

CONSTITUTION AND BYLAWS

Lakeshore Technical College Student ~~Government Association~~ Leadership Board *Review/Propose Revision March 2020 • Request for Vote to Approve April 27, 2020*

Article I: Organization Name

Section 1: This organization is known as the Lakeshore Technical College (LTC) Student ~~Government Association (SGA)~~ Leadership Board (SLB)

Article II: LTC ~~SGA~~ Student Leadership Board Purpose

Section 1: The LTC ~~SGA~~ SLB will serve as a coordinating unit for students and student organizations within the school for the purpose of:

- A. Providing a link between the administration and the students.
- B. Promoting citizenship and leadership training.
- C. Operating as the students' voice in their ~~school government~~ college community.
- D. Acquiring and disseminating accurate information for the student body.
- E. Funding allocation via LTC ~~SGA~~ SLB budget approval.

Article III: LTC ~~SGA~~ Student Leadership Board General Membership

- Section 1: General membership (may attend meetings, provide input, but are non-voting) in the LTC ~~SGA~~ SLB is open to LTC students who are enrolled in credit classes.
- Section 2: LTC ~~SGA~~ SLB-approved, active (holding meetings, student members attending, LTC ~~SGA~~ SLB requirements met) student organizations, maintain voting privileges—ONE vote per student organization.
- Section 3: Each ~~SGA~~ SLB-approved, active student organization will designate ONE official (and one alternate) voting representative for the LTC ~~SGA~~ SLB. Voting representatives/alternates must be student organization members.
- Section 4: Responsibilities of LTC ~~SGA~~ SLB student organization representatives and members:
- A. Student organization voting representatives (student member or student member alternate) must attend all official LTC ~~SGA~~ SLB meetings and meetings of committees in which they participate and communicate information back to the student organization membership on a regular basis.
 - B. Student organization members must be aware of and adhere to processes, policies and guidelines set forth in the LTC ~~SGA~~ SLB *Official Handbook of Student Organization Operations* as well as those of the college.

Article III: LTC SGA Student Leadership Board General Membership

Section 5: LTC SGA SLB Meeting Attendance:

- A. ONE voting representative from each LTC SGA SLB-approved, active student organization (student member only) must attend all scheduled official business meetings. **Attendance is defined as being present from call-to-order through adjournment.**
- B. For attendance purposes, an individual student may only represent ONE LTC SGA SLB-approved, active student organization per meeting; individuals must declare their official representation at rollcall. **LTC SGA SLB Executive Team officers and staff advisors may not represent student organizations.**
- C. LTC SGA SLB official business meeting quorum requires that two-thirds of active, approved student organizations, two of three LTC SGA SLB Executive Team Student Officers and one of two LTC SGA SLB Executive Team Staff Advisors be present from call-to-order through adjournment.
- D. Student organization attendance via **conference call virtual technology** will be permitted if a student organization meets at least one of the following criteria:
 - a. Student organization represents an LTC program delivered 100 percent online.
 - b. Student organization represents an LTC program delivered 100 percent in an evening, accelerated format.
 - c. Student organization represents an LTC program with majority of classes held away from the Cleveland Campus.

Section 6: LTC SGA SLB *Official Handbook of Student Organization Operations*

- A. The LTC SGA SLB *Official Handbook of Student Organization Operations* will be reviewed and updated annually by the LTC SGA SLB members; input from active/approved LTC SGA SLB student organization members/advisors will be sought. The updated handbook will be available at scheduled LTC SGA SLB **fall term** orientation meetings.
- B. The LTC SGA SLB *Official Handbook of Student Organization Operations* will be accessible as follows:
 - a. Printed copies provided to LTC SGA SLB-approved, active student organizations; one to staff advisor(s) and one to student officer/member at **required** LTC SGA SLB **fall term** orientation sessions.
 - b. Electronic (PDF) copy available on LTC SGA SLB Blackboard site.
- C. LTC SGA SLB-approved, active student organization members and staff advisors have the responsibility to review, understand and abide by the processes and guidelines set forth in the LTC SGA SLB *Official Handbook of Student Organization Operations*.

Article IV: LTC SGA-SLB Student Leadership Board (SLB) Executive Team Organization

Section 1: Election of LTC SGA SLB Executive Team Officers:

- A. Students seeking LTC SGA SLB Executive Team officer positions (president, vice president, and secretary-treasurer) must be enrolled in a minimum of six credits each term for the full academic year; be in good academic standing (minimum 2.0 GPA if a returning student; minimum 2.0 GPA must be maintained throughout term); and be without documented violations of the LTC Student Code of Conduct. ~~and pass a background review conducted by the college's Chief Human Resources staff.~~ **Failure to maintain minimum enrollment, academic and conduct requirements will result in mandatory resignation from office.**
- B. LTC SGA SLB Executive Team officers (president, vice president, and secretary-treasurer) will be elected by the LTC student body via an advertised online election process carried out no later than mid-September.
- C. Candidates will come from the student body of their own accord; students do not require nomination nor are they required to run for election for any reason.
- D. Elected LTC SGA SLB Executive Team officers may not run for the same positions in consecutive years; however, they would be eligible to run for a different officer position (if all other requirements are met).
- E. Whenever possible, no more than two LTC SGA SLB Executive Team officers may be representatives of the same LTC program. If three students from the same program want to run for office, the first two candidates to declare and meet all requirements will be placed on the ballot.
- F. Elected LTC SGA SLB Executive Team officers may be active members of any active/approved student organization; however, they may not hold an officer position in that student organization.
- G. If an LTC SGA SLB Executive Team officer position is without a candidate(s) at the time of the election, LTC SGA SLB Executive Team staff advisors will offer the open position to the second highest vote-getter among those candidates running for president (moving to vice president and secretary-treasurer as needed). If there are no additional candidates to fill open positions, nominations will be taken from the floor and acted upon at the first LTC SGA SLB official business meeting in fall.
- H. Following the election, an LTC SGA SLB Executive Team officer vacating a position within the academic year will be replaced via succession among the remaining officers; if more than one LTC SGA SLB Executive Team officer position is vacant, the existing LTC SGA SLB Executive Team officer and staff advisor(s) will appoint student members of the LTC SGA SLB to fulfill the terms for the rest of the academic year.

Article IV: LTC SGA Student Leadership Board Executive Team Organization

Section 2: LTC SGA SLB Executive Team Officer Responsibilities:

- A. The **president** must attend and preside at all LTC SGA SLB official business and Executive Team meetings; serve as chairperson of the LTC SGA SLB Executive Team; act as a liaison between the LTC SGA SLB membership, Executive Team staff advisor(s), and the college administration and be available to conduct business between meetings of the LTC SGA SLB Executive Team and the LTC SGA SLB; and represent the LTC SGA SLB at LTC District Board and other college administrative meetings and events as appropriate.
- B. The **vice president** must attend all LTC SGA SLB official business and Executive Team meetings and will preside at all meetings in the absence of the president, perform the duties of the president when the president is unable to, assist the president in any way necessary; and is responsible for documenting mandatory LTC SGA SLB student organization representation by taking official roll-call at the beginning of each meeting as well as during action item voting; is responsible to perform the duties of secretary-treasurer in the absence of the secretary-treasurer; be available to conduct business between meetings of the LTC SGA SLB Executive Team and the LTC SGA SLB; and represent the LTC SGA SLB at LTC District Board meetings and other college administrative meetings and events as appropriate.
- C. The **secretary-treasurer** must attend all LTC SGA SLB official business and Executive Team meetings and will record attendance, document the proceedings and submit official minutes of the LTC SGA SLB meetings to LTC SGA SLB Executive Team advisor(s) within two weeks of each meeting; maintain awareness of LTC SGA SLB budget and financial processes by working with LTC SGA SLB Executive Team advisors and financial services staff as needed; and will preside at all meetings in the absence of the president and vice president; be available to conduct business between meetings of the LTC SGA SLB Executive Team and the LTC SGA SLB; and represent the LTC SGA SLB at LTC District Board meetings and other college administrative meetings and events as appropriate.
- D. LTC SGA SLB Executive Team officers are required to use LTC email to communicate with LTC SGA SLB Executive Team advisors and other college staff in a regular and timely manner.
- E. LTC SGA SLB Executive Team officers are highly encouraged to support and attend LTC SGA SLB-sponsored activities as their schedules permit.
- F. LTC SGA SLB Executive Team officers are required to represent their peers and the college by serving as Wisconsin Student Government (WSG) representatives (following the LTC SGA SLB election, LTC SGA SLB Executive Team Officers will reach consensus on who will act as WSG Governor and Lieutenant Governor; remaining LTC SGA SLB Executive Team officer will act as an additional WSG representative).

Article IV: LTC SGA Student Leadership Board Executive Team Organization

Section 3: The LTC SGA SLB Executive Team will consist of the student body-elected president, vice president, secretary-treasurer positions and college-appointed staff advisor(s). Duties include:

- A. Help coordinate activities of LTC SGA SLB subcommittees, student organizations, and other related groups.
- B. Conduct business demanding immediate attention that may arise between LTC SGA SLB official business meetings.
- C. Plan agendas for all LTC SGA SLB meetings.
- D. Represent the LTC SGA SLB at statewide meetings of the Wisconsin Student Government (WSG).
- E. Review policy and procedures which pertain to student welfare and notify students and administration of findings and recommendations.
- F. LTC SGA SLB Executive Team staff advisor(s) will have the authority to conduct necessary business during breaks in the student academic calendar as needed.

Article V: LTC SGA Student Leadership Board Meetings

Section 1: LTC SGA SLB Official Business Meetings:

- A. LTC SGA SLB official business meetings will be scheduled, at minimum, in September, ~~October~~ November, ~~March~~ February and April, from 12 noon to 1 p.m. in accordance with LTC academic calendar. LTC SGA SLB meeting dates will be published via the LTC SGA SLB Official Handbook of Student Organization Operations, the LTC SGA SLB Student Handbook/Planner, the LTC Website, the LTC SGA SLB Blackboard calendar, and the LTC SGA bulletin board located near the Cafeteria (LTC Cleveland Campus) at minimum.
- B. Special meetings may be scheduled by the LTC SGA SLB Executive Team.
- C. An LTC SGA SLB Executive Team staff advisor must be present at all meetings.
- D. Meeting minutes and attendance sign-in sheets will be recorded for all official business and special LTC SGA SLB meetings. Meeting minutes will be available on the LTC SGA SLB Blackboard site and LTC Website.
- E. In order to conduct official business meetings of the LTC SGA SLB, a quorum of at least TWO LTC SGA SLB Executive Team student officers, ONE LTC SGA SLB Executive Team staff advisor and TWO-THIRDS of the active, LTC SGA SLB-approved student organizations must be present. If there is no quorum, no official LTC SGA SLB business can be conducted.

Section 2: LTC SGA SLB Voting Procedure:

- A. Each LTC SGA SLB-approved, active (holding meetings, student members attending/participating, all LTC SGA SLB requirements met) student organization through their designated voting representative (or alternate) will have ONE (1) vote; all votes must be cast during meetings (in-person or by conference call for approved student organizations).
- B. In case of a tie vote, the LTC SGA SLB president (or presiding LTC SGA SLB Executive Team student officer) will cast the deciding vote. LTC SGA SLB Executive Team staff advisor(s) will not participate in voting.
- C. Votes may be cast by roll-call, voice (in-person or via ~~conference call~~ virtual technology for approved student organizations) or paper ballot.

Article VI: LTC SGA Student Leadership Board Constitution and Bylaws Amendments

Section 1: Process for Amendment of LTC SGA SLB Constitution and Bylaws:

- A. LTC SGA SLB Constitution and Bylaws will be reviewed annually, at minimum.
- B. Proposed LTC SGA SLB Constitution and Bylaws amendment(s) must be presented, in writing, for the purpose of review/discussion/revision by at least one meeting prior to the meeting at which a request to vote for full LTC SLB approval will be made the March LTC SGA SLB meeting.
- C. Adoption Approval or rejection of final proposed amendment(s) to the LTC SGA SLB Constitution and Bylaws will take place at the an LTC SGA SLB meeting following review/discussion/revision of proposed amendment(s) using regular LTC SGA SLB voting procedures.
- D. Amendment(s) to the LTC SGA Constitution and Bylaws requiring action outside the usual review process will be presented in writing at an LTC SGA official meeting; undergo review/discussion/revision of proposed amendment(s) and be subject to regular LTC SGA voting procedures.
- E. Adopted Approved amendment(s) to the LTC SGA SLB Constitution and Bylaws are communicated to the president of Lakeshore Technical College.