



STUDENT SENATE OF LUNA COMMUNITY COLLEGE  
CONSTITUTION

Adopted February 6, 2012  
Amended March 2018

## PREAMBLE

We the students of Luna Community College (LCC), hereby adopt this Constitution, which makes provisions for a democratic government organization, and allows for an organized manner in which students participate in the College's Shared Governance practices. The Student Government membership shall consist of the Executive Committee and senators, not to exceed ten (10) members, or thirteen (13) members total. The Executive Committee will consist of a President, Vice-President, and Secretary/Treasurer. Senate members will be elected at large.

## ARTICLE I

The name of this organization shall be called "The Student Senate," hereafter referred to as the SSLCC.

## PURPOSE

The primary purpose of the SSLCC will be as follows:

- A. To represent the student body of LCC
- B. To encourage cooperation and communication between the students, faculty, administration, Board of Trustees 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 to the larger community in ways that reflect the positive values and goals of the institution, in both word and deed.

## ARTICLE II

### MEMBERSHIP

#### Section 1: SSLCC

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 SSLCC. The registrar's office, in conjunction with the business office and the SSLCC and their advisors shall determine student eligibility for membership.

ARTICLE III  
SSLCC

Section 1: The composition of SSLCC shall be:

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

1. President
2. Vice-President
3. Secretary/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 SSLCC 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 SSLCC.
2. SSLCC will have a minimum of two (2) advisors.

Section 2: Executive Board:

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

ARTICLE IV

Meeting and Committees

Section 1: The SSLCC 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 SSLCC 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 SSLCC 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 SSLCC.

Section 4: Standing committees shall be appointed as necessary by the President of the SSLCC and chaired by an appointed SSLCC member. The chairperson will report at SSLCC meetings on committee progress and will present recommendations, in the form of a motion, from the committee to the SSLCC 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 SSLCC 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) SSLCC 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 SSLCC shall be as follows:

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

Section 2: The duties of the President as follows:

- A. Be the administrative head of the SSLCC.
- B. Represent the SSLCC when invited by other student organizations.
- C. Represent the SSLCC at all executive board meetings.
- D. Represent the SSLCC 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 SSLCC at Luna Community College Board of Trustees Meetings.
- I. Spend a minimum of one (1) hour per week in the SSLCC 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 Trustees meetings in support and respect for the SLCC President. Spend a minimum of one (1) hour per week in the SSLCC 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 SSLCC.
- A.

Section 4: The duties of the Secretary/Treasurer 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 SSLCC/ASLCC, with no correspondence to be mailed without the approval of the President or ASLCC Advisors.
- D. Control and assign numbers to all Requests for Funding (RFF)
- E. With the assistance of the fiscal office, conduct an audit at the beginning of each academic year.
- F. Maintain the individual record of finances of the SSLCC accounts.
- G. Attend LCC Board meetings in support and respect for the SSLCC President.
- H. Work with the President and Vice-President to establish a semester/yearly budgets for approval by the SSLCC and Advisors.
- I. Coordinate all expenditures of SSLCC monies, ensuring all procedural requirements have been followed and authorizations have been obtained.
- J. Provide a report of finances at each meeting and after each semester. The report will include total monies spent, encumbered and the balance available.
- K. Spend a minimum of one (1) hour per week in the SSLCC office.
- L. Perform all other duties assigned to him/her by the President of the SSLCC.

Section 5: 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 Trustees meetings in support and respect for the SSLCC President.
- E. Represent SSLCC 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 SSLCC office.
- H. Perform all other duties assigned to him/her by the President of SSLCC.

Section 6: The duties of the Advisor(s) are as follows:

- A. Serve as advisors to the SSLCC as needed.
- B. Serve as liaison, between the LCC Administration and SSLCC.
- C. Attend all SSLCC 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 at least a part-time student, six (6) 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, three (3) 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 to select the Senate for the Fall semester. Specific dates will be announced prior to the end of each Spring semester. One week prior to elections, each student who desires to become a candidate for SSLCC 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 SSLCC advisors.

Section 2:

- A. Voting shall take place by written secret ballots or voting machine. It shall be supervised by the SSLCC 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 SSLCC advisors shall appoint administrators to tally the ballots and the results of the election shall be announced at the next regular meeting of the SSLCC, 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 SSLCC advisors. Upon the recommendation of the interviewing advisors, the candidate will then be voted on in the next general meeting of the SSLCC. 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 SSLCC in order to start their tenure in the Fall Session. An SSLCC 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 SSLCC, 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 SSLCC.
- B. Attendance of each elected SSLCC 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 SSLCC 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 SSLCC desiring to resign from the SSLCC 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 SSLCC 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 SSLCC 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 SSLCC. A quorum is required to vote and the SSLCC, by secret ballot, will fill the position of the Vice-Presidency.
- E. The Executive Committee shall have the power to appoint the Secretary/ 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 SSLCC 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, fundraising 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 SSLCC 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 SSLCC 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 SSLCC, must have had a representative present at fifty (50) percent of the SSLCC open meetings prior to requesting funds.
- B. All chartered organizations must make a request to the SSLCC in the form of a resolution, which must be presented to the SSLCC at least ten (10) school days prior to the next scheduled SSLCC meeting.
  - 1. The amount of funds requested from SSLCC shall not exceed \$300.00.
  - 2. The maximum amount to be funded by SSLCC 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 SSLCC 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 SSLCC meetings, in addition to any SSLCC 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 SSLCC. Exceptions to this policy can be addressed to the SSLCC in a closed meeting.

#### Budgets

#### Section 1:

The SSLCC 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 SSLCC to

insure an accurate record of finances can be recorded by SSLCC. All funds shall be distributed through the LCC Business Office.

Section 2:

SSLCC monies must be expended according to the following guidelines:

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

Section 3:

SSLCC shall submit an annual expense budget for use by the SSLCC.

Payment to Officers and Senators

Section 1:

Executive Officers shall be compensated \$400 per semester upon a demonstration that the duties of their respective offices have been sufficiently fulfilled. Payments to the officers will be disbursed in two (2) equal installments determined by the Advisors during the fall and spring semester.

Section 2:

Senators shall be compensated \$300 per semester upon a demonstration that the duties of their respective offices have been sufficiently fulfilled. Payments to the officers will be disbursed in two (2) equal installments determined by the Advisors 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 SSLCC. The Executive Committee has the power to act in the name of the SSLCC in situations where membership cannot be called into session and immediate action is necessary. The Executive Committee must report any actions to the SSLCC at the next scheduled meeting.

Section 2:

The President has executive power to make decisions in the name of the SSLCC 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 SSLCC 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 SSLCC. The proposed amendment or revision shall be typed and presented at the next regular SSLCC meeting. The proposed amendment or revision shall not be discussed or voted upon until the next regular SSLCC meeting.

Section 2:

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

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

Section 3:

Approved revisions to the Constitution shall not take effect until first ratified by the President of the College.