

The Constitution
of the
Student Government
of
Lawrence Technological University

Revised January 2006

Table of Contents

Article I	<u>The Student Government</u> Section 1 – Name Section 2 – Organization Section 3 – Reserved Powers of the Students
Article II	<u>The Student Senate</u> Section 1 – Objectives Section 2 – Members Section 3 – Requirements for Membership Section 4 – Elections and Appointments Section 5 – Rights of Members Section 6 – Duties
Article III	<u>The Student Administration</u> Section 1 – Members Section 2 – Requirements for Office Section 3 – Duties, Assignments, and Powers
Article IV	<u>Member Organizations</u> Section 1 – Definition Section 2 – Acceptance Procedure Section 3 – Non-function or Malfunction of a Member Organization Section 4 – Rights of Member Organizations Section 5 – Responsibilities of Member Organizations
Article V	<u>Amendments, By-laws, and Parliamentary Procedure</u> Section 1 – Amendments Section 2 – By-laws Section 3 – By-laws Governing the Vice-President Section 4 – By-laws Governing Elections, Vacancy, and Recall Section 5 – By-laws Governing the Treasury Section 6 – By-laws Governing Meetings Section 7 – By-laws Governing the Publication Committee

Preamble

We the students of Lawrence Technological University, realizing that a sound system of student government will best serve the interests of all students, student organizations, and the university in exercise of the power delegated by the administration, hereby do establish this Constitution.

Article I The Student Government

Section 1 – Name

The name of this organization shall be "THE STUDENT GOVERNMENT of LAWRENCE TECHNOLOGICAL UNIVERSITY."

Section 2 – Organization

The Student Government shall consist of a Student Senate, a Student Administration, and a Student Judiciary. A term of the Government shall be from one annual meeting to the next. The Government shall continue from year to year regardless of a change in personnel.

Section 3 – Reserved Powers of the Students

There is reserved to the student body of the university the right to a vote at the annual school-wide election or any special school-wide election called for the amendment of this constitution or for any other purpose herein. At the annual school-wide election, the student body shall elect a President, Vice-President, Treasurer, and Secretary of the Student Government.

At any school-wide election all students of Lawrence Technological University shall be entitled to one vote and a majority of the votes cast at such election shall be necessary for the adoption of any action or for election to any position.

Article II The Student Senate

Section 1 – Objectives

The Student Senate shall provide a means of expression for the representatives of member organizations and classes toward the goal of self-government. The Senate shall initiate any action deemed necessary for the attainment of this goal, except as reserved to the student body it shall have sole legislative and voting power with respect to student government.

Section 2 – Members

- A. An official representative of every organization or their designated alternate.
- B. 2 walk-in at-large members, and 2 at-large members elected at the first business meeting of the fall semester by the rest of the Senate.

Section 3 – Requirements for Membership

- A. An official representative and a designated alternate of a recognized organization must have his selection submitted in writing by said organization. He must be an actively enrolled student at Lawrence Technological University.

Section 4 – Elections and Appointments

- A. The President, Vice-President, Treasurer, and Secretary shall be elected at school-wide elections as herein provided.
- B. Two students to be recommended to the Student Discipline Committee shall be selected by the Student Senate as herein provided. (*Student Code of Conduct Section F.2*)
- C. All other committee chairmen shall be appointed by the Executive Board with consent of the Student Senate.

Section 5 – Rights of Members

- A. To participate in the business deliberations of the Student Senate and to vote on each question or motion at said meeting.
- B. To vote on application for such positions in the Student Government as are filled by election from membership in the Student Senate, or appointments to Executive Board which are subject to approval or the Senate.
- C. To present views, suggestions, motions, or resolutions for proper consideration by the Student Government.
- D. All members are entitled to one vote.
- E. If the official and the official alternate cannot be present, they may vote by proxy in accordance with Article V, Section 6, Part C.

Section 6 – Duties

- A. The Student Senate shall hold an annual meeting after the annual school-wide election of the student body and before commencement.
- B. The Student Senate shall hold monthly business meetings.
- C. Members of the Student Senate shall also attend monthly committee meetings to which they have been assigned.
- D. A special meeting of the Student Senate may be called by:
 - 1. The Student Government President at his/her discretion.
 - 2. By petition by the president of the University.
 - 3. By petition by any eight members of the faculty or staff.
 - 4. By petition by any eight members of the Student Senate.

Article III The Student Administration

Section 1 – Members

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Publication Chairman
- F. Innovation Showcase (*Open House*) Liaison
- G. Election Chairman
- H. Honors and Awards Chairman

For the purposes of the Constitution the President, Vice-President, Treasurer and Secretary shall be referred to as the ‘Executive Board’.

Section 2 – Requirements for Office

- A. To be eligible for the offices of President, Vice-President, Treasurer or Secretary, the candidate must be a full-time student, actively enrolled in Lawrence Technological University at the time of petition and for the duration of his term. He must have completed fifty (50) hours of work toward a Baccalaureate Degree, thirty (30) hours of which must have been completed at Lawrence Technological University, and have a grade point average of 2.30 or better under the 4.00 grade point system. The candidate must submit and fulfill the requirements of a petition for said office, including 50 endorsements (signatures) from currently enrolled students. (*This section’s change was introduced in an amendment which passed on 3/17/04*)
- B. To be eligible for other offices in the Student Government Administration, the candidate must have a 2.00 grade point average or better under the 4.00 grand point system, be actively enrolled at Lawrence Technological University and must have completed at least thirty (30) hours of work toward a Baccalaureate or Associate Degree at Lawrence Technological University

Section 3 – Duties, Assignments, and Powers

- A. The President shall be the chief executive officer of the Student Government. He shall preside at all meetings of the Student Senate and Student Government and to the extent possible shall attend all meetings of the Publications Committee. He shall be the ex-officio member of all student committees.
- B. The Vice-President shall preside at all meetings in the absence of the President and shall serve as President in the event of a vacancy in the office of the President.

- C. The Treasurer shall perform all the duties of the Treasurer of an organization, including the periodic issuance of financial reports and the maintenance of the books of the Student Government finances and expenditures.
- D. The Secretary shall maintain all the Student Government records, all Student Senate minutes and keep a record of all committee members and the attendance record of all Student Government members. He or she shall also give adequate notice to all members of the Student Body and the Student Senate of all meetings, as well as handle Student Government public relations.
- E. The Chairmen of all committees shall have the responsibilities invested in them by the By-laws.
- F. Members of the Executive Board shall attend all Senate meetings, but shall not have a vote in the Student Senate.

Article IV Member Organizations

Section 1 – Definition

A member organization shall be any group of Lawrence Technological University students possessing a written constitution, which constitution must provide for a democratic form of government within its own organization and has been accepted by the Student Government as so provided.

Section 2 – Acceptance Procedure

The procedure for acceptance as a member organization shall be:

- A. Be previously registered with the Office of Student Activities.
- B. Submit a formal petition to the Student Government Secretary at a regular Student Government meeting stating the desire for membership. This must be accompanied by a copy of the constitution and either a list of twenty (20) members *or* a list of 10 members and 30 endorsements (signatures) of currently enrolled students.
- C. Members will be accepted into a one-semester period of probation, after which the Senate must vote on the organizations acceptance as a full member.
- D. The Student Government reserves the right to refuse membership to any organization which does not honor the rules and regulations as set forth in the Constitution of the Student Government and these By-laws.
- E. Denial may be based on the following:
 - Lack of attendance, which does not incur a banishment period.
 - Misuse of privileges, which incurs a banishment period lasting either a semester or a full term from the beginning of the next semester, to be decided by the Senate.
- F. Reapplication may be granted after the banishment period (if incurred) at the beginning of the next semester (summer semester not included) in which time the member organization may resubmit their constitution as stated in Section 2.

Section 3 – Non-function or Malfunction of a Member Organization

- A. Before the last meeting of each Student Government administration, the Executive Board will have reviewed every member organization and will present its findings to the Senate on how each member organization participated during the year. On this basis of these findings, the Senate (by a majority vote) may deny or renew the member organization into the Student Government for the next year.
- B. Denial may be based on the following:
 - Lack of attendance, which does not incur a banishment period.

Misuse of privileges, which incurs a banishment period lasting either a semester or a full term from the beginning of the next semester, to be decided by the Senate.

- C. Reinstatement may be granted after the banishment period (if incurred) at the beginning of the next semester (summer semester not included) in which time the member organization may resubmit their constitution as stated in Section 2.

Section 4 – Rights of Member Organizations

Rights of full member organizations shall be according to Article II, Section 5 of the Constitution. Probationary members shall have the rights and privileges of a full member.

Section 5 – Responsibilities of Member Organizations

All member organizations shall be charged with responsibility of compliance with the Student Government Constitution, By-laws, and such other regulations as may be established by the Student Government.

Article V
Amendments, By-laws, and Parliamentary Procedures

Section 1 – Amendments

- A. A proposed amendment may be initiated by a two-thirds vote of the members of the Student Senate.
- B. A proposed amendment may be suggested by a petition to the Student Senate by 75 or more student voters. The amendments suggested by such petition shall be drafted by the Student Senate to conform to such petition bearing in mind the best interests of the majority of the student body. The amendment must be placed before the student body within two months after date of submission.

Section 2 – By-laws

The Student Government shall enact such by-laws as are necessary for carrying out the principles set forth in this constitution. By-laws or amendments to said by-laws must be enacted by a two-thirds vote of the members of the Student Senate.

Section 3 – By-laws Governing Student Government Vice-President

- A. The Vice-President shall serve as the temporary chairman until the next Student Government meeting, in the event of a vacancy in the chairmanship of any committee.
- B. The Vice-President shall assume responsibilities of duties delegated to him or her by the President.

Section 4 – By-laws Governing Elections, Vacancy, and Recall

Elections

- A. An annual election for President, Vice-President, Treasurer, and Secretary of the Student Government, and other issues to be determined by the Student Government shall be held in the month of April.
- B. The President, Vice-President, Treasurer and Secretary of the Student Government shall be elected by a majority of the votes cast for their respective offices at the school-wide annual elections.
- C. The following rules shall govern all school-wide elections:
 - 1. Notification of all elections shall be posted at least four weeks prior to the date of the election, including rules and qualification requirements for all officers to be elected and the candidate(s), time(s), and place where the elections are to be held.
 - 2. The required petitions, certifications of qualification signed by the Registrar, and all other qualifications shall be submitted to the Elections Committee at least two weeks prior to the date of the election.

3. All currently enrolled students shall be eligible to vote in a school-wide election.
 4. The election tally must be certified after polling by the Election Chairman, two qualified electors, and the Student Government Advisor.
- D. The following rules shall govern all Student Senate elections:
1. All members of the Student Government to be elected by the Senate shall be elected by the Senate at its first meeting of the new Government; the appointment of members to be appointed by the President with the consent of the Senate shall take place at the first meeting of the Senate.
 2. The required certification of qualifications signed by the Registrar, and proof of other required qualifications, shall be presented to the Student Government President at the time of election.
 3. The official organization representative or their designated alternate shall be eligible to vote in Student Senate elections.
 4. A majority of votes cast in the Student Senate elections shall be required for election. In the event no candidate receives a majority of the votes cast in the first or second ballot, the candidate with the lowest vote tally on the second and each successive ballot shall be dropped until a candidate is elected.
- E. All members of committees who are not members of the Student Administration shall be appointed by the Executive Board.
- F. All candidates for office shall submit a certification of qualification signed by the Registrar indicating that he/she has the required number of credit hours and grade point average for the office he/she is seeking.
- G. The Election Chairmen and qualified electors must be Student Government members who are not running for any elected position.

Vacancy

In the event of vacancies in the Student Government, the President with the consent of the Senate shall appoint new officers to fill the vacancies.

Recall

- A. If a Student Government officer, elected by the student body or appointed, shall be charged with non-function or malfunction in this office, a three-quarters vote of the entire Government is required for recall.
- B. If a Student Government Officer, elected by the Senate, shall be charged with non-function or malfunction in his office, a majority vote of the entire Senate is required for recall.
- C. A charge of non-function or malfunction in office may be made against any member of the Student Government Administration in either of the following two ways:
 1. By any student or group, upon presentation of a petition to the entire Student Government, such a petition containing signatures of at least five percent of the entire actively enrolled student body. The number of actively enrolled

students shall be determined and verified, as well as the signatures by the Registrar.

2. By a unanimous decision of the non-charged Student Administration members against those charged.
- D. The accused administration member, the Dean of Students, Student Government Faculty Advisor, and Executive Board must be notified by registered letter of the charge. The accused must be given sufficient notification so that he/she may have the opportunity to appear before the Student Government to answer charges.

Section 5 – By-laws Governing the Treasury

- A. Budget:
The Treasurer elected each year shall originally prepare a proposed budget for the following year, which shall be submitted to the Executive Board and the Faculty Advisor of Student Government on or before August 15 of each year. The Administration of the University shall have the right and duty to determine promptly the total income and expenses to be planned in the budget. The final breakdown shall be submitted to the Student Senate for action not later than October 1 of each year.
- B. Records:
Under methods of sound accounting approved by the Faculty Advisor, the Treasurer shall submit periodic reports of income, expenses and funds on hand to the members of the Executive Board and to the Faculty Advisor.
- C. Controls:
Any known proposed expenditure, in excess of the funds provided within the budget adopted under these By-laws, must be approved unanimously by the Executive Board. The foregoing refers to line items in the budget. Approval of the President of the University is required for any expenditure that exceeds the overall budget.
- D. Requests:
Money requests must be accompanied by a written budget and will be made as follows.
1. Monies requested for the exclusive use of the organization requesting will be limited to \$200.
 2. Monies requested for reasons benefiting the whole student body will be limited to \$300.
 3. Special money requests in excess of the limits may be brought before the Senate after receiving approval of the Executive Board. Such special requests may not exceed \$500.
 4. Money requests may only be paid in a reimbursement fashion. No cash advances will be granted. Receipts of expenses related to the request must be submitted to the Treasurer no later than two business meetings from the date of the granting of the request and never later than the last day of final exams in the Spring Semester.
 5. If an organization seeks reimbursement for an expense suspected to be unrelated to the request, it is at the discretion of the Treasurer to bring the

expense before the Senate, which may grant or deny the reimbursement as they see fit.

Section 6 – By-laws Governing Meetings

- A. Meetings shall be held in accordance with Article II, Section 6.
- B. A quorum for any Student Senate Meeting shall consist of 60 percent of all voting members.
 - 1. No one person shall cast more than one vote.
 - 2. A member of Executive Board shall not have a vote in the Student Senate.
- C. The following rules shall govern proxies:
 - 1. All persons casting a proxy vote shall have a signed authorization from the person he is representing, and shall be a recognized member of the organization for which the proxy vote is being cast, and shall be a currently enrolled student.
 - 2. No person shall cast more than one proxy vote.
 - 3. A member of the Executive Board shall not cast a proxy vote.
- D. Any member organization that is not represented according to Article 2, Section 2 Part A, or committee chairman that is not represented for three consecutive meetings or six total meetings per term may have their membership denied according to Article IV, Section 3, Part B by a simple majority.
- E. Any member, once removed from his seat, may not be reinstated for the remainder of that term of Government.

Section 7 – By-laws Governing the Publication Committee

- A. Functions:

The Publications Committee shall serve as the official reviewing and advisory concerning all problems or questions resulting from the printing and/or distribution of student publications on the university campus.
- B. Members
The Publications Committee shall consist of the Publications Chairman, the Tech News Editor, the Student Government President, the Managing Editor of the University News Bureau, and Student Government Faculty Advisor.
- C. Duties
 - 1. The committee shall approve selection of the "Tech News" staff.
 - 2. The committee shall monthly review Tech News progress and staff performance.
 - 3. The committee shall review publication budget prior to submission to the Student Government.
 - 4. The committee shall review quality and content of publication.
- D. Rules of Procedure
The Committee shall adopt any further rules of procedure with respect to its functions and meetings as are not inconsistent with these By-laws or the Constitution and By-laws of the Student Government.