

Our Lady of the Lake College
Student Government Association

Constitution

Our Lady of the Lake College of Baton Rouge, Louisiana, is an independent, private Catholic College founded by the Franciscan Missionaries of Our Lady. The College, a student-centered academic community guided by their Franciscan values, faithful to Ex Corde Ecclesiae, is devoted to excellence in teaching and in learning. The Student Government Association (SGA) (hereinafter referred to as “organization”) of Our Lady of the Lake College is an organization in which every student is provided the opportunity to participate and develop leadership skills. This association is established to provide all students with a form of self-governing representation. Through this organization, rules and regulations are formulated and implemented, and plans for student activities are made. In order for the organization to successfully meet the needs of the student body, students are encouraged and expected to attend meetings and participate in the activities of the organization.

Preamble

We, the students of Our Lady of the Lake College, Baton Rouge, Louisiana, do organize the Student Government Association of Our Lady of the Lake College and establish this Constitution and Bylaws.

Article I Name

The name of this association shall be “The Student Government Association of Our Lady of the Lake College.”

Article II Objectives

The purpose of the Student Government Association is:

1. Provide a method of transacting student government business.
2. Plan student activities with joyfulness of Spirit that promotes community and justice for all students.
3. Promote professional development and leadership with humility and Reverence for all life.
4. Encourage charitable acts and participation in community projects through service to others.
5. Promote relationships between the faculty, students, administration, and staff.

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Article III Membership

The Student Government Association is comprised of all students enrolled in Our Lady of the Lake College, Dean, Student Services, and a minimum of one additional elected advisor as ex-officio, non-voting members. The PN Program in Shreveport and the RN Program in New Orleans each has their own student organization and funding.

A. Eligibility requirements for leadership candidates (officers and senators).

No student shall be eligible for election to leadership into the Student Government Association unless he/she shall meet the following requirements:

1. Students must have at least a 2.0 overall grade point average (4.0 scale).
2. Students must be available for attendance at all SGA meetings, functions and events.
3. Students must be classified as a student of (ONLY) Our Lady of the Lake College and have been accepted into the program for which they are running for a senate seat.
4. Students cannot run for more than one position.
5. Students must be classified as a student of the College, in good standing with a minimum course load of six (6) credit hours, and remain enrolled with at least six (6) hours during the regular semesters of the term in office. With the exception of graduating students who may be enrolled for a minimum of three (3) credit hours the final semester of their term in office.
6. The term of office is one academic year (1 May - 30 April).

B. Qualifications for Executive Officers (President, Vice-President, Secretary and Treasurer)

Students running for election to an Executive Office must meet the following requirements in addition to those in Article III, A.

1. Shall be undergraduate students.
2. Must maintain a minimum of 2.8 GPA (or equivalent.)
3. Must have completed thirty (30) semester hours or more of undergraduate college credits.
4. Must have completed at least one (1) full academic year at Our Lady of the Lake College.

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5. Must have been an active Senator (minimum 75% participation) in the Student Government at least one semester prior to running for an executive position and must maintain enrollment in the College during the term of office.
6. An Executive Board member can not be elected to the same office for more than two consecutive terms.

C. Qualifications for Senator/Graduate Representative

Students running for election as a senator shall meet the following requirements, in addition to those in Article III, A.

1. There may be one (1) Senator per 100 students (if less than 100 students in the program, the program would have one senator) from each of the established clinical and non-clinical programs.
2. Graduate students may have one representative per 100 students in each graduate program.
3. Graduate Representatives are non-voting members of the SGA Senate.

D. Qualifications to Hold Office.

In order to hold office, a student shall:

1. Maintain eligibility requirements found in SGA By-Laws, Article III.
2. Not occupy more than one (1) Executive Office in any given organization per semester.
3. Attend 75% of meetings, functions, and events to be active in the organization.

Article IV Elections

A. Nominations

1. Nominations for elected Executive Officers and Senators will be accepted beginning the Monday after OLOL College Spring Break with election two weeks later.
2. Nominations must be submitted to the Dean, Student Services no later than 3:30 PM on the publicized date for verification of qualifications and approval to campaign.
3. Nominees will be notified by e-mail by the Dean, Student Services within 48 hours of their qualifications to seek office. All qualified nominees will be posted on the SGA webpage.

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4. Only the names of students, who acknowledge a nomination, qualify, and state their desire to seek office will be placed on the ballot.
5. A nominee's name may appear on the ballot for one (1) position only.
6. Students nominated and qualified for more than one position must accept for one and reject the other(s).

B. Campaigns and General Elections

1. Election of Officers and Senators shall occur two weeks after the nominations end and be held for two consecutive days.
2. The outgoing organization's officers and Dean, Student Services will develop the procedures for voting. The Vice President of Administrative and Support Services must approve these procedures.
3. Students running for office may campaign for election according to established procedures provided to all nominees.
4. Electronic voting will be utilized. Students will vote using BlackBoard and the procedures for that process will be developed by the web site coordinator and the process will be explained to all students through the College e-mail system and posted on the SGA webpage.
5. The voting will be tallied by the computer and overseen by the appointed organization's tellers and the Dean, Student Services.
6. Results of the election will be announced by the Dean, Student Services to the student body through written notice posted in student areas of the College, placed on the website, SGA Bulletin Board, and by campus wide e-mail.
7. The Officers and Senators Transition meeting (deliver all the organization's records, papers, and property to the incoming officers and senators) will take place no later than 30 days after the election results are announced campus-wide.
8. All students running for SGA positions are to be elected by two-thirds (2/3) of the students who vote in that election. If there are more than two (2) students for the same seat, it is to be by majority vote.

C. Special Elections

1. The Vice-President must assume duties of any executive office vacated until a special or general election is held.

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2. The Executive Board may nominate a Senator for the vacant executive officer position, and voting is by two-thirds (2/3) of the voting members present at the meeting.
3. Vacancies will occur when an Officer or Senator fails to maintain satisfactory academic or professional status, is unable or unwilling to fulfill the duties of his/her office, or resigns or graduates from the College.

Article V Advisors

1. Dean, Student Services will serve as primary advisor to the Student Government Association and be responsible for overseeing all financial transactions.
2. The SGA (elected Officers and Senators) may elect a minimum of one (1) faculty/staff members to serve as an additional organization advisor(s) to the Student Government Association.
3. The Executive Board will interview all prospective candidates interested in serving as an additional Advisor. The candidates will be presented to the Senate for voting and Advisors must be elected by two-thirds (2/3) of the voting members of the SGA present.
4. The Advisor (s) of the organization shall be an ex-officio (non-voting) member of the organization.
5. An Advisor (s) must be present at all of the organization's meetings, events, and functions.

Article VI The Executive Board

A. The President shall

1. Serve as the organization's official representative, as required.
2. Call and preside over meetings of the organization.
3. Develop an agenda for the organization.
4. Appoint special committees.
5. Serve as a voting member of the organization in case of tie votes.
6. Maintain at least five (5) office hours per regular week.
7. Perform all additional executive duties responsible to the office.

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8. Call special meetings of the Senate when deemed necessary.
9. Report the organization's business to the Faculty Senate, Staff Council and Campus Assembly.
10. Recommend to the President of the College representatives from the Senate to serve on administrative committees. List must be reviewed by Dean, Student Services prior to submission.
11. Shall serve as ex-officio member of all committees appointed by him/her.
12. Serve as ex-officio member of all the organization's committees.
13. Submit a written annual report of the organization's activities to the Dean, Student Services.
14. Serve as a non-voting member on the Steering Committee for the Faculty Senate.
15. May only serve in this position for two consecutive academic years if he/she assumes Presidency at mid-semester then he/she may still serve two full terms as President.
16. Serve as a voting member of administrative committee (s) as assigned.

B. The Vice-President shall

1. Preside in the absence of the President.
2. Maintain at least five (5) office hours per regular week.
3. Perform all additional executive and legislative duties responsible to the office including asking the Dean, Student Services to verify a senator's major and credit hours eligibility each semester after the last day to drop classes.
4. Be responsible for leading training sessions in both the fall and spring semester if necessary to educate any Senate member who fills a vacancy on parliamentary procedure.
5. Serve as Parliamentarian at all organization meetings (enforces Robert's Rules of Order.)
6. Serve as a voting member.
7. Serve on Faculty Senate Academic Policy Committee.
8. Serve as Treasurer or Secretary in his/her absence.

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9. Assume duties of vacant Treasurer/Secretary until Special Election is held.

10. Serve as a voting member of administrative committee (s) as assigned.

C. The Secretary shall

1. Keep permanent records of all formal meetings of the organization.

2. Conduct correspondence of the organization.

3. Serve as voting member.

4. Maintain at least (5) office hours per regular week.

5. Post the organization's meeting notices, agendas, and minutes in all buildings, online, and e-mail within one week of the meeting.

6. Maintain a roster of attendance at all meetings or activities.

7. Assist the organization's President in writing the annual report.

8. Within one month following the annual organization's elections, deliver all the organization's records, papers, and property to the incoming Secretary.

9. Provide a copy of the minutes to the Dean, Student Services within one week of each monthly meeting.

10. Serve as a voting member of administrative committee (s) as assigned.

D. The Treasurer shall

1. Be responsible for all SGA matters that relate to money. Keep an accurate account of the organization's finances and provide a duplicate record to the Dean, Student Services monthly.

2. Submit a tentative budget for approval by the Executive Board no later than the second week of June.

3. Submit a budget for approval by the Senate at the July meeting.

4. Maintain at least (5) office hours per regular week.

5. Monitor the status of the organization's funds.

6. Provide financial status reports at meetings.

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7. Disburse the organization's funds for approved expenditures.
8. Co-sign with the organization's advisor all disbursed funds.
9. Serve as voting member.
10. Arrange for \$250.00 start up fund for each organization available in August of each new academic year from previous years budget.
11. Serve as a voting member of administrative committee (s) as assigned.

Article VII The Senate

A. Duties of the Senators shall

1. As defined in Membership, Article III C-1, represent the interests of the students in their organization/school.
2. Serve as a student representative to an administrative committee as assigned.
3. Approve allocation of SGA funds to organizations.
4. Present the budget requests for their organization/school at regularly scheduled meetings.
5. Following the election each spring, members of the Senate must attend an official Parliamentary Procedure Course sponsored by SGA in the summer.
6. Upon entering the Senate, attend a training session at the discretion of the SGA Vice President.
7. Recognize that in the event of an unexcused absence in the Parliamentary Procedure course and/or summer retreat, the absence will count toward the three allotted unexcused absences per semester.

Article VIII Participation and Removal

A. Participation and Removal

1. All Officers and Senators of the SGA must attend meetings, functions, and events regularly.
2. Members are authorized three (3) unexcused absences per semester.

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3. In case of unexcused absences, the following shall apply:
 - a. Upon the second unexcused absence, the Vice-President sends a letter restating the bylaws regarding participation and consequences of non-participation.
 - b. Upon the third unexcused absence, the Vice President will draft a proposal for the removal of the Officer/Senator in question and the proposal will be placed on the agenda. The Officer/Senator shall be notified, both verbally and in writing, of the proposal being presented to the SGA.
 - c. After the proposal is introduced into new business, the officer/senator in question shall be allowed to defend himself/herself against all charges brought forth in the proposal. A two-thirds (2/3) vote of the voting members present at meeting is required to remove a senator or officer from office.
4. Officers/Senators may be removed because of other actions or conduct found to be in violation regulations published in the student handbook.

B. Vacancies

1. In the event of withdrawal from the College via impeachment, resignation or the inability to hold office for any reason, a vacancy will be declared.
2. The President of the Student Government Association shall be succeeded by the Vice-President.
3. When the office of the Vice-President, Secretary, or Treasurer becomes vacant an announcement for acceptance of applications for the position will be circulated to the Senators. The Executive Board will then nominate two students from the Senators for this vacant position. Students will appear before the full voting membership at the next regularly scheduled meeting and the vacant officer position may be filled by a two-thirds (2/3) vote of the voting members present at the meeting.
4. In the case of a vacancy in a Senate position, the position shall remain vacant until the next election beginning each semester.

Article IX Budget

A. The Budget

1. The treasurer shall be responsible to submit a budget for consideration.
2. The Executive Board with the SGA Advisor (s) shall review the budget and make any recommendations for changes to the budget. These recommendations shall be presented at the next full meeting of the SGA.

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3. The SGA shall then hear the recommendations made by the Executive Board. The budget can then be approved and/or amended by a majority vote of the voting members present at the meeting where the vote is being taken.

B. Reserve Account

1. The Reserve Account is a savings account established for the Student Government Association from the accumulation of unused funds from the past Student Government Administrations. It cannot be used in place of College Student Government Association general fund. It can be utilized to purchase items that would benefit the student body as a whole and/or enhance campus beautification, and must have approval from the College President.
2. Monies appropriated by the Reserve Account will not be used to directly fund organizations or individuals.
3. Funding from the reserve account cannot be allocated to the general fund to support organizations and/or individuals.
4. Funds allocated from the reserve account to purchase such items must be approved by two-thirds (2/3) of the voting members present at the meeting.

C. Organizational Funding

1. Any official campus undergraduate organization is eligible to receive supplemental funding from the Student Government Association. The organization must seek funding through its senator. Unaffiliated organizations may use Arts and Science Senators. Funding proposals must be submitted during the New Business at the monthly SGA meeting before the event occurs. If an event takes place after the first day of classes in the fall semester but before the SGA budget is finalized (twelfth day report), the respective Senator will be allowed to submit the appropriation into New Business after the event occurs only if the organization that is seeking funding has turned in the required Activity Forms and complied with the guidelines through Student Services. In this case, the money appropriated by the Senate will serve as retroactive payment to defer costs.
2. All appropriation requests shall be considered by the SGA at the next regularly scheduled meeting following the introduction of the proposal to the board. An official organizational representative or advisor must be present to answer any questions when the request for funds is being brought before the SGA. If the organization representative is not present at the meeting, the SGA will table the appropriation request until one of the aforementioned attends a meeting. All appropriation requests require a two-thirds (2/3) vote by the voting members present for approval unless otherwise stated in the SGA By-Laws.

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3. The appropriation request shall contain a breakdown of all projected costs of the activity.
4. If SGA funds are appropriated to sponsor an event, then the SGA is to be acknowledged in all promotional aspects of the event as a sponsor. Examples of acknowledgement include: SGA's name and/or logo as well as the college logo, on promotional posters, fliers, mass media, and handouts.

Article X Meetings

A. Scheduling and Notices

1. Regular meetings of the organization must be held at least monthly in the fall, spring, and summer terms and as scheduled by the organization's President or by petition of the student body or other SGA members.
2. The organization's President may call an Executive Board meeting. Minutes will be taken but not posted.
3. Notice of regular meetings and proposed agendas must be posted at least one (1) week prior to the organization meeting in all buildings, on the SGA website, and e-mailed to all students.
4. Notice of special called meetings will be posted at least twenty-four (24) hours prior to the organization's meeting, posted on the SGA website and e-mailed to all students. A report must be submitted to the Senators and student body stating the reason for the meeting and its results.

B. Procedures

1. A majority shall consist of two-thirds (2/3) of the organization's voting members present at the meeting.
2. An Advisor or Dean, Student Services must be present at all meetings, events and functions (on and off campus).

Article XI Parliamentary Authority

1. All meetings of the SGA and its committees shall be conducted according to the most recent edition of Roberts Rules of Order.
2. Robert's Rules of Order must be followed at all meetings. The order of business shall be as follows:
 - a. Call to Order
 - b. Prayer

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- c. Reading of the Minutes
- d. Communications from the President
- e. Report of the Secretary and Treasurer
- f. Reports of the Standing Committees
- g. Reports of Special Committees
- h. Old Business
- i. New Business
- j. Adjournment

Article XII Amendments/Revisions

The Constitution and Bylaws of the Student Government Association of Our Lady of the Lake College may be amended or revised by a two-thirds majority vote of the voting student body. The incoming executive board must review the Bylaws annually.

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