

**BY-LAWS
TO THE CONSTITUTION FOR THE STUDENT BODY
OF LAMAR STATE COLLEGE-PORT ARTHUR**

ARTICLE I. GENERAL MEMBERSHIP

Section 100. Every student duly elected or appointed to office in the Student Government Association, hereafter called the SGA, shall comply with Article IV, Sections I, II, III, IV (if applicable) and V (if applicable) of the Constitution of the SGA.

Section 100.1 Every student duly elected or appointed to office in the SGA, before entering the duties of the office, shall take the following oath for inauguration, to be administered by the President of the Student Government Association or his/her appointed designate:

"I, (give full name), do sincerely pledge that I will faithfully fulfill and execute the duties of my office, and will assume responsibility for the scope and application of the Constitution and By-laws of the Student Government Association; that I will preserve, protect, and defend the rights of the individual student, and will maintain the respect and integrity of the Lamar State College-Port Arthur community."

ARTICLE II. EXECUTIVE BRANCH

Section 200. Office of the President.

Section 200.1 A candidate for the office of President must comply with Article IV, Sections I, II, III, and V of the Constitution of the SGA. He/She must have completed at least twelve (12) semester hours of academic credits at Lamar State College- Port Arthur at the time of filing for office.

Section 200.2 The President shall be elected by a vote of the student body in a general election.

Section 200.3 The office of the President shall include but not be limited to the following duties:

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- Shall chair the Student Senate in the absence of the Vice President;
- Call any special meetings of the SGA Student Senate, SGA Cabinet, SGA Committee, and any committee represented by SGA;
- Appoint such committees as are necessary for carrying out appropriate SGA business;
- Make appropriate appointments necessary and proper to fulfill the responsibilities and duties of the Executive, Legislative and Judicial branches, except those appointments otherwise delegated to other officers.
- Serve or send his/her representative to such committees and board meetings of which he is a member to express responsible student opinion and report business discussed;
- Approve or disapprove all resolutions within two weeks of their passage.
- Act as an ex-officio member of all SGA committees;
- Serve as chairman of the Executive Cabinet and Executive Committee.
- Coordinate and administer the overall SGA program;
- Serve as ceremonial representative of the student body;
- Administer oaths of office to students serving in any capacity for the SGA;
- Observe and post outside the President's office, regularly scheduled office hours;
- Perform any and all duties properly incumbent of the Chief Executive of the SGA.
- Shall appoint the Election Committee, which shall be chaired by the Vice President, unless the Vice President is running for an elected office. If such be the case, the President will also appoint the chairman of the Election Committee.

Section 200.4 Should a permanent vacancy occur in the office of President, the Vice President shall assume the office of President after obtaining two-thirds (2/3) vote of approval from the Student Senate. If such approval is not obtained within thirty (30) days, the Student Senate

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shall then elect one from its own membership to the office of President.

Section 201. Office of the Vice President.

Section 201.1 A candidate for the office of Vice President must comply with Article IV, Sections I, II, III, and V of the Constitution of the SGA. He/She must have completed at least twelve (12) semester hours of academic credits at Lamar State College-Port Arthur at the time of filing for office.

Section 201.2 The Vice President shall be elected by a vote of the student body in a general election.

Section 201.3 The office of Vice President shall include, but not be limited to the following duties:

- Call any special meetings of the Student Senate;
- Serve as chairman of all Student Senate meetings; he/she shall not vote except to break a tie;
- Serve on the Executive Cabinet and Executive Committee;
- Serve in the capacity of the President in the absence of the President;
- Succeed to the Presidency in case of a permanent vacancy in that office after obtaining two-thirds (2/3) vote of the Student Senate.
- Assist the President with assigned responsibilities.
- Serve as an ex-officio member of any SGA committee;
- Serve as Chairman of the Election Committee except when running for an elected office, in which case the President of the SGA will appoint a new chairman;
- Serve in as appropriate capacity to all branches of the SGA when needed or requested.
- Utilize a regular system of committee referral, committee investigation and committee reports;

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- Verify membership qualifications as per Article IV, Sections 1,2, 3, and 4 of the Constitution of the SGA;
- Ascertain the disposition of all resolutions brought before the Student Senate;
- Perform any and all duties properly incumbent of the Vice President of the SGA

Section 201.3 In case of a permanent vacancy in the office of Vice President, the office shall be filled by an eligible candidate submitted by the Student Senate and shall be duly elected by the Student Senate by a two-thirds (2/3) favorable vote.

Section 202. Office of the Secretary

Section 202.1 A candidate for the office of Secretary must comply with Article IV, Sections I, II, III, and V of the Constitution of the SGA. He/She must have completed at least twelve (12) semester hours of academic credits at the time of filing for office.

Section 202.2 The Secretary shall be elected by a vote of the student body in a general election.

Section 202.3 The office of Secretary shall include, but not be limited to the following:

- Serve as an ex-officio member of the SGA Student Senate and as a member of the SGA Executive Cabinet, and SGA Executive Committee;
- Keep a record of attendance at the meetings of the Student Senate, the Executive Cabinet, and the Executive Committee;
- Keep accurate minutes of all regular and special meetings of the Student Senate, Executive Cabinet and Executive Committee and present the reports in these meetings;
- Provide each Senator of the Student Senate, the President of the College, Dean of Student Services, Director of Student Activities, and other pertinent university faculty, staff, and administration with a copy of the minutes of the previous meeting by the next regular meeting of the

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Student Senate;

- Maintain an accurate, permanent file of all minutes and resolutions of Student Senate meetings;
- Compile an accurate, indexed annual report of said minutes and resolutions of Student Senate meetings;
- Serve as chairman of any regular meeting where both the President and Vice President are absent, afterward informing both officers of the agenda and results of said meeting;
- Perform any and all duties incumbent the Secretary of the SGA.

Section 202.4 In case of a permanent vacancy in the office of Secretary, the office shall be filled by an eligible candidate submitted by the Student Senate and shall be duly elected by the Student Senate by a two-thirds (2/3) favorable vote.

Section 203. Impeachment

Section 203.1 Any Executive, Legislative, or Judicial officer or member may be impeached from the Student Government Association.

Section 203.2 Action subject to impeachment includes any malfeasance in office and/or neglect of duty. All persons representing SGA must maintain all qualifications required to hold office and be in good standing in the community or be subject to the impeachment process. Attendance policies are also grounds for impeachment.

Section 203.3 Charges of removal may be instituted by a petition of a majority of the Student Senate or by a petition of at least five (5) percent of the student body. This petition shall be presented to the Student Supreme Court to review and to determine whether the charges are just cause for impeachment. If the Student Supreme Court rules that the charges are just for impeachment, the person charged shall be given an open hearing and the right to defend himself before a session of the Student Senate. A two-thirds (2/3) vote of all eligible voting Senators (those eligible at the time of original impeachment charge) is required for impeachment. The time and place of the hearing shall be determined by the Student

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Senate and shall be presided over by the President of the Student Senate, unless the President of the Student Senate is the officer being charged, in which case the President of the SGA shall preside.

- Section 204. All executive officers shall assume office when they have been duly inaugurated.
- Section 205. Student Senate Officers.
- Section 205.1 Officers, other than executive officers, deemed necessary by the SGA shall be selected from the legislative branch or student body and appointed by the President of the SGA, subject to a majority approval of the eligible voting members of Student Senate present at the next regular scheduled meeting.
- Section 206. The Executive Committee.
- Section 206.1 The Executive Committee shall be composed of the President, Vice President, Secretary.
- Section 206.2 Attendance at the Executive Committee meetings shall be recorded by the SGA Secretary. After four absences not excused by a majority of the other members, the offending officer may be subject to impeachment.
- Section 207. The Executive Cabinet
- Section 207.1 The Executive Cabinet shall be an advisory council the President of the SGA.
- Section 207.2 Members shall serve for the term coinciding with their term of office. New members of the Cabinet shall be appointed by the President of the SGA.
- Section 207.3 The Cabinet shall meet at once per long semester and as the President deems necessary to initiate programs and serve the interest of the student body.
- Section 207.4 The Cabinet shall include, but not be limited to the following:

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SGA Vice President, SGA Secretary, the five (5) Senators elected at-large and three members appointed by the President of the SGA.

Section 208. Executive Terms of Office.

Section 208.1 All officers elected in the spring general election by the student body, or elected by the Student Senate, or appointed by the President of the SGA, shall serve until the following spring inauguration of the new officers.

ARTICLE III. LEGISLATIVE BRANCH

Section 300. Senate Membership.

Section 300.1 All elected members of the Student Senate must comply with Article IV, Sections I, II, III, and V of the Constitution.

Section 300.2 All members appointed to the Student Senate by a department or by an officially recognized organization shall comply with Article IV, Sections I, II, III, and IV of the Constitution.

Section 300.3 The voting membership of the Student Senate shall consist of five (5) Senators elected at-large in a general election and one Senator appointed from each department and each officially recognized organization as defined by the Office of Student Organizations. The Vice President may only vote to break a tie. The Secretary shall not vote. The SGA President shall be an ex-officio member of the Student Senate. Additional ex-officio member positions may be created by a majority vote of the Student Senate.

Section 300.4 In all cases an ex-officio member has the privilege of discussion but cannot vote.

Section 300.5 The Student Senate may elect from its membership any additional officers it deems necessary.

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Section 301. Duties of the Student Senate.

Section 301.1 The Student Senate shall perform, but not be limited to, the following duties:

- Enact all measures necessary and proper for the general welfare of the student body and the purposes of the Constitution;
- Approve all appointments of the President of the SGA by a majority vote of the members present;
- Approve all students who sit on a university policy making committee when the appointment is under the jurisdiction of the SGA.
- Establish such By-laws and procedures as are necessary for the proper functioning of the Student Senate;
- Impeach, if necessary, any Senator, Legislative officer, Judicial member, or Executive officer;
- Elect any internal officers as the Student Senate deems necessary;
- Communicate between students, faculty and administration;
- Perform all other duties outlined in the Constitution or By-laws.

Section 301.2 The duties and responsibilities of a Senator include, but are not limited to the following:

- Attend, and participate in, Student Senate meetings regularly;
- Express responsible and accountable student opinion;
- Communicate concerns and information to and from the constituency;
- Mandatory service on at least one SGA standing committee and regular attendance at these meetings;
- Be readily available to constituency;
- Hold the Executive Committee responsible for its actions;
- Initiate legislation to meet the needs of the students;
- Assist in the evaluations of projects, committees, meetings, etc., and
- Perform all other duties as outlined by the Constitution or By-laws.

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- Section 302. Legislative Terms of Office.
- Section 302.1 Senators elected at-large in the general spring election, shall hold their offices until the inauguration of the following spring's officers. Those Senators appointed by an organization, shall hold their offices until a replacement has been appointed immediately after the spring elections and in time for the spring inauguration of new officers.
- Section 303. Senate Absenteeism.
- Section 303.1 Any Student Senate member missing more than four (4) regularly scheduled meetings, shall be reviewed by the Executive Committee. Minutes of that review meeting shall be read to the Student Senate, along with any recommendation from the Executive Committee. The Student Senate may affirm the recommendation of the Executive Committee or take such disciplinary action as they deem necessary.
- Section 304. Student Senate Meetings.
- Section 304.1 Meetings of the Student Senate shall be held at least twice monthly, at times determined at the first meeting of the fall semester by a simple majority vote of the members present.
- Section 304.2 All Student Senate meetings shall be open to the student body. Those of the student body in attendance may speak when recognized by the Vice President or presiding officer, but may not vote.

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Sections 304.3 The basic agenda at regular Student Senate meetings shall be as follows:

- I. Call to order.
- II. Invocation.
- III. Roll call.
- IV. Approval of the minutes.
- V. Advisor's comments.
- VI. Officers' reports.
- VII. Committee reports.
- VIII. Old Business.
- IX. New Business.
- X. Announcements.
- XI. Adjournment.

Section 305. Special Student Senate Meetings.

Section 305.1 A special meeting of the Student Senate may be called by the President or Vice President of the SGA, by a majority request of the Student Senate, or by a petition of 25 members of the student body.

Section 305.2 No special meeting shall be called without a concurrent announcement of the purpose for which the meeting is called.

Section 306. Resolutions.

Section 306.1 A resolution shall be defined as any proposal significant to the functioning of the student body.

Section 306.2 A resolution must be passed by a majority of the Student Senate present.

Section 306.3 After the Student Senate passes the resolution, it shall be submitted by the Vice President or his representative to the President of the SGA. The resolution must be approved or disapproved within one week from its passage. If the SGA President approves the resolution within the given time period, the resolution shall become binding. If no action is taken on the resolution by the SGA President after one week, the resolution is

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considered to have been vetoed by the SGA President.

- Section 306.4 If the President of the SGA disapproves the resolution or it is disapproved by virtue of inaction, the President of the SGA, at an Executive Committee meeting before the next meeting of the Student Senate, explain the reasoning behind this veto or inaction and suggest any changes that might make the basic idea of the resolution more acceptable.
- Section 306.5 Upon veto or inaction, the resolution shall be considered defeated unless it is brought before the Student Senate and passed by two-thirds (2/3) of the members present.
- Section 306.6 At the time the President of the SGA approves a resolution or the Student Senate overrides his veto, the resolution shall be sent to the appropriate authority.
- Section 306.7 The appropriate Student Senate chairman shall follow through and report on the progress of each resolution.
- Section 306.8 A new resolution shall have two readings. The first reading will be the introduction of the legislation to the Student Senate. The second reading will be at the next scheduled SGA meeting. Voting on the resolution may not take place until after the second reading.
- Section 307. Student Elections.
- Section 307.1 There shall be a spring general election on a date as set by the SGA Election Committee and approved by the Student Senate. The purpose of the spring general election will be to elect the SGA President, SGA Vice President, SGA Secretary, and five (5) Senators-at-large. Also, the student body must vote on any new constitution or constitutional amendment.
- Section 307.2 Organizational senators shall be appointed by any recognized student organization, as defined by the Office of Student Organizations, in time to be in attendance at the first meeting of the newly elected legislature of the Student Senate.
- Section 307.3 The time and place for any special election shall be decided by the

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SGA President and ratified by the SGA senate during long semesters or by the SGA officers during summer semesters.

Section 307.4 Any student desiring to be a candidate for any elected office shall:

- Prior to the beginning of the campaign period, file with the SGA, a request for a place on the official ballot;
- Certify his intention to be a student at Lamar State College-Port Arthur the following fall and spring semesters;
- Meet the eligibility requirements as described under Article IV, sections I, II, III, and IV of the Constitution.

Section 307.5 In all elections provided for under the Constitution or under the jurisdiction of the SGA, each member of the student body shall have the right to cast his vote for the candidate of his choice after verification of student identification.

Section 307.6 There shall be a run-off election in case of a tie vote.

Section 307.7 The person receiving the most votes in the run-off election shall be declared elected.

Section 307.8 Official results of all elections are to be made available as soon as possible to student body.

ARTICLE IV. THE JUDICIAL BRANCH

Section 400. Student Supreme Court.

Section 400.1 The student Supreme Court shall be composed of nine (9) to twelve (12) students appointed by the SGA President with the approval of the Student Senate. A minimum term for four (4) members will be for one (1) year and a minimum term for five (5) members shall be for two (2) years. One of the members shall be designated Chief Justice by the President of the SGA.

Section 400.2 In the instance of a vacancy of the position of Chief Justice or of a

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court member, the vacancy shall be filled through Presidential appointment.

Section 400.3 The Chief Justice shall serve as the presiding officer of the Student Supreme Court.

Section 400.4 Six (6) members shall constitute a quorum, and in the absence of the Chief Justice, the remaining justices sitting shall elect one of their own number to preside for that session of the Student Supreme Court.

Section 400.5 The Student Supreme Court may:

- Have jurisdiction in all cases and controversies arising under this Constitution concerning questions of fact and law, injunction, and mandamus proceedings;
- Have jurisdiction in cases concerning the willful intent of a student to misappropriate, steal, or sell the property of another person;
- Have the power to resolve any question of Constitutional interpretation;
- Shall review charges to determine if there is just cause for impeachment;
- May have jurisdiction in cases of disciplinary action as set forth in the Student Handbook.

Section 401. The Student Traffic Court.

Section 401.1 The Student Traffic Court shall consist of nine (9) members appointed by the SGA President with the approval of the majority of the voting members of the Student Senate present at a regularly scheduled meeting. One of the nine shall be designated chairman by the SGA President.

Section 401.2 In the case of a vacancy of the position of chairman, or any court member, the vacancy shall be filled through Presidential appointment with majority approval given by the Student Senate.

Section 401.3 The chairman shall serve as the presiding officer of the Student Traffic Court.

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- Section 401.4 Six (6) members, including the Chairman, shall constitute a quorum, and in the absence of the Chairman, the Vice Chairman will preside. If neither the Chairman nor the Vice Chairman are present, the remaining members sitting shall elect one of their own number to preside for that session of the Student Traffic Court.
- Section 401.5 The Student Traffic Court may have jurisdiction over all traffic cases as set forth in the Student Handbook.

ARTICLE V. COMMITTEES

- Section 500. Standing Committees.
- Section 500.1 The standing committees shall include:
- Public Affairs,
 - Student Affairs Committee
 - Legislative Committee
 - Election Committee
 - Programming Committee
- Section 501. The Legislative Committee
- Section 501.1 The Legislative Committee shall review and recommend necessary changes to the Constitution and By-Laws.
- Section 502. The Public Affairs Committee.
- Section 502.1 The Public Affairs Committee is responsible for publicizing and promoting the activities of the SGA by communicating with students, faculty, staff, administration, and the community. The committee is also responsible for implementing activities with the surrounding community in which students may participate. The committee is also committed to make students aware of SGA, to facilitate student input and to improve community awareness of Lamar State College-Port Arthur.
- Section 503. The Student Affairs Committee.

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- Section 503.1 The Student Affairs Committee is responsible for meeting the needs and interests of the students. This committee works on issues that are of immediate concern to the Lamar State College-Port Arthur student body. Members of the committee are encouraged to seek input from the students in order to find out what issues are considered most important. The committee is also committed to be aware of and actively seek out the needs of the student body and to meet the needs of the students.
- Section 504. Assignment of Legislation.
- Section 504.1 The President of the Student Senate shall assign all pending legislation to the appropriate standing or ad hoc committee for review prior to its reading before the Student Senate. If a committee refuses to review legislation in a reasonable period of time, a vote of one-third (1/3) of the Student Senators present and voting at an announced meeting shall take the legislation from the committee and allow the Student Senate to consider it.
- Section 505. The Programming Committee.
- Section 505.1 The Programming Committee, appointed by the SGA President, is expected to assist the student body in the following ways:
- Attend NACA
 - Provide entertainment to all students
 - Assist in the setting-up and removal of equipment for entertainment purposes
- Section 506. The Election Committee.
- Section 506.1 There shall be an Election Committee appointed by the President of the SGA consisting of four (4) members: a Chairman and three (3) additional members consisting of one (1) student, one (1) staff member from Student Activities and one (1) additional faculty/staff member.
- Section 506.2 The Vice President of SGA shall serve as Chairman of the Election Committee except when running for elected office, in which case the President of the SGA will appoint a new chairman.

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Section 506.3 The functions of the Election Committee shall be:

- To act as the administrative arm in conducting SGA elections which includes the organization and direction of the Polls Committee;
- To act as an initiating body for election legislation;
- To interpret, execute, and enforce the campaign regulations and the election rules for each election;
- To provide for the printing of the election ballot;
- To determine the order in which the names of the candidates shall appear on the ballot by drawing numbers at random;
- To conduct the elections;
- To supervise the counting of election votes;
- To provide for the execution of the elections as a labor force at the polling place.
- To determine and define, after investigations and formal hearings, any infractions of rules committed by a candidate. Such a hearing and investigation shall be conducted by the Election Commission;
- Judicial action by the Election Commission shall be by a majority decision with all members of the commission present voting.

ARTICLE VI. AMENDMENTS TO BY-LAWS

Section 600. Amendments to these By-laws shall require ratification by two-thirds (2/3) of the voting membership of the Student Senate. All approved amendments to the By-laws shall be incorporated in the appropriate place as determined by the Legislative Committee.

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ARTICLE VII. RATIFICATION

Section 700. All previous By-laws are null and void.

Section 700.1 These By-laws stand approved by the Student Senate as of _____, and are effective upon the signature of the SGA President as of _____.