

Associated Students of

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 _____ 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

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 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

- 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: **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 cam

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 initi(e)7(O)-6T3.37(n)-20(t)7(he)7(opt

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 ASL5 50528()h4-BDC q0.00000912 0 612 7

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