

L. E. FLETCHER

Student Government Association

Constitution

ARTICLE I – Name of Organization

The primary student organization governing the L. E. Fletcher Technical Community College shall be known as the L. E. Fletcher Student Government Association. The L. E. Fletcher Student Government Association has been established to serve all students enrolled in programs at L. E. Fletcher Technical Community College. Hereafter, this organization shall be referred to as the LEF – SGA.

ARTICLE II – Purpose of the Organization

The purpose of this organization shall be

1. To provide an intellectual, social, and cultural environment that maximizes student potential and enhances student success.
2. To provide equal representation for all students at L. E. Fletcher Technical Community College.
3. To focus on students' needs rather than institutional preference in determining priorities for academic planning, policies, and programs.
4. To serve as an institutional resource to further the development of the student as a contributing member of the community.

ARTICLE III – Equality

No student meeting the qualifications for office in this association shall be denied participation based on race, color, national origin, religious creed, gender, physical handicaps, political beliefs, age, or sexual preference.

Every student enrolled at L. E. Fletcher Technical Community College is a member of the Student Government Association.

ARTICLE IV – Structure

Section 1. Executive Cabinet

The Executive Cabinet of the LEF – SGA shall consist of the President, Vice President, Treasurer, Secretary, and Assistant Secretary as elected by the students of L. E. Fletcher Technical Community College.

1.1 Qualifications:

1. Members of the Executive Cabinet shall have completed six credit hours of study at L. E. Fletcher Technical Community College.
2. Members of the Executive Cabinet shall have earned a cumulative grade point average of at least 2.5 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
3. The President and Vice President shall be enrolled as full-time students for each semester during their terms of office.
4. The Treasurer, Secretary, and Assistant Secretary shall be enrolled in a minimum of six credit hours of study for each semester during their terms of office.

1.2 Powers and Duties of the President:

1. Serve as the official representative of the LEF - SGA, providing direction and leadership to the SGA.
2. Supervise the execution of LEF – SGA policy.
3. Establish any committees he or she deems necessary and make special committee appointments.
4. Be an ex-officio member of all committees.
5. Appoint any position on the LEF – SGA in the event of resignation, recall, or other vacancy with the approval of the SGA Student Senate.
6. Call special sessions of the LEF – SGA Executive Board or the SGA Student Senate any time he/she deems it to be in the interest of the SGA with twenty-four hours notice.
7. Notify the Vice President to assume his/her duties in the event that the President expects being absent from his/her duties.
8. Preside over recall procedures, Executive Board meetings, LEF – SGA meetings, and other college meetings as deemed necessary.
9. Ensure that quality and diverse programs are presented.
10. Work with the Student Services Office in the preparation of the Student Activities Calendar and the Student Handbook.
11. Attend the meetings of the Faculty Senate and act as the LEF – SGA's liaison to the Faculty Senate committees (where applicable).
12. Appoint members to the Student Judiciary Council and fill vacancies on the council with a consent of a majority (51 percent) of the Student Senate.

1.3 Powers and Duties of the Vice President:

1. Assist the President in the administration of LEF – SGA affairs.
2. Fulfill the duties of the President when he or she is unable to do so.
3. Be the convening and presiding officer of recall proceedings against the President.
4. Assist the President in responding to all student concerns relating to the academic policies of the L. E. Fletcher Technical Community College.
5. Assist with the activities of co-curricula student organizations.
6. Take responsibility for the effective planning, management, and evaluation of all LEF – SGA programs and activities related to academic affairs.
7. Ensure that quality and diverse programs are presented.
8. Work with the Student Services Office in the preparation of the Student Activities Calendar and the Student Handbook.
9. Ensure that quality and diverse programs are presented.
10. Cast a vote on Student Senate Legislation in case of a tie.
11. Act as the chairperson of the Election Committee.
12. Perform such duties as may be requested by the President.
13. Serve as an ex-officio member of all Student Senate committees.

1.4 Powers and Duties of the Treasurer:

1. Be responsible for the LEF – SGA funds as directed by the SGA.
2. Be responsible for the safekeeping of those funds with the Campus Accountant.
3. Work with the Student Services Office in the establishment and maintenance of disbursement and accounting procedures.
4. Submit a financial statement on a monthly basis to the Faculty Advisor and Campus Accountant.
5. Approve expenditures under \$25 in conjunction with the President and Faculty Advisor. All expenditures over \$25 which do not appear in an approved budget must have the majority approval of a quorum (51 percent) of the voting members of the SGA and signed approval of the Campus Administrator or Chancellor.
6. Perform such duties as may be requested by the President.

1.5 Powers and Duties of the Secretary:

1. Take accurate minutes at all Executive Board and LEF – SGA meetings.
2. Make copies of all minutes available to LEF - SGA members, the student body, and the Faculty Advisor within one week of any meeting.
3. Work with the Student Services Office in the preparation and distribution of all minutes.
4. Establish and maintain a representative file consisting of names, addresses, and telephone numbers and class schedules of all Executive Cabinet members, all Legislative Body members, and all Judicial Council members. This shall be done at the beginning of each semester.
5. Be responsible for all office files.
6. Collect and assemble all reports of officers or committee chairpersons.

7. Be responsible for all office correspondence.
8. Perform such duties as may be requested by the President.

1.6 Powers and Duties of the Secretary:

1. Take accurate minutes at all Student Senate meetings.
2. Make copies of all minutes available to LEF - SGA members, the student body, and the Faculty Advisor within one week of any meeting.
3. Assist the Secretary in working with the Student Services Office in the preparation and distribution of all minutes.
4. Assist the Secretary in establishing and maintaining a representative file consisting of names, addresses, and telephone numbers and class schedules of all Executive Cabinet members, all Legislative Body members, and all Judicial Council members. This shall be done at the beginning of each semester.
5. Assist the Secretary in collecting and assembling all reports of officers or committee chairpersons.

Section 2. Legislative Body (Student Senate)

The Legislative Body of the LEF – SGA shall consist of a representative from each of the programs listed below as elected by the students of that program.

Accounting Technology
Automotive Technology
Diesel Powered Equipment Technology
Drafting & Design Technology
Electrician
Industrial Electronics Technology
Machine Tool Technology
Office Systems Technology
Practical Nursing
Residential Air Conditioning
Welding

2.1 Qualifications:

1. Members of the Legislative Body shall have completed six credit hours of study at L. E. Fletcher Technical Community College within their program area.
2. Members of the Legislative Body shall have earned a cumulative grade point average of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
3. Members of the Legislative Body shall be enrolled in a minimum of six credit hours of study per semester at L. E. Fletcher Technical Community College during their terms of office.

2.2 Powers and Duties of the Student Senate:

1. Elect a Senator to serve as Chairperson of the Student Senate.
2. Represent the interests of the student body in conducting Student Senate business.
3. Exercise responsible judgment when voting.
4. Introduce legislation for the consideration of the Student Senate.
5. Serve on the Advisory Committee of their respective programs.
6. Be entitled to vote on Student Senate motions, bills, and resolutions.
7. Have the power to override the President's veto with a majority (51%) vote of the Student Senate.
8. Approve recommendations for the allocation of the student assessment fee for the annual review of the budget by the Budget Committee.
9. Have the power to approve ad-hoc committees to serve special projects as required.

Section 3. Judicial Council

The Judicial Council shall serve as the official court of the LEF – SGA. The Judicial Council shall consist of three Justices and a Chief Justice, for a total of four Justices.

3.1 Qualifications:

1. Members of the Judicial Council shall have completed six credit hours of study at the L. E. Fletcher Technical Community College.
2. Members of the Judicial Council shall have earned a cumulative grade point average of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
3. Members of the Judicial Council shall be enrolled in a minimum of six credit hours of study per semester at L. E. Fletcher Technical Community College during their terms of office.
4. The Justices shall be students, in good standing with L. E. Fletcher, who are appointed by the LEF – SGA President with majority (51 percent) approval of the Student Senate.
5. Each appointee must be from a different program area.
6. The Chief Justice shall be elected by the Justices from amongst themselves.

3.2 Powers and Duties of the Chief Justice:

1. Call and preside over hearings of the Judicial Council as needed.
2. Discuss appropriate action with the Faculty Advisor and the Student Personnel Services Officer when official rulings are made.
3. Be responsible for maintaining accurate records of all proceedings, correspondence, and petitions brought to the Judicial Council.
4. Provide written decisions of the Judicial Council to all Executive Cabinet members.
5. Preside over impeachment hearings unless he/she is under impeachment.

6. Cast the deciding vote in case of a tie in judicial proceedings.
7. Not serve as a member of the Executive Cabinet or Legislative Body.

3.3 Powers and Duties of the Justices:

1. Interpret and provide guidance as to the spirit of the LEF – SGA constitution.
2. Provide any student organization with an impartial interpretation of its constitution upon request.
3. Ensure that decisions passed by the Judicial Council are in compliance with Federal, State, and LCTCS policies and regulations.
4. Serve as an arbitrator between student organizations upon mutual requests.
5. Serve as the jury in impeachment proceedings brought forth against any member of the LEF – SGA.
6. All decisions of the Judicial Council shall be final, shall be put in writing, and shall go into effect and be immediately disseminated to the Student Services Office for distribution to the student body.
7. Not serve as a member of the Executive Cabinet or Legislative Body

ARTICLE V – Voting Powers

1. During elections for the President, Vice President, Treasurer, and Secretary, each registered student is entitled to one vote per elected official. Candidates receiving the most votes shall be declared elected.
2. During elections for the Student Senators, each registered student is entitled to one vote for the senator within the department in which the student is enrolled. Candidates receiving the most votes shall be declared elected.
3. Each member of the Executive Cabinet, Legislative Body, and Judicial Council is entitled to one vote within the parameters of their position.
4. A quorum shall consist of a simple majority (50% plus 1) in order to conduct official business in any branch of the SGA.
5. A majority vote of the Student Senate can override a presidential veto.

ARTICLE VI – Elections & Appointments

1. LEF – SGA elections shall be held before the third full week of March.
2. The four Justices shall be appointed by the President by the last Friday of April. The Justices shall then appoint a Chief Justice from amongst themselves.
3. Appointments due to resignations, vacancies, or recalls shall be made by the appropriate official as necessary.

ARTICLE VII – Terms of Office

1. The terms of office for the President, Vice President, Treasurer, Secretary, and Assistant Secretary shall be from 12:01 p.m. on the last Friday of March of the year elected to 12:00 p.m. of the last Friday of March of the following year.
2. The terms of office for the Student Senators shall be from the date of election until they graduate.
3. The terms of office for the Justices shall be from the date of appointment until they graduate.
4. The term of office for the Chief Justice shall be one year from the date of appointment.

ARTICLE VII – Office Resignations

1. The President must submit a letter of resignation to the Faculty Advisor and a copy to the Vice President.
2. All other resignations must be in writing and submitted to the President with a copy to the Faculty Advisor.

ARTICLE VIII – Office Vacancies

1. In the case of the vacancy of the President, the Vice President shall assume the President's office.
2. In the case of the vacancy of the Vice President, the President shall preside over a meeting of the Student Senate to elect a member of the student senate to serve as Vice President.
3. In the case of the vacancy of any other Executive Cabinet officer, the President shall nominate for Student Senate approval individuals to serve in those capacities.
4. In the case of the vacancy of a Senator, the respective program shall elect a new representative. If the program area does not elect a new Senator, that program shall have no representation until such time that they elect one.
5. In the case of the vacancy of a Judicial Council Justice, the President shall appoint a new Justice with majority (51 percent) approval of the Student Senate.
6. In the case of simultaneous vacancies in both the Presidential and Vice Presidential offices, a special election of the student body shall be held to select their successors.

ARTICLE VIII – Office Removal

Section 1. Removal of Executive Board Members

1. Executive Board members may be removed from office by Presidential Order for excessive absence from official Executive Board meetings and official Association meetings. Excessive absence is defined as three consecutive unexcused absences or five total absences (excused and unexcused) per Spring or Fall semester.
2. Excuses must be submitted in writing one hour prior to the meeting.
3. Excuses are to be submitted to the President.

Section 2. Removal of Legislative (Student Senate) Members

1. Student Senate members may be removed from office for excessive absence from official Student Senate meetings and official Association meetings. Excessive absence is defined as three consecutive unexcused absences or five total absences (excused and unexcused) per Spring or Fall semester.
2. Excuses must be submitted in writing at least one hour prior to the meeting.
3. Excuses are to be submitted to the Senate Chairperson.
4. A written petition for removal shall be presented to the Vice President or President signed by at least three Student Senators.
5. The Senate Chairperson shall promptly notify the individual in question that this matter shall be placed on the agenda for the next scheduled Student Senate meeting.
6. A majority vote is required for removal and written notification will be sent within twenty-four hours to the Senator in question.
7. An appeal of the removal proceedings must be made in writing to the Faculty Advisor within seventy-two hours of written notification being received by the Senator in question. (Not including weekends)

ARTICLE IX – Office Impeachment

1. A petition for impeachment for an Executive Cabinet officer must be submitted in writing with either the signatures of 5 percent of the L. E. Fletcher student body, which can be verified by the Faculty Advisor, or a majority (51 percent) of the Student Senators.
2. The Faculty Advisor shall contact the Chief Justice and provide them with a copy of the petition.
3. The Chief Justice shall investigate the impeachment charges and notify the accused in writing of the specific charges and forward a copy to the Advisor and the Campus Administrator.
4. A hearing date shall be set for a date at least two weeks after the written notification has been received by the accused.
5. The accused shall be given an opportunity to address the impeachment charges before the Judicial Council.
6. Grounds for impeachment are:
 - Direct violation of Federal, State, or LCTCS policies or regulations.
 - Failure to follow the spirit of the SGA Constitution.
 - Violation of the LTC/LCTCS Code of Student Ethics

ARTICLE X – Meetings

1. The Executive Cabinet and Legislative Body shall hold meetings at least once a month during the Spring and Fall semesters and must hold a minimum of one meeting during the Summer semester.
2. The Judicial Council shall meet as needed.

3. All meetings of the Executive Cabinet, Legislative Body, and Judicial Council shall be open to all members of the LEFC faculty and staff.
4. Each member of the three branches is required to attend every meeting held by their respective branches unless he or she has an excused absence. After three consecutive unexcused absences or a total of five absences (excused and unexcused), the seat will be declared vacant.
5. The LEF – SGA shall hold meetings at least once a month during the Spring and Fall semesters and must hold a minimum of one meeting during the Summer semester.
6. All meetings of the LEF – SGA shall be open to all members of the LEF student body and the LEF faculty and staff.

ARTICLE XI – Standing Committees

The following standing committees are recognized at the time of the creation of the LEF – SGA:

1. Election Committee
 - To conduct elections for the LEF – SGA President, Vice President, Treasurer, Secretary, Assistant Secretary, and Student Senators.
 - The Election Committee shall hold its first meeting before by November 30 and must meet every month thereafter until the elections have taken place.
 - No member of the Election Committee shall also be a candidate for office in the upcoming election.
2. Constitutional Committee
 - To review petitions for recognition, and to pass on recommendations to the Student Senate to encourage the LEF Administration to recognize newly chartered student organizations.
 - To review constitutional changes of recognized student organizations and constitutions of newly formed student organizations to ensure compliance with of SGA legislation.
3. Appropriations Committee
 - To review petitions of student organizations seeking financial support for their programs.
 - To award money within the limits established by the Student Senate in conjunction with the Budget Committee.
 - To pass on all other recommendations for funding to the Student Senate for approval.

4. Budget Committee

- To research and prepare recommendations for the allocation of the student assessment fee for approval of the Student Senate.
- To hold hearings in which past and potential recipients are allowed to present their needs for future funding.

ARTICLE XII – Ad-Hoc Committees

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

ARTICLE XIII – Faculty Advisor

Powers and Duties:

1. Be appointed by the Campus Administrator for Student Services.
2. Ensure that all SGA business is conducted in compliance with federal, state, and LCTCS policies, regulations, and procedures.
3. Serve as an advocate for the SGA with the campus administration.
4. Facilitate a smooth transition from one SGA administration to the next.

ARTICLE XIV – Constitutional Changes

1. Propositions to amend this Constitution must be submitted in writing to the SGA Secretary at least three weeks prior to the meeting at which the proposition will be discussed.
2. The proposition must then be presented to the Student Senate for a majority vote of all present voting members.
3. After approval by the Student Senate, the proposition will then be presented for approval or disapproval by the LEF student body.
4. Upon majority approval by the student body, the proposition will become an amendment and will take effect immediately.
5. By-laws may be attached to this Constitution at a later date by a majority vote of the Student Senate.