



ASSOCIATED STUDENTS OF LUNA COMMUNITY COLLEGE  
CONSTITUTION

Adopted February 6, 2012  
Amended November 25, 2014

## 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 Fiscal Office and the ASLCC and their advisors shall determine student eligibility for membership. Any member that has been previously recalled from any ASLCC Student Government position is not eligible to petition to run again nor will he or she qualify for election as a ballot write in.

## 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: All meetings of the ASLCC shall be open to the public, except in the case of Executive meetings.

Section 4: 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 5: 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.

Section 6: 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 regular meetings on committee progress and will present recommendations, in the form of a motion. The chairperson shall coordinate, assist and delegate the work of the committee and maintain continuous communication with the Advisors and the Vice-President. The Standing Committees are the Activities Committee, Fundraiser Committee, Marketing Committee, Community Service Committee and the Procurement Committee.

- A. The Activities Committee shall be established to plan and implement social, cultural and educational events in coordination with the appointed Student Activities Planner for LCC. The activities will consist of events discussed at regular ASLCC meetings as well as events decided upon by the committee itself with approval from the ASLCC. Current reoccurring activities consist of Student Appreciation BBQ, Thanksgiving Luncheon, Homecoming, and Registration Round-Up. The committee shall consist of all senators as well as at least one member from the Executive Board.
- B. The Fundraiser Committee shall be established to plan and coordinate fundraising events that directly benefit the ASLCC. Any other club or campus organization that agrees to work in conjunction with the ASLCC on approved events will be granted the appropriate percentage of funds raised. Any funding obtained from these events must be deposited into the Activities fund established with the Fiscal Office within the timeframe allowed. The only current reoccurring fundraiser is the Haunted House.

- The committee shall consist of a minimum of 4 senators and at least one member from the Executive Board.
- C. The Marketing Committee shall be established for purposes of advertising and promoting ASLCC activities and events. Members of this committee will also be charged with timely updates to all social media; i.e. ASLCC webpage, Facebook, etc. The committee shall consist of a minimum of 3 senators and at least one member from the Executive Board.
  - D. The Community Service Committee shall be established to plan and coordinate specific events that will provide a direct benefit to the public and the institution. Current reoccurring community service projects are the annual Coat Drive and the Food Pantry. The committee shall consist of a minimum of 2 senators and at least one member from the Executive Board.
  - E. The Procurement Committee shall be established to ensure the ASLCC adheres to proper procedures in obtaining any purchased goods, services, etc. The committee members will receive the necessary training regarding all forms of documentation required for transactions conducted by the ASLCC from the appropriate LCC personnel. The committee shall consist of a minimum of 2 senators, the Treasurer, the President, and the Advisor who is responsible for the submission of Requisitions of Purchase.

## 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.
- D. Attendance of each elected ASLCC member is mandatory at all meetings. Any members who are absent from two or more meetings during a semester without an excused absence shall be sent before the ASLCC executive committee for evaluation.
  - 1. Excused Absence: In order to be considered excused from a meeting or activity, the advisors must be notified prior to the meeting or activity, not the day of the event. In order to be considered excused the day of the event, an emergency situation must exist and will be determined by the advisors.
  - 2. Excessive absences either excused or unexcused may result in

dismissal of the offending member. Participation in Student Government Committee's and other ASLCC business shall be taken into consideration.

Section 2: The duties of the President as follows:

- A. Be the administrative head of the ASLCC.
- B. Represent the ASLCC at all executive board meetings.
- C. Represent the ASLCC when involved with community activities.
- D. Plan and prepare the agenda for each meeting.
- E. Announce the date to conduct elections.
- F. Appoint standing committee chairs and serve as a committee member as needed.
- G. Shall attend and report at all scheduled Luna Community College Board of Trustees meetings and serve as a representative of the student body at other pertinent meeting and functions.
- H. Report at each meeting information to the ASLCC on any student or college matters that he or she has been informed of
- 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. Maintain continuous communications with all Standing Committees.
- C. Represent the President at various functions/activities when requested by the President.
- D. Attend LCC Board of Trustees meetings in the President's absence or upon request of the President.
- E. Plan and maintain a long-term calendar with dates of upcoming events and planned activities to be accessible on the Student Government webpage.
- F. Spend a minimum of one (1) hour per week in the ASLCC Office.
- G. 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. Maintain record of minutes for all meetings. The minutes must be typed and submitted electronically to the President and the Advisors in a timely manner. Once minutes are pre-approved by the Advisors and/or President, the minutes shall be sent to all ASLCC members electronically or by a means previously agreed upon.
- B. Keep and maintain a record of attendance at all meetings. Maintain a participation log in conjunction with the advisors
- 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 Trustees meetings upon the request of the 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. Attend LCC Board of Trustees meetings upon the request of the President
- B. Spend a minimum of one (1) hour per week in the ASLCC office.
- C. 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. Maintain open lines of communications with the students of LCC and all members of the ASLCC, including the Advisors.
- B. Senators shall serve on a least 2 committees and assist where needed.
- C. Attend all regular and special/emergency meetings.
- D. Attend LCC Board of Trustees meetings upon request of the president.
- E. Represent ASLCC at all meetings of standing committee (s) to which he/she is assigned or invited.
- F. Spend a minimum of one (1) hour a week in the ASLCC office.
- G. 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 appointed LCC Representatives. Voting in the general election will be open to current Luna Community College students who present their current student identification card. A candidate running for an Executive office receiving a majority 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 to the candidates by phone or in person by the Advisors and/or through school approved social media
- 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 the week following the



election in order to start their term in the Fall semester. At this time, the date for the first meeting will be determined. 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:

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.
- F. In the event that irreconcilable differences exist between members 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 members in order to preserve the continued well-being of the ASLCC.

## Section 2:

### Dismissal:

Immediate dismissal is warranted if the member:

1. Has received a sanction as outlined in the Student Code of Conduct.
2. Is convicted of violating city, county, state or federal law.
3. Fails to meet or maintain the qualifications for office as established in the ASLCC Constitution and By-Laws

Dismissal which requires a two-thirds majority vote by the ASLCC:

- 1: Has excessive absences as described in the constitution and Bi-Laws
- 2: Neglects official duties pertaining to ASLCC business.
- 3: Has posted or commented on any social media website that reflects negatively on any ASLCC member or Luna Community College as a whole.

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 requesting ASLCC 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 and; agree to participate in at least one Student Government sponsored event during the academic year in which the funds are being requested.
- 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 Fiscal 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 Fiscal 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:

## 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.

Section 3:

Stipends of Officers and Senators will be prorated on a participation basis. Attendance at meetings and activities shall be the basis for determining the final stipend amount. Excused absences from meetings or activities will not be counted towards the determination of the stipend amount. However, in order to be considered excused from a meeting or event, the Advisors must be notified prior to the event.

Example stipend disbursement: If there are four meetings per semester and four activities, and the stipend is \$200, and the member has a 100% participation, the member will receive the full \$200. However, if the student has a 50% participation rate, then the stipend paid out will be adjusted and will be \$100.00

Section 4:

As per Administrative Instruction by the LCC President, in addition to the determined stipend, the ASLCC President shall receive a tuition waiver that shall encompass the same rights allowed a Board of Trustees tuition waiver. By serving on the Board of Trustees, the ASLCC President is also granted per diem for all meetings he/she attends according to the Administrative Instruction set-forth by the BOT governing guidelines.

## 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 may be discussed but must be tabled 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.