot candidates must complete the following process:
   a. Must personally secure the required number of signatures of currently enrolled members of the SGA on the official nominating petition form provided by the Office of Student Life.
   b. Must file the official nominating petition form bearing the required number of signatures, no later than the date and time specified, with the Office of Student Life and the Event Coordinator, who will verify the signatures.

4. Candidates will receive notification from the Event Coordinator and/or the Office of Student Life by the next business day following the date in which nomination petitions are due.

5. In the event the petition is found unacceptable as filed, the candidate will be granted an additional three (3) weekdays to secure the sufficient number of signatures and/or meet all requirements necessary for approval.

6. The candidates winning the most votes for each senate position will be the future Student Senators.

7. Those individuals not winning in the Spring elections will remain on the Student Leadership Intern roster and will be considered for any Senate position that becomes open throughout the current academic year. All open positions can be filled by an appointment with a Student Senate majority vote and approval by the Manager of Student Life.

8. In the event that enough candidates are not secured by the time of the Spring election, the open positions will be filled according to Article VI, Section F (1-7) after elections have taken place.

**Section C. Election Process**

1. Spring Election is held to select the entire Student Senate for the next academic year.

2. To become a candidate in Student Senate elections, students must complete an Election Packet.

3. Ballots will be available online and print versions on campus.

4. Must be held at least four (4) weeks before the end of the semester

5. Shall be conducted by the Elections Committee

6. Spring Election Results:
   a. Votes will be counted within one (1) business day after the conclusion of voting.
b. Votes will be counted by the Elections Committee Chairperson, Manager of Student Life, and another LCCC representative.

c. Results will be publicly announced within one (1) business day after the conclusion of voting. Results must be reported to all candidates by the Elections Committee.

d. A recount shall be conducted upon written request of a candidate to the Chairperson of the Elections Committee no later than 4:30 p.m. the following business day after the official election results have been announced.

e. The elections will culminate upon the completion of voting.

f. When the newly elected Student Senators have taken the Oath of Office as administrated by the Manager of Student Life or a designee, the Student Senator's term will commence.

g. Installation of elected Student Senators will occur no later than the beginning of fall semester.

Section D. Terms of Office

1. Each Student Senator position is understood to commence for one academic year from the date of installation excluding summer term.
   a. This excludes Senators that are appointed mid-term or after the Fall semester.

2. No officer may serve for more than two elected terms in the same position consecutively.

3. No Student Senator may serve for more than three (3) elected/appointed terms as a Student Senator.

Article VI. Removal and Vacancies

Section A. Resignations

1. A Student Senator who is no longer willing or able to perform their duties may submit a letter of resignation to the Manager of Student Life with a copy to the Student Senate.

2. Process and procedures are outlined in the SGA By-Laws in Section III, part A.

Section B. De Facto Student Senate Resignation by Absence(s)

1. A Student Senator, having been absent without due cause or excused from five (5) consecutive Student Senate meetings, excluding emergency meetings is deemed to have resigned.

2. Process and procedures are outlined in Section III, Part B of the SGA By-Laws.
Section C. Administrative Discipline or Removal of a Student Senator
1. The College Administration reserves the right to unilaterally institute disciplinary actions including the removal of a Student Senator for a violation of the Student Code of Conduct, any performance or conduct agreements, and/or any policy or procedure adopted by the Board of Trustees.
2. Process and Procedures are outlined in the SGA By-Laws Section III, Part D.

Section D. Student Senate Recommendation to Remove a Student Senator
1. The Student Senate may recommend the removal of any Student Senator to the Manager of Student Life, who fails to abide by the Student Government Association Constitution, the policies and procedures of the College or has been subject to Administrative Discipline by the College.
2. Process and Procedures are outlined in the SGA By-Laws Section III, Part D.

Section E. Student Government Association Removal of Student Senator
1. A member of the SGA may seek to remove a Student Senator by Written Petition which must state the specific reason(s) for the removal within the petition.
2. Process and Procedures are outlined in the SGA By-Laws Section III, Part E.

Section F. Vacancy
1. If no current Student Senator assumes the vacant position, the position will be filled by advertisement for appointment.
2. An application and interview process will commence with the current Student Senate and the Manager of Student Life.
3. Process and Procedures are outlined in the SGA By-Laws Section III, Part G.

Section G. Reinstatement after Removal from Office
1. Any position of the Student Senate may be recalled by a petition bearing the signatures of 10% of the entire SGA Membership.
2. Process and Procedures is outlined in SGA By-Laws Section III. Part G.
Article VII. Meetings and Quorums

Section A. Meetings

1. The Student Senate shall have General Meetings, bi-weekly during the fall and spring semesters where the Senate shall consider all questions placed before it.
2. Student Senators may make/vote on proposals or resolutions.
3. The SGA will be informed of cancellations of any General Meetings by the Student Senate.
4. Emergency General Meetings may be called at the request of a Student Senator, the Manager of Student Life or the Administration.
5. All scheduled Student Senate General Meetings and activities shall be publicly announced, are considered open, and may be attended by all interested members of the SGA, faculty, and administration.

Section B. Meeting Voting Procedures

1. General Meetings:
   a. Voting members include all members of the Student Senate, one (1) Early College High School Representative, and three (3) Student Electorate Representatives which are authorized to vote in Student Senate General Meetings. One (1) Student Electorate will be appointed by the Student Senate and two (2) students will be selected by the attending SGA member.
   b. Each voting member has one (1) vote for each motion. For a motion to pass the motion must be carried with a majority vote.
   c. Any Student Senator that serves as a student club officer shall abstain from voting in all matters pertaining to the respective club.

Section C. Student Electorate/Representatives

1. The Student Senate shall recognize three (3) LCCC/UP Student Representatives and an Early College High School Representative for the purpose of casting four (4) electoral votes on each matter voted upon during all General Meetings.
2. One (1) Early College High School representative who is in attendance at the meeting.
3. One (1) Student Representative shall be chosen by the Student Senate at the beginning of a Student Senate General Meeting.
4. Two (2) Student Electorates will be chosen by the attending SGA membership.
5. The Student Representatives shall have the power to make motions.
6. The Student Representatives shall also be given a reasonable amount of
time to gather a vote from the attending SGA Members before casting the
electoral vote.

Section D. Quorum
1. The Student Senate shall have a quorum of the voting membership; a
majority must be present before any business of the Student Senate may
be conducted.

Article VIII. Committees
Section A. Committee Structures
1. Committees shall be formed in order to review, make recommendations
on business items, or to carry out the business functions of the Student
Senate.
2. Committees shall be of two types: Standing or Ad Hoc.
3. Chairs of the committees shall be determined by the Student Senators.
4. Members of the committees may be comprised of members of the SGA
and community as needed.
5. All the work of the committees is to be reviewed by the Student Senate
and the Manager of Student Life.
6. Supervision of committees falls onto the Student Senator to whom it is
assigned and the Manager of Student Life.

Section B. Standing Committee
1. The Document Review Committee
   a. Shall review and make recommendations for changes to Student
      Senate documents.
   b. The chair of the committee is outlined in the Student Senate by-
      laws.
   c. Shall be comprised of the Student Senate and the Manager of
      Student Life.
   d. Additional members may be added as resource individuals.
2. Elections Committee
   a. Shall review and make recommendations for changes to the
      Student Senate electoral process.
   b. Shall govern the electoral process and shall report findings.
   c. Shall be comprised of the chair, the Manager of Student Life and
      additional members to oversee the process.
   d. The chair of the Elections Committee shall be the Student Senate
      Event Coordinator or a designee appointed by the Manager of
      Student Life.
Section C. Ad Hoc Committee
1. Ad hoc committees shall be formed for purpose of a specific task or to oversee particular projects.
2. Committees shall be assigned to report to a Student Senator for progress and recommendations.
3. Committees shall be created by a vote of the Student Senate with a majority.
4. Timelines for the completion of projects shall be determined by the motion creating the committee.
5. Changes or extensions to timelines can be requested by the committee.
6. Committees can be dissolved by completion of projects or by vote of the Student Senate with a majority.

Article IX. By-Laws
Section A. Adoption
1. Adoption of the Student Senate By-laws requires a majority vote of the Student Senate in a scheduled or emergency special meeting of the Student Senate.
2. No amendment to the By-laws shall conflict with the Constitution or with any policy or procedure adopted by the college. In the event of such conflict, the Constitution, policy or procedure shall supersede the By-law.

Section B. Revisions
1. Revisions of the Student Senate By-laws require a majority vote of the Student Senate in a scheduled or emergency meeting of the Student Senate.

Section C. Submission
1. A revision, addition, or removal of a By-law must be submitted to the Student Senate in writing one (1) week prior to the Student Senate General Meeting at which time it will be put to a vote at a General Meeting.

Article X. Constitutional Amendments
Section A. Amendments
1. Amendments to this Constitution may be submitted by anyone in the Student Government Association to the Document Review Committee.
2. Upon approval from the Document Review Committee, the proposed amendment(s) shall be announced at least two (2) weeks prior to the vote at a Student Government Association General Meeting.
3. Amendments can be made by a majority vote of the Student Government Association in attendance at a Student Senate General Meeting, or by a petition bearing the signatures of 10% the entire SGA membership.

4. A Student Senator shall receive proposed amendments and valid signatures of the petition by referring to the official College records and submit the amendments for the vote at any scheduled or emergency meetings.

5. A proposed amendment to this Constitution shall become effective if it receives an affirmative majority of the votes cast for it at a Student Government Association meeting, and approval by the College’s administration and/or the Board of Trustees.

Article XI. Constitutional Revisions

Section A. Committee

1. A committee may be appointed to undertake revision of this Constitution.

2. Revisions of this Constitution shall be submitted for a majority vote at a General SGA Meeting or by a petition bearing the signatures of 10% of the entire SGA Membership.

3. A Student Senator shall receive the petition for the constitutional revision from the SGA membership, validate the signatures on the petition by referring to the official College record, and submit the revision for a vote at any scheduled or emergency meeting.

4. The proposed revision of this Constitution shall be announced at least two (2) weeks prior to the Student Senate General Meeting at which the Student Government Association will put it to a vote.

5. A proposed revision to this Constitution shall become effective immediately upon receiving an affirmative majority of the votes cast for it at the Student Government Association meeting and approval by the College’s administration, and/or the Board of Trustees.

Article XII. Adoption of Constitution

Section A. Adoption

1. Upon adoption by the Student Government Association, this constitution becomes effective immediately and supersedes all previous Lorain County Community College Student Government Association Constitutions, which may exist and may have been in force to this date.

2. In all respects, this Constitution and the rights and responsibilities of the SGA Membership shall be and remain subject to the authority of the Board of Trustees, which reserves the right to replace any or all of the Constitution’s provisions in the interests of better attaining the mission of the college.