

Associated Students of Laramie County Community College **Constitution**

The Student Government Association of Laramie County Community College (LCCC) brings forth the student perspective by being responsive to student needs, emphasizing interaction between students and administration, and modeling integrity, professionalism and impartiality.

Preamble

In the belief that students have the right, as well as the obligation, to pursue a significant role in providing for their needs and interests; the members of the Student Government Association of LCCC, in seeking to provide an effective form of communication, representation and organization do ordain and establish this constitution.

Mission Statement

To connect, represent, guide and advocate for the students of LCCC, by informing, empowering, bestowing knowledge and improving student recognition of campus. SGA senators will provide positive leadership by example and mentor future students to build foundations and leave a lasting legacy for future student leaders.

Article I

Name and Purpose

Section A: The name of this organization is the “Associated Students of Laramie County Community College,” hereinafter referred to as the ASLCCC. All credited students of LCCC are members of ASLCCC.

Section B: The governing body of this organization is the “Student Government Association of LCCC,” hereinafter referred to as SGA.

Section C: The purpose of this organization is to provide for the interest of all students enrolled at LCCC.

Article II

Members of SGA

Section A: SGA is comprised of twelve (16) voting members, hereinafter referred to as Student Senators or Senators.

1. Senators must be full or part-time students with a GPA of 2.0 or higher.
2. Senators are elected by a vote of the LCCC student body in election to be conducted during spring and fall semesters.
3. No more than 2 applicants elected from each Program Pathway when possible: will participate as voting members

4. No more than two (2) applicants who are not elected, but are deemed qualified candidates, may be selected as members at large and participate as non-voting members.

Section B: If a senator and/or member at large verbally resigns during an official meeting, it will be equivalent to a written form of resignation and will be treated as an official resignation from SGA and any standing committees applicable.

Section C: Upon resignation or removal of any senator (or officer), the remaining SGA senators will select a replacement. Members at large, as designated from the selection process, will receive priority consideration. If there are no members at large, the Executive Board will conduct a special election (call for applicants) and interview candidates for selection and confirmation by SGA.

Article III **Officers of SGA**

Section A: The elected officers of the SGA are President, Vice President, Secretary, and Treasurer

1. The LCCC student body will elect the President and Vice President in a general election at the end of each spring semester.
2. The senators elected during spring semester and all outgoing senators elect the Secretary, and Treasurer for the following academic year by silent ballot vote at the end of each spring semester.
3. At least one of the candidates for President or Vice President must have completed one semester on the SGA.
4. The candidate for the Board of Trustees Ex-Officio ideally should complete at least one semester on the SGA and shall be appointed by the faculty and staff advisors of SGA.
5. The candidates for Secretary and Treasurer may be newly elected senators or returning senators.
6. Those running for an executive officer position are discouraged from holding multiple leadership positions in student groups or organizations, so they can focus on and fulfill their officer responsibilities.

Article IV **Meetings**

Section A: SGA meetings are governed by parliamentary procedure. The current edition of *Robert's Rules of Order Revised* is the final authority in the case of parliamentary dispute.

Section B: Quorum must be present in order to conduct any business. A quorum consists of a simple majority of SGA senators.

- Section C: Meetings will be held once a week for at least two hours while classes are in session. Meeting times will be announced publicly.
- Section D: SGA quorum meetings are open to the public, including and not limited to the student body, faculty, staff, administrators and guests, in accordance with Wyoming Statute §16-4-401. Minutes from business meetings will be posted online.
- Section E: A Day of the week will be designated for committee meetings which will be established by each acting committee. This day will be announced to the Senate. No official business will be considered. The purpose of these meetings is for committee work or discussion.

Article V **Impeachment**

- Section A: The SGA has sole power to try all impeachments of SGA Senators.
- Section B: Grounds for impeachment include, violations of the Student Code of Conduct, crimes against the community, or failure to uphold the ASLCCC Constitution and/or By-laws.
- Section C: Articles of impeachment may be filed against any SGA member.
1. A simple majority vote of the senators is necessary for impeachment charges to be filed.
 2. Once impeachment charges are filed, written notice of the proceedings must be sent to the accused Senator by the Secretary of SGA. The impeachment vote will occur at the next regularly scheduled SGA meeting.
 3. The accused Senator shall be offered the opportunity to defend against impeachment charges before the official vote.
 4. A two-thirds (2/3) vote of SGA is necessary to confirm the impeachment charge.
 5. The accused Senator cannot cast a vote during the impeachment proceedings.
 6. If the Senator in question does not respond to the written notice and attempts at communication within two (2) weeks, the senator's position will then be terminated as decided by the SGA advisors and the Executive Board.
- Section D: If articles of impeachment are brought against the President, the Vice President will chair the proceedings.

Article VI **Constitutional Amendments**

- Section A: Amendments may be proposed by any SGA member.

Section B: Each SGA member must have a typed copy of the proposed amendments(s) at least seven (7) days prior to the meeting at which it is introduced, with one copy officially filed with the SGA Secretary.

Section C: Proposed amendments to this Constitution must be ratified by two thirds (2/3) majority vote of the SGA.

Article VII
Adoption

Section A: This Constitution will go into effect immediately upon a two-thirds (2/3) vote of the approval of SGA.

Associated Students of
Laramie County Community College
By-Laws

Article I

Authority of the Student Government Association

- Section A: SGA is the representative voice for the ASLCCC.
1. SGA with the assistance of the advisors select all the student representatives to serve on the College's various committees.
 2. SGA is the medium through which students communicate with the Administration, the Board of Trustees and the Foundation Board.
- Section B: SGA determines all questions as to the constitutionality of events or actions. SGA is also the sole interpreter of the ASLCCC Constitution.
- Section C: SGA has the sole authority to appropriate student activity fees (SAFAC) funds in accordance with college procedure.

Article II

Responsibilities of Student Government Association Officers

- Section A: **The SGA President**
1. Presides over all meetings of SGA.
 2. Chairs the Executive Board and makes necessary committee appointments.
 3. Has the authority to call special meetings of the SGA by giving notice to the Secretary of SGA and written notice to voting SGA members. Under normal circumstances a minimum notice of two academic days is required.
 4. Is responsible to temporarily relinquish the chair to Vice President when stating personal opinions.
 5. Promotes SGA on campus and in the local media.
 6. Prepares an end of the year report (in collaboration with the Executive Board and committee chairs) detailing the annual accomplishments of the SGA. The report shall be submitted to the SGA advisor(s) and the LCCC President.
 7. Participates in the commencement ceremony each spring semester.
 8. Schedules and meets with the President of the college regularly throughout the academic year.
 9. Attends College Council meetings as a voting member to represent the student body.
 10. Reports out and provides summary of meetings with the LCCC President and other meetings the President is responsible for attending.
- Section B: **The Vice President**
1. Presides over meetings in the absence of the SGA President.
 2. Advises the President and SGA on questions of parliamentary procedure and provides a current copy of *Robert's Rules of Order Revised* at all meetings.

3. Oversees all committee work and ensures all Constitutional Committees comply with guidelines established in the By-Laws. Reports all committee activities to the Executive Board and forwards copies of all committee reports to the Secretary of SGA in a timely manner.
4. Maintains attendance records of all senators at all official meetings and SGA functions.
5. Schedules and monitors all SGA office/desk hours.
6. Schedules and meets with the Vice President of Student Services regularly throughout the academic year.
7. Reports out and provides summary of meetings with the Vice President of Student Services and other meetings the Vice President is responsible for attending.

Section C: **The Secretary**

1. Records and maintains minutes of all SGA meetings.
2. Provides unbiased minutes free of personal opinion.
3. Provides minutes that contain a separate paragraph for each agenda item and including the following information:
 - a. All main motions or motions to bring a main question before the assembly (except those that were withdrawn).
 - b. The wording in which each motion was adopted (with the facts as to how the motion may have been debated or amended before disposition begin mentioned only parenthetically).
 - c. The disposition of the motion including any primary and secondary amendments and all adhering secondary motions.
 - d. The name of the mover and second for all motions.
 - e. All points of order and appeals, whether sustained or lost together with the reasons given by the chair for ruling.
4. Enters the number of votes for each side when a count is ordered or ballot vote is held, and will enter names on both sides when voting is by roll call.
5. Provides the name, subject, and summary of the remarks of each guest speaker.
6. Distributes typed and signed minutes to the SGA senators.
7. Posts minutes on the SGA bulletin board and/or website.
8. Prepares and distributes all meeting agendas.
9. Manages all SGA correspondence as designated by the SGA President.
10. Maintains a record of all proceedings and correspondence of SGA.
11. Submits a complete copy of all records (i.e. "SGA Secretary Binder") to the SGA advisor(s) for archival at the end of the year.

Section D: **The Treasurer**

1. Maintains a written record of all finances allocated to the SGA. The file is a public record and will be permanently located in the SGA advisor's office.
2. Assists the SGA advisor(s) in creating the proposed budget for the following year and ensures it is presented to the Student Fee Allocation Committee (SFAC).
3. Presents a financial report to SGA monthly with an official report given to the SGA Secretary.
4. Chairs the Student Activity Fee Allocation Committee (SAFAC).
5. Records and maintains minutes in the absence of the Secretary.

Section E: **The Board of Trustees Ex-Officio**

1. Attends all Board of Trustees meetings as a non-voting member.
2. Designates an SGA executive member to take their place at the Board of Trustees meeting, in the event they are unable to attend and communicates this to the SGA advisors.
3. Maintains an unbiased position when serving on the Board of Trustees, and speaks from the LCCC student body's perspective.
4. Reports out and provides summary of Board of Trustees meetings and other meetings the Ex Officio is responsible for attending.

Article III

Responsibilities of Senators and Members at Large

Section A: Each elected senator has the sole authority to cast one official vote at SGA meetings for each order of business. A proxy vote will be counted when a senator has an excused absence.

Section B: Each senator will actively take part in all of the functions of SGA, including serving on one committee.

Section C: Each senator is responsible for the duties assigned by the Executive Board or committee chairperson.

Section D: The SGA Senate will develop and present annual goals and objectives no later than the second week of October of the fall semester and is responsible for the completion of all objectives.

- Section E: Each senator is responsible for abiding by SGA policies and expectations:
1. All senators are required to attend all LCCC Student Leadership Institute functions.
 2. Senators will complete two (2) office/desk hours per week. The Vice President and SGA Advisors must be notified prior to an absence via email. The absence must be made up within seven (7) days.
 3. Attend all scheduled meetings and events unless previously excused by the Vice President.
 4. Follow all LCCC policies and procedures, as well as the Student Code of Conduct.
 5. Assist with other duties or responsibilities, as assigned.
 6. Maintain a 2.0 semester GPA. Those in poor academic standing may be required to attend study hours as deemed appropriate by the advisor(s).
- Section F: Any disregard of these responsibilities may be taken as grounds for impeachment.
- Section G: A Senator's term of office is from the time of installation until the final day of the spring semester.
- Section H: Members at Large are held to the same responsibilities of Senators with the exception of Section A of this Article.

Article IV

Responsibilities of Student Government Association Advisors

The primary SGA advisor is the Coordinator for Student Engagement & Diversity. Other advisors may be appointed as determined by the ASLCCC, and must be a LCCC full-time faculty or staff member.

- Section A: The SGA advisor(s) shall attend all SGA senate and Executive Board meetings, as well as SGA training and social events as nonvoting, ex-officio members.
- Section B: The SGA advisor(s) shall maintain regularly scheduled meetings with members of the SGA Executive Board to advise and assist them in fulfilling their duties.
- Section C: The SGA advisor(s) shall ensure that the policies and procedures established by the ASLCCC Constitution and By-Laws are followed by the SGA.
- Section D: The SGA advisor(s) shall ensure that the SGA abides by all LCCC policies in all interactions and activities on campus and at LCCC functions.

- Section E: The SGA advisor(s) shall make formal reports to the SGA and the Executive Board regarding the operations of LCCC, as requested.
- Section F: The SGA advisor(s) shall authorize all fiscal expenditures of the SGA in cooperation with the SGA Treasurer.
- Section G: The SGA advisor(s) shall serve as an informal, unbiased historian and ensure that the SGA maintains an accurate historical perspective.
- Section H: The SGA advisor(s) shall meet with each executive board member bi-weekly, if requested, while classes are in session. Advisor (s) will split up this responsibility equally.
- Section I: The SGA advisor(s) shall determine the stipend eligibility of the SGA senators and officers.
- Section J: The SGA advisor(s) along with input from the Executive Board and the Dean of Students have the authority to place a Senator on probation if a Senator fails to uphold their responsibilities as a Senator. During this probationary period (3 weeks) disregard for responsibilities or issues with student conduct may result in the Senator's removal from Senate. If a Senator fails to uphold their responsibilities after the probationary period, the Senator will be go through the impeachment process.
- Section K: The SGA advisor(s) shall assist in providing an effective transition at the appointment of a new advisor.

Article V
Responsibilities of SGA Committees

- Section A: Each committee will be appointed a single (1) Senate member as chair.
- Section B: Each committee chair is responsible for calling meetings and reporting all committee progress to the senate during regularly scheduled business meetings.
- Section C: All committees are responsible for developing goals and implementing an action plan which must pass a majority vote from the Senate.
- Section D: Committee work must be completed by the deadline assigned by Senate.

Section E: The committee chair will complete an event proposal form and present the proposal to the Senate during scheduled business meetings. The Executive board must be notified a week prior to assign it to the next business meeting agenda. The Senate will approve or make recommendation for changes to the proposed event. The proposed event will then be voted upon and must pass a majority vote.

Section F: All committees are responsible for filing a final written report upon the completion of the committee work.

Article VI

Constitutional Committees, Representational Committees, SGA Boards, and Responsibilities

SGA will be led by an Executive Board and will maintain four foundational Constitutional Committees: (1) Student, (2) Faculty & Staff (3) Campus, (4) Community. This will further be known as the SFCC Committee Protocol. All committees will be chaired by a single (1) Senate member and will report to Senate as a whole.

Section A: **Executive Board**

The SGA Executive Board is responsible for providing leadership and direction to the senate through setting annual goals and priorities, as well as implementing each action item by establishing weekly business agendas and delegation to committee(s).

1. The SGA Executive Board will develop meeting agendas.
2. The SGA Executive Board will review individual senator contributions.
3. The SGA Executive Board is comprised of the SGA President, Vice President, Secretary, Treasurer, Ex Officio, and the SGA advisor(s).
4. The SGA Executive Board is chaired by the SGA President.
5. The SGA Executive Board reports on progress to the senate weekly and is responsible for the collaborative completion of the SGA annual report.

Section B: **SGA Student Committee**

The SGA Student Committee is responsible for Representing and Advocating on behalf of the student body at LCCC.

1. The SGA Student Committee strives to celebrate and recognize all areas of Achievement and concern brought forth by the student body.
2. The SGA Student Committee maintains positive working relationships with the Dean of Students, Student Life office and the Admissions Representatives in Student Services.
3. The SGA Student Committee is comprised of at least two (2) senators one of whom must be the President or Vice President of SGA.
4. The SGA Student Committee makes regular reports to Senate when there is a need that arises.
5. **The SGA Student Committee will assist and help organize Club Rush for each semester.**
6. **The SGA Student Committee will help to coordinate the Student Open Forum held every Spring Semester.**
7. The SGA Student Committee will assist other SGA committees, as deemed appropriate by the Executive Board.

Section C: **Faculty & Staff Committee**

The Faculty Committee is responsible for Communicating and Celebrating the Faculty & Staff at LCCC.

1. The SGA Faculty & Staff Committee will work to promote the wellbeing of LCCC Faculty & Staff.
2. **The SGA Faculty & Staff Committee is responsible for organizing, advertising, and implementing Faculty and Staff Appreciation Day each spring semester.**
3. The SGA Faculty & Staff Committee will work along side faculty & staff events when a need occurs.
4. The SGA Faculty & Staff Committee will be comprised of at least two (2) Senate Members.
5. The SGA Faculty & Staff Committee will assist other SGA committees, as deemed appropriate by the Executive Board.

Section D: **Campus Committee**

The Campus Committee is responsible for the promotion and participation in campus activities by the SGA senate and student body.

1. **The SGA Campus Committee is responsible for organizing, advertising, and implementing The SAFAC campus meeting at the start of every spring semester.**
2. The SGA Campus Committee is comprised of at least two (2) senate members, one of which must be the Treasurer due to their role in the SAFAC process.
3. The SGA Campus Committee makes regular reports to Senate before and after each community service activity.
4. The SGA Campus Committee will assist other SGA committees as deemed appropriate by the Executive Board.

Section E: **Community Committee**

The Community committee is responsible for promoting civic participation in campus and community activities by the SGA senate and student body.

- 1. The SGA community committee is responsible for organizing, advertising, and implementing at least one community service project per academic year.**
2. The SGA community committee is responsible for educating the campus of upcoming community events as well as educating the community of upcoming campus events.
3. The SGA community committee will work closely with community leaders to strengthen and promote a better and stronger community.
4. The SGA community committee will be comprised of at least two (2) senate members.
5. The SGA Community Committee will assist other SGA committees, as deemed appropriate by the Executive Board.

Section F: *The above section has bolded parts of each committee and this is the only duty that must be executed. The non-bolded sections are strongly encouraged, but bolded sections must be completed and take precedence. The above committees are not active the entire school year but rather when the need occurs. The Executive Board and the SGA advisors will be the sole decider for which committee is selected when issues arise.*

Article VII
Elections

Section A: **General Elections**

1. Voting in the general election will be conducted electronically and will be open for at least 24 hours to allow all LCCC students the opportunity to vote. Once voting begins, all campaigning ceases. No senator can openly support or help any candidate on Election Day. Candidates found to be campaigning during open voting day may be disqualified from the election.
2. Senators elected shall reflect the number of available senate seats allotted to each college and reflect equal representation of the academic schools.
3. Any LCCC fee-paying student will be permitted to vote at the polling places or by voting online. The vote of the students will determine winners of the election. The candidates with the majority of votes in each school will fill open senate seats for that election period.
4. 16 total senators will be elected. These seats will be divided equally (2) Senators from each pathway, if and when possible.

Section B: **Presidential and Vice Presidential Elections**

1. The Student Engagement & Diversity Office shall provide campaign materials for each President/Vice President, following campus posting guidelines, if students running for positions wish to campaign.

2. Students running for President and Vice President positions are expected to meet with the Coordinator of Student Engagement & Diversity to record a campaign video.

Section C: Vacancy of Office-Executive Officers

1. Upon the resignation, permanent absence, or incapacity of the president, the vice president shall be given the option to become president.
2. Upon the resignation, permanent absence, or incapacity of the vice president, the secretary shall be given the option to become vice president.
3. Upon the resignation, permanent absence, or incapacity of the secretary, the treasurer shall be given the option to become secretary.
4. Upon the resignation, permanent absence, or incapacity of the treasurer or in the event other vacant executive offices have been declined by succeeding executive officers, a special in-senate election will be held to fill the open position with current senators.

Section D: Vacancy of Office-Senator Positions

1. Upon the resignation, enduring absence or incapacity of any Senator, the senatorial candidate(s) from the college who received the next highest number of votes in the preceding election shall be called and interviewed as possible candidates to fill the vacancy or vacancies. The executive officers will interview and select candidates to fill the vacancy or vacancies.
2. In the event that a vacancy occurs and the list of eligible candidates from the preceding general election has been exhausted, the Executive Officers will begin an application and interview process to fill the vacancy seat(s).
 - a. As soon as possible after the vacancy occurs, a call for applicants will be made indicating the academic schools that have vacant representation on senate with the application period lasting at least two weeks from the time of initial notice.
 - b. At the close of the application period, the Executive Officers with the aid of SGA advisors, will review the applicants for eligibility.
 - c. All applicants who meet eligibility requirements will be contacted with an interview time. Interviews will be conducted no later than three weeks after the close of the application period.
 - d. After all interviews have been conducted, the Executive Officers will debate and vote on which candidate shall be granted the seat(s).
 - e. The Executive Officers will notify the chosen applicant(s) as soon as possible after a decision has been made. Upon acceptance, the candidate will be sworn in at the next SGA Senate meeting directly after the call to order and at the beginning of the meeting.

Section E: All Senators are responsible for promoting elections within SGA

All Senators are responsible for promoting and encouraging students to represent the student body on SGA, throughout the academic year.

1. All Senators are responsible for promoting awareness and the benefits of SGA membership.

2. All Senators are responsible for organizing, advertising, and implementing the election of new SGA senators in the spring and fall semesters, or in the event a position is open.
3. All Senators are responsible for organizing and promoting activities based on elections of federal politicians, such as The President of the United States of America.
4. All Senators are responsible for holding an open forum and general elections for SGA candidates.
5. All Senators are responsible for organizing, advertising, and holding an open forum to promote student involvement in the voting process and raise familiarity of the candidates and their platforms. The open forum will take place the day before elections.
6. All Senators are responsible for holding a general election online in the spring and fall semester, which will open for a 7-day period.
7. All Senators are responsible for ensuring that all campaigning stops when voting opens. Candidates found to be campaigning stops when voting opens. Candidates found to be campaigning on election day may be disqualified from the election.
8. All Senators are responsible for ensuring that current Senators do not openly support any candidate on election day.
9. All Senators are responsible for organizing, advertising, and holding elections the second week of April and the fourth week of September.

Article VIII **Attendance and Conduct**

- Section A: All new Senators will be placed on a probationary period for 4 weeks beginning from their first official SGA meeting. Unexcused absences and failure to uphold Senator Responsibilities may result in removal from senate from the Advisor and Executive Board.
- Section B: A senator is allowed three absences in one semester. An absence may be deemed excused after review by the Executive Board. The senator must notify the Vice President and SGA advisors of the absence in writing via email prior to the regularly scheduled SGA meeting.
- Section C: All senators must abide by the LCCC Code of Conduct and maintain good judicial and financial status during their term.
- Section D: Any senator or officer who does not fulfill the responsibilities to SGA as listed in the Constitution and By-Laws will be impeached.

Article IX
Meetings

- Section A: The Executive Board will meet once a week at an agreed upon day and time.
- Section B: Each committee chair will have the authority and responsibility to call, schedule, and communicate committee meetings.

Article X
SGA Stipend

- Section A: All student senators are eligible to receive stipends.
To receive an SGA Stipend, Senators must remain in good standing as defined in the student Code of Conduct; maintain at least part-time status (6 or more credit hours) each the semester and fulfill *Article III: Responsibilities of Senators* of this document throughout each semester.
- Section B: SGA senators will receive \$250 of the stipend at the mid-term point of the semester. The remaining amount will be disbursed at the end of each semester after a review of each Senator's activity by the SGA advisors in relation to the criteria set forth for stipends:
1. Complete two desk hours per week when classes are in session. Missed desk hours may be made up in available time slots. Desk hours are maintained by the vice president.
 2. Attend and participate in all general SGA meetings and events. Each unexcused absence will result in a loss of stipend monies.
 3. Complete the requirements of assigned committees.
 4. Members at Large are not eligible for stipend
- Section C: A Senator whose cumulative GPA drops below 2.0 will be put on probation for one semester and must raise their cumulative GPA above a 2.0 within this probation semester. Those who fail to meet raise their GPA and the standards for each semester will be considered not in good standing and will no longer be eligib

Article XI
Student Fees

- Section A:
- In preparation for the annual college-wide budget process, SGA will review all student fees, including reports from those responsible for administering the disbursement of student fees.
1. Student Activity Fees – Dean of Students
 2. Athletic Fees – Director of Athletics and Campus Recreation

3. Technology Fees – Chief Technology Officer
4. Wellness Fees – Coordinator of Physical Education and Coordinator of Counseling and Campus Wellness.

Section B: If any changes in student fees are proposed, SGA will communicate these changes to the student body and allow the solicitation of student feedback prior to voting on any changes to student fees.

1. The public meeting in which students can solicit feedback in person will be scheduled and advertised at least two weeks (14 days) prior to a vote on the issue.
2. A quorum of 2/3 the SGA senators must be present at the open meeting to hear student opinions on any changes to student fees.
3. After hearing student opinions, SGA will vote on any changes to student fees. A simple majority of those senators present will be required to approve changes in student fees.

Article XII Amendments

Section A: Amendments to the By-Laws of the ASLCCC may be proposed in writing by any member of SGA.

Section B: Each senator will have a typed copy of the proposed amendment seven days prior to the meeting at which it will be introduced.

Section C: Amendments will be voted on immediately after the second reading, the next meeting after the introduction of the proposed amendment.

Section D: Proposed amendments must be ratified by two-thirds (2/3) of SGA.

Section E: These By-Laws shall go into effect immediately upon a two-thirds (2/3) majority vote of approval by SGA, only when voted upon when all senators are present or have had the opportunity to vote by proxy.

Revised:

4/97

4/98

4/99

4/00

11/00

11/01

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