

LTC Region 4  
Acadiana Technical College  
Student Government Constitution  
Ratified March 2010

**ARTICLE I**

**Name of Organization**

The Acadiana Technical College Student Government Association (SGA) is the primary student organization representing the student body of the Acadiana Technical College (ATC) campuses.

**ARTICLE II**

**Purpose of the Organization**

The purpose of Acadiana Technical College's Student Government Association is to provide the following:

1. An intellectual, social, and cultural environment that maximizes student potential and enhances student success
2. Equal representation for students
3. A voice for student needs in establishing institutional priorities
4. An institutional resource to further the development of the student as a contributing member of the community

**ARTICLE III**

**Membership**

**Section 1. Equality**

No student attending classes on an ATC campus shall be denied membership on the basis of race, color, national origin, religious creed, gender, physical handicaps, political beliefs, age, or sexual preference.

**Section 2. Structure**

A1. The Executive Board consists of the SGA presidents from each of the campuses and is assisted by a regional advisor and regional Roundtable members.

A2. The Regional Student Roundtable is comprised of the following from each campus within the ATC:

1. President of the SGA
2. Vice President of the SGA
3. Treasurer
4. Secretary

A3. The Student Senate is comprised of the following:

A representative from each technical program and will be determined by the number of technical programs on each campus. Note: Students enrolled in a campus program may vote to be without representation on the senate for a semester as a result of extenuating circumstances (Ex. Program offered periodically, student census fluctuates, etc.).

### **Section 3. Qualifications**

A1. Executive Board

The Executive Board consists of the SGA presidents from each of the campuses within ATC. The Chief Executive Officer shall be a presidential member elected by the members of the Executive Board. The Chief Executive Officer serves a one year term and may not serve a consecutive term. The Chief Executive Officer shall be the regional representative for the Louisiana Community and Technical College Student President's Council (in accordance with the Louisiana Community & Technical College System Policy I.2.006.)

To run and hold the office of Chief Executive Officer, the student must be enrolled in twelve credit hours (full-time) within a regular semester.

A2. Regional Student Roundtable

1. Members of the Regional Student Roundtable shall have completed a minimum of nine (9) credit hours of LCTCS recognized study.
2. Members of the Regional Student Roundtable shall have earned a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
3. Members of the Regional Student Roundtable must be degree seeking and may not serve as officers more than two consecutive academic years.
4. Members of the Regional Student Roundtable shall be enrolled in and maintain a minimum of nine credit hours of study within a regular semester.

A3. Student Senate

1. Members of the Student Senate shall have completed a minimum of six credit hours of LCTCS study within their program area and must be enrolled for a minimum of six (6) credit hours during the semester serving as a member of the Senate.

2. Members of the Senate shall have earned a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.

#### **Section 4. Powers and Duties**

A1. President of the Student Body (Campus Level) shall:

1. Preside at all SGA meetings and act as the official representative of the student body at all necessary functions.
2. Give direction and leadership to the SGA.
3. Supervise the execution of SGA policy.
4. Make special committee appointments.
5. Be an ex-officio member of all committees.
6. Appoint any position in SGA in the event of resignation, recall, or other vacancy with majority approval of the Student Senate.
7. Call special sessions of the SGA executive board or the SGA when it is deemed to be in the interest of the SGA with twenty-four hours notice.
8. Notify the Vice President to assume his/her duties in the event that the President expects to be absent from his/her duties.
9. Preside over recall procedures.
10. Ensure that quality and diverse programs are presented.
11. Work with the Student Affairs Officers or Advisor in the preparation of the Student Activities Calendar.
12. Attend Regional Student Roundtable meetings.

A2. Vice President of the Student Body (Campus Level) shall:

1. Assist the President in the administration of SGA affairs.
2. Be the convening and presiding officer of recalling proceedings against the President.
3. Assist the President in responding to all student concerns relating to the academic policies of the LCTCS.
4. Assist with the activities of co-curricula student organizations.
5. Take responsibility for the effective planning, management and evaluation of all SGA programs and activities related to academic affairs.
6. Ensure that quality and diverse programs are presented.
7. Work with the Student Affairs Officers or Advisor in the preparation of the Student Activities Calendar.
8. Cast a vote on Student Senate issues in the case of a tie.
9. Perform such duties as may be requested by the President.
10. Attend Regional Student Roundtable meetings.

A3. Treasurer shall (Campus Level):

1. Be responsible for the 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 Affairs Officer or Financial Officer in the establishment and maintenance of disbursement and accounting procedures.
4. Request a monthly financial statement from Campus Accountant. Any monetary transactions should be conducted in accordance with the campus and state accounting procedures.
5. In conjunction with the President and Advisor, approve expenditures up to one hundred dollars. All expenditures over 100 dollars, which do not appear in an approved budget, must have the majority approval of a quorum of the voting members of the SGA and signed approval of the Campus Administrator/Dean.
6. Perform such duties as may be requested by the President.
7. Attend Regional Student Roundtable meetings.

A4. Secretary shall (Campus Level):

1. Take accurate minutes at all Executive Board and SGA meetings.
2. Make copies of all minutes available to SGA members, the student body and the SGA Advisor within two weeks of any meeting.
3. Work with the Advisor in the preparation and distribution of all minutes.
4. Establish and maintain a representative file consisting of contact information and class schedules of all SGA officers. This shall be done at the beginning of each semester with the assistance of the Advisor.
5. Be responsible for all SGA 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.
9. Attend all Regional Student Roundtable meetings.

A5. Senators shall (Campus Level):

1. Represent the interests of the student body in conducting Student Senate business.
2. Exercise responsible judgment when voting.
3. Introduce suggestions for the consideration of the SGA.
4. Be obligated to vote on SGA issues.
5. Have the power to override the President's veto with a two-thirds (2/3) vote of the Student Senate.
6. Approve recommendations for the allocation of the annual budget review.

## **Section 5. Voting Powers**

- A1. Each student member is entitled to one vote within the parameters of his or her position.
- A2. To conduct official SGA business, a quorum shall consist of a simple majority (50% plus one) of the positions currently filled.
- A3. A two-thirds (2/3) vote of the SGA officers and Senate can override a veto.
- A4. A proxy vote must be in writing and may only apply to the predetermined issue.

## **Section 6. Terms of Office**

### A1. Elected Offices

1. Officially begin their term at 12:01 p.m. on the last Friday of March in the year in which they are elected.
2. Shall officially end their term of office at 12:00 noon on the last Friday of March following the year of service in which they held office unless the terms of office is reduced by resignation, impeachment, or the failure to maintain the qualifications of office.
3. April is designated as a transition period requiring past officers to assist new officers.

### A2. Office Resignation

1. The Chief Executive Officer must submit a letter of resignation to the Regional Director and a copy to the members of the Regional Student Roundtable.
2. The President of SGA must submit a letter of resignation to the Faculty Advisor and a copy to the Vice-President and Campus Administrator/Dean.
3. All other resignations must be in writing and submitted to the SGA President with a copy to the Faculty Advisor.

### A3. Office Vacancies

(These processes shall be used to fill vacancies of a temporary nature until such time as an official election of the student body is held.)

1. In the case of the vacancy of the Chief Executive Officer (regional), the executive board must call a special meeting to elect a Chief Executive Officer. This meeting must take place within three working days of the vacancy.
2. In the case of the vacancy of the President of the SGA, the Vice-President shall assume the President's office.
3. In the case of the vacancy of the Vice-President and any other executive officer of the SGA, the President shall preside over a meeting of the Student Senate to elect a member of the senate to serve in the vacated position.

4. In the case of the vacancy of a Senator, the students enrolled in a specific program area shall approve a representative to serve on the Student Senate.
5. When there are simultaneous vacancies in both the offices of President and the Vice-President of the SGA, a special election of the student body shall be held to select their successors.

#### A4. Senator Removal

1. Student Senate members *may* be removed from office for excessive absence from official Student Senate Meetings. Excessive absence is defined as three absences, per fall or spring semester.
2. Absences must be communicated verbally or in writing to the Advisor and/or President at least one hour prior to the meeting.
3. A written petition for removal shall be presented to the Vice-President of the Student Body (or President of the Student Body) and signed by at least three Student Senators.
4. The President/Vice-President of the SGA shall promptly notify the individual in question that this matter shall be placed on the agenda for the next scheduled Student Senate meeting.
5. Two-thirds vote is required for removal and written notification will be sent within twenty-four hours to the Senator in question.
6. An appeal of the removal proceedings must be made in writing to the Advisor within seventy-two hours of written notification being received by the Senator in question (not including weekends).

#### A5. Officer Impeachment

1. A petition for impeachment of an SGA Officer for each campus must be submitted in writing with either the signatures of twenty percent (20%) of the respective campus' student body, which can be verified by the Advisor, or 2/3 of the Senators from the respective campus.
2. The Faculty Advisor shall provide a copy of the petition to the Campus Administrator/Dean.
3. A hearing shall be set for a date at least two weeks after the written notification has been received by the individual considered for impeachment.
4. The individual will then follow the LTC Grievance Policy (SA 1930.223).

#### A6. Grounds for Impeachment

1. Direct violation of Federal, State or LCTCS policies or regulation
2. Failure to follow the spirit of the SGA constitution (This may include lack of attendance and or participation, failure to perform duties as outlined in SGA Constitution, etc.)
3. Violation of the LCTCS Student Policies

## A7. Office Elections

1. The Advisor of SGA shall serve as the chair of the Election Committee, along with current SGA members who are not running in the upcoming election.
2. The election committee is responsible for receiving applications for candidacy, organizing and conducting the election, and announcing winners in a timely manner.
3. SGA elections shall be held before the third full week of March.

## **Section 7. Committees of the SGA**

### A1. Constitutional Committee

1. Review the constitution every two years and recommend changes for the efficient operation of the SGA.
2. Membership shall consist of one officer representative from each campus.
3. Ratification of the revised constitution shall require a majority vote of the SGA officers and senators within the region.

### A2. Ad-Hoc Committees

1. Ad-Hoc committees may be established by the President of the SGA to address special projects at the campus.
2. These committees shall be dissolved upon the completion of their task(s).

## **Article IV**

### **Faculty/Staff**

#### **Section 1. Faculty/Staff Advisor**

##### A1. Powers and Duties

1. Be appointed by the Campus Administrator/Dean.
2. Ensure that all SGA business is conducted in compliance with federal, state, and college policies, regulations and procedures.
3. Serve as an advocate for the SGA to administration.
4. Provide continuity from one SGA administration to the next.
5. Facilitate a smooth transition from one SGA administration to the next.
6. Act as Chairperson on the Election Committee.