



LCC International University

STUDENT COUNCIL CONSTITUTION

lcc.it/co-curricular-activities/student-council-and-clubs

Upon enrollment in the University, each undergraduate student of LCC International University shall become a member of the student body and shall be subject to the rights and responsibilities of this Constitution.

ARTICLE I: NAME

The name of the student organization that represents the student body shall be the Student Council of LCC International University, hereafter referred to as **StuCo**.

ARTICLE II: AUTHORITY TO REPRESENT

The StuCo is the officially recognized student organization of LCC that represents the students to the internal and external community and acts as the instrument through which students are able to provide input into the internal policies in order to foster unity between LCC community members, promote student concerns, and to advance the general welfare of the University.

ARTICLE III: MISSION AND OBJECTIVES

The mission of the StuCo is to promote a democratic form of student government, to provide students a forum for student issues, to offer the opportunity for leadership development in the individual, and to promote social, cultural, educational, and recreational activities for students of the LCC International University.

The objectives of the Student Council are:

- maintain close relationships with LCC administration, instructors, students, other educational institutions, local, national, and international organizations;
- encourage collaboration with other higher education institutions' students and student organizations;
- represent students of LCC, and protect their rights along with legal interests, express students' academic and societal interests to the university's administration and other national institutions
- discover the talents and abilities of the students, help utilize them, and encourage them to contribute to the greater community through submission of ideas
- encourage the formation and activities of student clubs, and coordinating work between them and supporting their activities

ARTICLE IV: StuCo COMPOSITION

StuCo is composed of the following elected members:

- President
- Vice President
- Treasurer
- Marketing Coordinator
- Events Coordinator
- External Relations Coordinator
- Clubs Coordinator
- A representative for each year (4)
- A representative for each study program (6)

Year and study program representatives may hold more than one position on the StuCo.

Advisor to the StuCo shall be Student Life Vice President.

ARTICLE V: DESCRIPTION OF POSITIONS

The President of StuCo shall have been enrolled for at least four semesters at LCC. The President must, at the time of the election, be able to serve for the entire upcoming academic year.

The President:

- Represents students on President's Cabinet and LCC Board of Directors
- Supervises other StuCo members in the execution of their duties
- Prepares semi-annual performance reports
- Coordinates the StuCo election process
- Chairs StuCo meetings and keeps the record of the minutes.

The Vice President:

- Represents students on Academic Council

- Ensures student input into academic policies and procedures
- Assists in coordinating the StuCo election process
- Replaces the President in case of his/her absence or resignation

The Treasurer:

- Keep a record of all expenses of the StuCo
- Manages pre- and post- programming forms and keeps a record of them
- Works closely with Clubs Coordinator to assign funds to clubs

Marketing Coordinator

- Markets and promotes events and other StuCo activities both online and on-campus
- Maintains StuCo's online presence
- Work with Event and Club Coordinator decorations and advertisements for events and clubs
- Partners with LCC Marketing Department

Events Coordinator

- Create and facilitate StuCo events on campus
- Distributes information about event-planning policies to students
- Plan a minimum of three events per semester, work together with the Marketing Coordinator on decorations for the events, its design, as well as purchase food together with the Treasurer

External Relations Coordinator

- Creates and maintains partnerships and communication with bodies outside of LCC
- Helps with the organization of off-campus activities
- Assists with fundraising and other legal/document procedures done outside of LCC (e.g. ISIC, LSP)
- If the student does not speak Lithuanian, they are responsible for finding someone to help with the translation of documents/etc.

Clubs Coordinator

- Coordinates the club registration process and their compliance with event-planning policies
- Keeps track of all club leaders and activities
- Works with the Treasurer to distribute funds to clubs

Year representative

- Ensure feedback from constituents is gathered on a regular basis
- Communicate any issues, queries or suggestions to StuCo
- Communicate updates to constituents and/or relevant parties within a reasonable timeframe

Study Program representative

- Ensure feedback from constituents is gathered on a regular basis
- Communicate any issues, queries or suggestions to StuCo
- Communicate updates to constituents and/or relevant parties within a reasonable timeframe

ARTICLE VI: ELIGIBILITY

A nominee for the Student Council member should meet the following criteria:

- Be a full-time undergraduate student
- Not be on academic or student life probation
- Have a CUM GPA of min 7.5
- Preferably be able to serve for the whole year

All nominees for President should have spent at least 2 years as students at LCC and be able to serve for the whole year.

ARTICLE VII: ELECTION COMMITTEE

The Elections Committee shall be composed of the current StuCo President, StuCo Vice President, Student Council staff Advisor, and one faculty member. In case current member/s of the Student Council are running for the elections for next academic year, they should be excluded from being a member of the Elections Committee. The committee shall ensure that elections are fairly administered in accordance with this Constitution. The Election Committee will:

- give public notice of all pending elections and deadlines no less than seven days before the respective election or deadline.
- shall review and publish the rules, regulations, and procedures governing campaigns and elections.

- shall be responsible for gathering and certifying applications for candidacy as defined by Article VI and shall recognize any qualified member of the Student Body who meets these requirements as a candidate.
- shall answer the questions of candidates, potential or recognized, regarding elections.
- shall publish the results of Elections
- shall provide each candidate with the results, including a percentage of votes awarded to each candidate at their request

If the Elections Committee finds clear and convincing evidence that a candidate knowingly violated the rules, regulations, and/or procedures governing campaigns and elections, and that this violation may have changed the outcome of the voting, it shall remove the offending candidate from the ballot.

ARTICLE VIII: ELECTIONS

Student Council members are student body representatives and shall be elected annually in the General StuCo Elections, which take place in the Spring semester. Elections are held under the supervision and monitoring of the **Election Committee** consisting of LCC students and staff. The election process is divided into three phases spanning a period of four weeks.

1. The first phase (week 1) - accepting nominations and screening the nominees to ensure they fit the obligations required for the position they are running for.
2. The second phase (week 2) commences with the announcement of the accepted candidates' nominations. The nominees may then begin campaigning throughout this week. Campaigning may take the form of presentations, flyers, and online campaigning.
3. The third phase (week 3) - actual elections take place where each student may vote for:
 - One (1) Council representative (from their study program)
 - One (1) Council representative (from their year)
 - One (1) President
 - One (1) Vice President,
 - One (1) Treasurer;
 - One (1) Marketing Coordinator
 - One (1) Events Coordinator
 - One (1) External Relations Coordinator
 - One (1) Clubs Coordinator

The winner of a specific StuCo position is the one with the highest number of votes. Results are announced no later than one day after the end of the election process by the **Election Committee**. The quorum for the elections shall be 51 % or more.

Elections may take place electronically and in-person under the supervision of the **Election Committee**.

In the case of a vacancy of any position, the StuCo President may appoint an interim member from the student body to serve until the vacancy is filled. The President shall carry out a minimum two (2) week search to fill the open seat, which is open to all eligible members of the student body. The decision is made by StuCo collective approval of the candidate.

ARTICLE IX: REMOVAL FROM OFFICE

- StuCo membership ends automatically upon losing the LCC student status (withdrawal, dismissal, academic leave, graduation, etc.)
- Any StuCo member may request resignation after writing an application to stop the membership to the StuCo President 14 days in advance.
- StuCo members absent from three scheduled regular meetings are deemed to have automatically resigned unless notice of absence is previously discussed with the President.
- StuCo members can also be removed by unanimous votes of the StuCo if there is an inadequacy in their roles and they do not perform their responsibilities. An internal-reelection is held and the StuCo President has the right to nominate a member from the StuCo to any voided position with the Council's approval for the nomination.
- StuCo members that are put on academic or student life probation will be removed from the position.

ARTICLE X: BUDGET

Each year StuCo receives a budget from the Student Life Vice President.

No fees may be collected by StuCo members and structural units.

All payment documents must follow strictly the approved policy and procedures and must be in accordance with LCC requirements and within their approved budget. The Treasurer is responsible for budget management.

ARTICLE XI: MEETINGS and RECORDS

The Student Council will take place once a week. The meeting schedule is posted on the web and on the door of the Student leader lounge. Any member of the student body may request to sit in on the meeting. The StuCo President may call an extraordinary meeting but notice of at least one week must be given. StuCo President shall maintain and make available to LCC students documents containing the following:

- This Constitution
- Minutes of all the meetings of the Council
- Event pre- and post-programming records
- Budget expense tracking

ARTICLE XII: CHANGES AND AMENDMENTS

Any member student body may offer, in writing, a proposed amendment to the Constitution five (5) days before the next regular meeting. All proposed amendments must receive a two-thirds majority of the StuCo Amendments, once approved by the StuCo, shall be presented to the President's Cabinet, and then brought before the entire Student Body to be voted upon in the next election or special election. Amendments approved shall require a two-thirds majority vote by the voting Student Body in order to be ratified.