



ASSOCIATED STUDENTS OF LUNA COMMUNITY COLLEGE  
CONSTITUTION

Adopted February 6, 2012  
Amended October 2013

## PREAMBLE

We the students of Luna Community College (LCC), hereby adopt this Constitution, which makes provisions for a democratic government organization, or Student Government. The Student Government membership shall consist of the Executive Committee and senators, not to exceed ten (10) members, or fourteen (14) members total. The Executive Committee will consist of a President, Vice-President, Secretary, and Treasurer. Senate members will be elected at large.

## ARTICLE I

The name of this organization shall be called “Associated Students of Luna Community College,” hereafter referred to as the ASLCC.

## PURPOSE

The primary purpose of the ASLCC will be as follows:

- A. To represent the student body of LCC
- B. To encourage cooperation and communication between the students, faculty, administration, board members and all campus organizations.
- C. To provide a forum for student expression and the exchange of student-faculty views.
- D. To enhance the quality of student life at LCC.
- E. To encourage educational retention and aid in the achievement of educational goals.
- F. To represent LCC through word and deed which reflect well upon the college and the students represented.

## ARTICLE II

### MEMBERSHIP

#### Section 1: ASLCC

All students, who are currently enrolled, either part-time or full-time, have a declared major; and who have paid the designated LCC student fee (not to include LCC employees and staff as specified in Article VI, section 5), are eligible to be members of the ASLCC. The registrar’s office, in conjunction with the business office and the ASLCC and their advisors shall determine student eligibility for membership.

## ARTICLE III

### ASLCC

Section 1: The composition of ASLCC shall be:

A. Executive Committee will consist of the following elected officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer

B. Senators:

1. All senators will be elected, at large, by the LCC student body. The senate shall not exceed ten (10) elected officials.

C. Terms of Office

1. All ASLCC Executive Officers and Student Senators serve for approximately one academic year, commencing one week after elections have taken place and ending at the time that new members are sworn in; however, summer participation will be on a volunteer basis. No stipends will be given during summer session.

D. Advisors:

1. Advisors should be faculty or staff who are appointed by the ASLCC.
2. ASLCC will have a minimum of two (2) advisors.

Section 2: Executive Board:

1. The Executive Board consists of the ASLCC Executive committee, and ASLCC advisors.
2. The Executive Board will meet prior to all ASLCC meetings.

## ARTICLE IV

### Meeting and Committees

Section 1: The ASLCC shall hold regular meetings at a minimum of once a month during the fall and spring semesters except during LCC holidays or vacations. At the first regular meetings of each semester, the ASLCC shall determine the time and date of the meeting. All meetings shall be conducted according to Robert's Rules of Order unless otherwise noted at a regular meeting.

Section 2: Only ASLCC Executive Officers and Senators have the right to vote. Students, advisors, guests, and visitors may have a voice, but no vote. The President's vote shall be withheld and will be disclosed only in the event of a tie.

Section 3: Any student enrolled at LCC and members of the general public may attend any regular meeting of the ASLCC.

Section 4: Standing committees shall be appointed as necessary by the President of the ASLCC and chaired by an appointed ASLCC member. The chairperson will report at ASLCC meetings on committee progress and will present recommendations, in the form of a motion, from the committee to the ASLCC in regular meetings. The chairperson shall coordinate, assist and delegate the work of the committee, assist and delegate the work of the committee assigned.

Section 5: A simple majority of the voting body of the ASLCC shall constitute a quorum at regular meetings. Should a quorum not be present at regular meetings one-half hour after the set time, the meeting shall automatically adjourn. If at the next scheduled meeting there is still no quorum, the members present shall constitute themselves as a quorum.

Section 6: A minimum of one (1) ASLCC advisor should be in attendance at all regular meetings. Should an advisor not be able to attend, he/she should have a representative that can act in their place.

## ARTICLE V

### DUTIES

Section 1: The duties of the ASLCC shall be as follows:

- A. Conduct student government business, keeping in mind the best interest of the ASLCC.
- B. Serve as a recipient for all ideas and suggestion given by the ASLCC.
- C. Represent ASLCC in community functions and services.

Section 2: The duties of the President as follows:

- A. Be the administrative head of the ASLCC.
- B. Represent the ASLCC when invited by other student organizations.
- C. Represent the ASLCC at all executive board meetings.
- D. Represent the ASLCC when involved with community activities.
- E. Plan and prepare the agenda for each meeting.
- F. Announce the date to conduct elections.
- G. Appoint standing committees and serve as an officer on such committee.

- H. Attend and represent the ASLCC at Luna Community College Board of Directors Meetings.
- I. Spend a minimum of one (1) hour per week in the ASLCC office.

Section 3: The duties of the Vice President shall be as follows:

- A. Serve as assistant to the President, and in his/her absence or inability to serve, perform the duties of the office at all functions.
- B. Assist and coordinate the work of the committees.
- C. Represent the President at various functions/activities when requested by the President.
- D. Attend LCC Board of Director's meetings in support and respect for the ASLCC President. Spend a minimum of one (1) hour per week in the ASLCC Office.
- E. Be responsible for planning and maintaining long term calendar with dates of upcoming events and planned activities.
- F. Perform all other duties assigned to him/her by the President of the ASLCC.

Section 4: The duties of the Secretary shall be as follows:

- A. Keep the minutes of all meetings.
- B. Keep a record of attendance at all meetings.
- C. Oversee all correspondence of the ASLCC, with no correspondence to be mailed without the approval of the President or ASLCC Advisors.
- D. Attend LCC Board of Director's meetings in support and respect for the ASLCC President.
- E. Spend a minimum of one (1) hour per week in the ASLCC Office.
- F. Perform all other duties assigned to him/her by the President of the ASLCC.

Section 5: The duties of the Treasurer shall be as follows:

- A. Control and assign numbers to all Requests for Funding (RFF)
- B. With the assistance of the fiscal office, conduct an audit at the beginning of each academic year.
- C. Maintain the individual record of finances of the ASLCC accounts.
- D. Attend LCC Board meetings in support and respect for the ASLCC President.
- E. Work with the President/Vice-President to establish a semester/yearly budgets for approval by the ASLCC and Advisors.
- F. Coordinate all expenditures of ASLCC monies, ensuring all procedural requirements have been followed and authorizations have been obtained.

- G. Provide a report of finances at each meeting and after each semester. The report will include total monies spent, encumbered and the balance available.
- H. Spend a minimum of one (1) hour per week in the ASLCC office.
- I. Perform all other duties assigned to him/her by the President of the ASLCC.

Section 6: The duties of the Senators are as follows:

- A. Keep constant communications with students.
- B. Senators at large shall assist other senators as necessary.
- C. Attend all regular and special senate meetings.
- D. Attend LCC Board of Director's meetings in support and respect for the ASLCC President.
- E. Represent ASLCC at all meetings of standing committee (s) to which he/she is assigned or invited.
- F. Ensure all organizations submit recognition renewal forms at the beginning of the fall semester
- G. Spend a minimum of one (1) hour a week in the ASLCC office.
- H. Perform all other duties assigned to him/her by the President of ASLCC.

Section 7: The duties of the Advisor(s) are as follows:

- A. Serve as advisors to the ASLCC as needed.
- B. Serve as liaison, between the LCC Administration and ASLCC.
- C. Attend all ASLCC regular, special, and/or emergency meetings.

## ARTICLE VI

### Elections

Section 1:

- A. Executive Officers shall be elected, at large, by the LCC Student Body. To be eligible to run for executive office, a student must maintain a current GPA of 2.5 or better, be a full-time student, twelve (12) credits or more, at LCC and have a declared major at the time of declaration of candidacy.
- B. Senators shall be elected, at large, by the LCC Student Body. To be eligible to run as a senator, a student must maintain a current GPA of 2.0 or better, be at least part-time student, six (6) units or more, at LCC and have a declared major at the time of declaration of candidacy.

- C. By the end of the spring semester, the President shall announce the upcoming elections in the fall semester. Specific dates will be announced in the beginning of the fall semester. One week prior to elections, each student who desires to become a candidate for ASLCC must have a current GPA of 2.0 or better, be a full-time or part-time student at LCC and have a declared major.
- D. All candidates will be given an opportunity to campaign with posters, pin-on materials, etc., to be placed throughout the campus in areas designated by the LCC President's Office. Any questionable material must be presented for approval to the ASLCC advisors.

#### Section 2:

- A. Voting shall take place by written secret ballots or voting machine. It shall be supervised by the ASLCC Advisors. Voting in the general election will be open to all Luna Community College students who present their current student identification card. A candidate running for an executive office, receiving a majority of the vote cast, shall be elected to office. The ASLCC advisors shall appoint administrators to tally the ballots and the results of the election shall be announced at the next regular meeting of the ASLCC, through the next edition of the Luna Light, or through personal conversation with an advisor.
- B. Any person(s) receiving a majority of write-in vote(s) for any non-contested office will submit a petition and be interviewed by the ASLCC advisors. Upon the recommendation of the interviewing advisors, the candidate will then be voted on in the next general meeting of the ASLCC. Write-ins, on ballots of candidates who have declared their candidacy, that receive more votes than the declared candidates follow the same procedure as the non-contested write-in.
- C. All newly elected officers will be sworn in at the next regular meeting of the ASLCC in order to start their tenure in the Fall Session. An ASLCC advisor will conduct the swearing in ceremony.

#### Section 3:

Any elected official shall be eligible to remain in office provided that he/she maintains a cumulative GPA of 2.5 for Executive officers and 2.0 for Senators.

#### Section 4:

- A. In the event that irreconcilable differences exist between elected officials, rendering them unable to work together towards the best interests of the ASLCC, the Advisors, upon their joint recommendation and at their discretion, have the option of asking the resignation of any or all elected officials, in order to preserve the continued well-being of the ASLCC.
- B. Attendance of each elected ASLCC officer is mandatory at all meetings. Any officers who are absent from two or more consecutive meetings during a semester without a valid reason shall be sent before the ASLCC executive committee for evaluation.

#### Section 5:

Faculty and staff as defined in the LCC Employee handbook who are also students of LCC shall be eligible to vote and sign declarations of candidacy. Faculty and staff are not eligible to run for any elected office.

### ARTICLE VII

#### Order of Succession

#### Section 1:

Any elected member of the ASLCC desiring to resign from the ASLCC must submit his/her resignation in writing to the President, along with copies to the advisor(s) , who shall read the letter of resignation under the “New Business” for the acknowledgement of the ASLCC students.

- A. In the event of the President’s resignation, the letter will be addressed to the Vice-President, along with a copy to the Advisor(s). Should the President in some manner be rendered temporarily unable to fulfill the duties and discharge the powers of his/her office, authorities, responsibilities and duties of such office, the Presidency will be turned over to the Vice-President upon his/her declaration of fitness to serve.
- B. In the event the President should resign or be removed from his/her office, the duties and responsibilities shall be given to the Vice-President.
- C. The Advisors, Executive Committee and Senate will determine the order of succession of executive responsibility in the event both President and Vice-President suffer disability, or in some manner become unable to fulfill their responsibilities.
- D. If the Vice-President is recalled or in some manner rendered unable to fulfill his/her duties, authorities, or responsibilities of such office, the position of the Vice-President will be left to the Executive Committee to fill. An



announcement will be made within five working days to the ASLCC that the Vice-Presidency is vacant. Proper procedures to fill the vacancy will be followed, with a letter of petition submitted within one week after the vacancy has been announced. The Executive Committee will review these petitions, and all candidates will be given the opportunity to speak before the ASLCC. A quorum is required to vote and the ASLCC, by secret ballot, will fill the position of the Vice-Presidency.

- E. The Executive Committee shall have the power to appoint a Secretary or Treasurer in the event of a resignation, recall or other circumstance by which the office becomes vacant.

#### Section 2:

A two-thirds majority vote by the ASLCC vote is required for the recall of any elected official. This recall would be due to the neglect of performance of duties as specified.

### ARTICLE VIII

#### Organization/Clubs

#### Section 1:

To be chartered through the LCC Student Activities Office, an organization must have a membership of seven or more students, fund-raising events, and one (1) community service project per semester.

- A. Organizations, must submit an “Application of Recognition” and a copy of its By-laws to the ASLCC for membership and recognition at the beginning of each academic year.
- B. These must be submitted by the end of the fourth week of the fall semester. This application, if approved, will be in effect until the following fall semester.
- C. Organizations may also submit an “Application of Recognition” and a copy of its by-laws to the ASLCC in the spring semester. This application, if approved, will be in effect until the following fall semester.

#### Section 2:

For the purpose of obtaining any needed funds:

- A. All chartered organizations, if they wish to receive funds from the ASLCC, must have had a representative present at fifty (50) percent of the ASLCC open meetings prior to requesting funds.

- B. All chartered organizations must make a request to the ASLCC in the form of a resolution, which must be presented to the ASLCC at least ten (10) school days prior to the next scheduled ASLCC meeting.
  - 1. The amount of funds requested from ASLCC shall not exceed \$300.00.
  - 2. The maximum amount to be funded by ASLCC in any academic year per organization will not exceed \$300.00.
- C. The Executive Committee will review the resolution. A representative of the organization, group, or person(s) then presents it to the ASLCC at the next regular meeting. At that time, a vote will be taken and the results announced. Results will be contingent upon the clubs participation as stated above, including representation of club members at general ASLCC meetings, in addition to any ASLCC officers who may be club members as well.
- D. Any organization failing to conduct business in the best interest of LCC, and not abiding by their by-laws, may be recalled from recognition by the ASLCC. Exceptions to this policy can be addressed to the ASLCC in a closed meeting.

## Budgets

### Section 1:

The ASLCC will adhere to expenditure procedures as outlined in the LCC Business Policies and Procedures Manual. The LCC Business Office shall provide monthly reports of all transactions to the Treasurer of the ASLCC to insure an accurate record of finances can be recorded by ASLCC. All funds shall be distributed through the LCC Business Office.

### Section 2:

ASLCC monies must be expended according to the following guidelines:

- A. An annual expense budget will be prepared and approved by the ASLCC and the Executive Committee before any expenditure can be disbursed.
- B. The President and the Treasurer, or an authorized representative, are the only persons who can sign Request for Funding/Purchase Orders for expenditures approved by the ASLCC.
- C. Expenditures of \$100 or more require the signature of the President, Treasurer or an authorized representative.
- D. Expenditures of \$100 or more require a Request of funding signed by the President, Treasurer, or an authorized representative.
- E. Expenditures in excess of \$250 require a Request for Funding

Section 3:

ASLCC shall submit an annual expense budget to the for use by the ASLCC.

Payment to Officers and Senators

Section 1:

The Executive Officers, in concurrence with Advisors, agree on a set amount to be paid to each executive officer on an annual basis. The amount agreed upon must be approved by two-thirds of the ASLCC. Payments to the officers will be disbursed in two (2) equal installments determined by the Advisors during the fall and spring semester.

Section 2:

The Executive Officers, in concurrence with Advisors, agree on a set amount to be paid to each Senator on a semester basis.

- A. The amount agreed upon must be approved by two-thirds of the ASLCC.
- B. Payments to Senators will be disbursed in two (2) equal installments during the fall and spring semester.

ARTICLE IX

Emergency Action Clause

Section 1:

The Executive Committee shall establish regular meeting times to discuss agenda issues which need to be presented to the ASLCC. The Executive Committee has the power to act in the name of the ASLCC in situations where membership cannot be called into session and immediate action is necessary. The Executive Committee must report any actions to the ASLCC at the next scheduled meeting.

Section 2:

The President has executive power to make decisions in the name of the ASLCC in a situation where the executive committee cannot be called into session and when immediate action is necessary. The President shall report any action to the Advisor(s). The President shall report any action taken at the next regular scheduled ASLCC meeting.

ARTICLE X

## Amendments to the Constitution

### Section 1:

This Constitution can be amended or revised by a two-thirds (2/3) majority voted by the ASLCC. The proposed amendment or revision shall be typed and presented at the next regular ASLCC meeting. The proposed amendment or revision shall not be discussed or voted upon until the next regular ASLCC meeting.

### Section 2:

By-laws may be repealed by a two-thirds (2/3) majority vote by the ASLCC.

- A. The proposed repeal shall be typed and submitted to the ASLCC at next regular meeting. If passed, the President of ASLCC for approval or veto shall review the proposed repeal.