

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 2.010**

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**Title: LCTCS STUDENT GOVERNMENT ASSOCIATIONS**

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The LCTCS Board of Supervisors recognizes the value of Student Government Associations (SGA) at the colleges under the jurisdiction of the Board and encourages the establishment of an SGA within each LCTCS college. This is mutually beneficial to both the student body and to the individual institutions. An SGA shall operate under a constitution approved by the student government association in consultation with the president/chancellor for the college. A college is authorized to collect SGA fees, and to maintain them in a separate institutional account. Funds may be expended from an SGA account by authorization of a legally-constituted officer of an SGA with the co-approval of a college's chief student personnel officers or his/her official designee. SGA officers shall have access to budget reports including monthly balance reporting.

**PROCEDURES**

*Purpose*

To establish policies and procedures for the coordination and approval of Student Government Association activities and the control and accountability of SGA funds and equipment

*Scope and Applicability*

This policy applies to the Student Government Associations (SGAs) within the Louisiana Community and Technical College System (LCTCS).

*Background*

The mission of the Student Government Association is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities, and outreach opportunities to the community; promote participation in self-government; and promote the high standard of education.

*Operational Basics*

Because Student Government Associations are approved campus organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA functions and activities are in compliance with the

policies of the LCTCS Board of Supervisors and statutory requirements of the State of Louisiana.

#### *Advisor*

Each college SGA shall work under the auspices of a trained SGA advisor. The individuals selected should have sufficient time established within their work schedules to adequately serve the student organization in this capacity. The responsibility for the quality of the SGA advisory experience should be retained under the auspices of the college's chief student affairs officer. The Advisor will serve as a liaison between the SGA and the College administration. The chief student affairs officer will designate the Advisor. The administrator in charge of the SGA on the campus or site has overall responsibility for ensuring that the Student Government Association is in compliance with the policies of the Louisiana Community and Technical College System (LCTCS).

#### *Credit-Hour Requirement*

The position of Student Government Association President requires a time commitment to the College and the Louisiana Community and Technical College System. Therefore, all Student Government Association Presidents of LCTCS colleges must be carry at least nine-credit hours per semester and must maintain satisfactory academic progress. At no time during the semester shall a SGA President fall below carrying a nine credit-hour load. Should a vacancy in office exist, the student assuming the role of President must also carry a minimum of nine credit-hours and maintain satisfactory academic progress. Students elected to serve on the Louisiana Community and Technical College System's Board of Supervisors must be full-time students, which is defined as carrying a course load of twelve or more credit hours, and must be in good academic standing.

#### *COSBP*

In accordance with the LCTCS Policy #2.006, SGA Presidents are expected to attend the Council of Student Body Presidents' (COSBP) meetings, and can/will be removed from the roster if they fail to attend the regularly-scheduled meetings. The provision for removal from the COSBP roster was approved by the statewide Council of Student Body Presidents. Therefore, it is imperative that the college/campus make a commitment to reimburse students for travel expenses in accordance with the Office of State Purchasing PPM – 49. Reimbursement of COSBP-related expenses shall be deducted from the budget dollars allocated by the college/campus to the SGA as well as any self-generated fees collected by the SGA. If available, a college/campus should approve the use of the college vehicle for the SGA officers and Advisor to travel to these required meetings.

#### *Adequate Work Environment*

In order to ensure a fully functional Student Government Association and to maintain a healthy communication between the administration and students, it is imperative that each campus

provides an adequate and stable office environment (including the financial planning for furniture, equipment) for the association.

The following are the minimum mandated requirements for all SGAs in the LCTC System:

- Assigned office space, which is defined as an office or cubicle
- At least one computer / with e-mail and Internet capability.
- A Separate phone line
- Access to office supplies (which may be charged to the SGA budget)
- Access to photocopier and fax

## **Financial Obligations**

### *Budget*

All colleges that do not currently have student activity fees must coordinate a formal referendum to allow students the opportunity to vote on the assessment of an activity fee or not assessing an activity fee. By vote of the student body and with the approval of the LCTCS Board of Supervisors, the college may establish a reasonable student activity fee. For campuses with fewer than 2,500 students, the activity fee will become part of the SGA budget, in addition to funds already allocated from the college's budget to support SGA activities.

The budget must be approved by the SGA Senate. Approval of the respective SGA Advisor is required. Once SGA Senate approval is gained, the budget is then submitted to the Chief Student Affairs Officer.

### *Requisitions for Equipment, Supplies, Operating Services*

All purchases must follow the [Purchasing Procedures established by the respective institutions](#). Requests for equipment, supplies, and operating services, such as dues, subscriptions, rentals, etc., must be submitted to the Controller's/Accounting Office. The requests must be submitted on the College's requisition form, signed by the SGA President and Treasurer, and approved by the SGA Advisor, the administrator in charge of the SGA on the campus, the Dean of Student Affairs of the campus/site (if applicable), and the Chief Student Affairs Officer. A copy of the Senate minutes approving the expenditure must be attached and kept on file in the respective SGA Advisor's Office.

### *Inventory of SGA Equipment*

All property procured by or assigned to the SGA is property of the College and will be tagged with a State of Louisiana identification tag and included on the College's master inventory file, in accordance with the College's [Management and Control of State Property](#) policy.

Before the end of each Spring Semester, the SGA Advisor will obtain from the College's Property Control Officer the official list of all property assigned to that SGA Office. The incoming SGA President, under the supervision of the SGA Advisor, will conduct a physical inventory of all property assigned to the SGA Office. Upon verification of the SGA inventory,

the outgoing SGA President will be relieved of responsibility for this property.

### *SGA Financial Records*

The Controller's/Accounting Office is responsible for maintaining a separate SGA account for self-assessed fees used to finance SGA activities and all SGA expenditures. **At the end of each fiscal year, all unexpended monies will revert to a Reserve Fund.** The Controller's Office will provide a Monthly Statement of Income and Expenditures to the administrator in charge of the SGA with a copy to the SGA President.

### **Tuition Waivers and Wages for SGA Officers**

#### *Tuition Waiver for SGA Officers*

A waiver of tuition, exclusive of student self-assessed fees, shall be granted by the institutions under the jurisdiction of the Board to the SGA officers of those colleges not to exceed the value of four full-time equivalent values (LCTCS Policy # 2.009 Scholarships) of tuition, exclusive of student self-assessed fees (i.e. Fall, Spring, Summer). The waiver of tuition shall remain in effect for the duration of the respective terms of office. Out-of-state tuition, if deemed appropriate, may be waived for the SGA President only.

#### *Salaries*

A salary may be paid, with SGA-derived funds, to the president, vice president, treasurer, and/or secretary (i.e. with specified office duties and office hours to be supervised by the SGA advisor and the chief student personnel officer of the college) if adequate resources are available. If resources are available through student activity fees, and a salary is to be paid, the salary amount shall be determined by the SGA at each institution, in collaboration with the college leadership. Salary amounts shall be in alignment with the State of Louisiana's scale for student employees. These salaries must be approved by the college's chief student personnel officer and/or his/her official designee.

Elected SGA Officers may be paid for their services at an hourly rate in alignment with the State scale, with hours as follows:

|                               |                            |
|-------------------------------|----------------------------|
| President and Vice President: | 80 hours maximum per month |
| Secretary:                    | 80 hours maximum per month |
| Treasurer:                    | 80 hours maximum per month |

\*\*Receipt of tuition waiver and salary by the above-listed SGA Officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution. The SGA Advisor is expected to verify the hours worked by the SGA's Officers.

### **Student Representation on College Committees**

To provide an avenue for students to connect in institutional decision-making, students will be

appointed, with voting privileges, to any College committees deemed by the Chancellor of the College to be appropriate for student representation, as well as to any campus committees chosen by the Chancellor, LTC Vice Chancellor or his/her designee of that campus to be appropriate for student representation.

### *Procedures*

During each Spring Semester, the Student Government Association Presidents will be sent a list of the standing committees on which students will serve the next academic year. The SGA presidents will in turn recommend a pool of students to the Chancellor. From these pools the Chancellor will appoint students to each appropriate committee of the College at the time faculty and staff appointments are made. For campus committees, students are recommended by the campus Student Government Association President and appointed as appropriate.