



SOUTH LOUISIANA COMMUNITY COLLEGE

POLICY NUMBER: SA-202
POLICY AND PROCEDURES MEMORANDUM

Title:	Student Government Association Executive Officer Compensation Policy
Effective Date:	06/05/2013
Date of Last Revision:	10/30/2023
Review Date:	10/30/2023
Cancellation:	
Responsible Office:	Student Services

Student Government Association Executive Officer Compensation Policy

Policy

Beginning Spring 2007, SLCC SGA officers are granted tuition waivers as stated in LCTCS policy. Waivers are granted in consideration of the execution of the primary duties of officers as outlined in the SLCC SGA Constitution, as follows:

- A. **Executive President:** Attend all meetings of the SGA; call special meetings when necessary; appoint committees; preside as Chair of the Executive Council; represent the student body at public functions; perform those duties incumbent upon such a post.
- B. **Executive Vice President:** Coordinate fund-raising activities; act as president pro-tempore in the event the president is unable or unwilling to serve.
- C. **Treasurer:** Handle all financial matters of the SGA; submit financial reports at the beginning and end of each semester; respond to financial audit requests; sign requisitions.
- D. **Secretary and Chief of Staff:** Keep all minutes of all meetings; handle all written correspondence that is necessary for the SGA to complete its business; turn over all copies of records to the succeeding Secretary; provide a copy of all records to the College librarian for archival purposes.

Failure to perform Executive Officer duties as specified above will result in the loss of SGA officer tuition waivers. Should an officer resign from SGA or school or fail to perform his/her primary duties for any part of a semester, the tuition waiver will be decreased, prorated according to the percentage of semester completion. Satisfactory performance of duties will be assessed by the SGA Advisor(s) and the final determination concerning the denial of tuition waivers to individual officers based on performance is to be made by the Chief Student Affairs Officer and reported to the Chief Finance Officer

SGA Officer Salaries:

On February 21, 2010, the SLCC Student Government Association approved the allocation of SGA funds to provide salaries for each Executive Officer. Salaries are granted to provide additional financial

compensation to SLCC SGA Executive Officers for carrying out duties beyond those specified above in the SLCC Constitution and Bylaws.

Specific officer duties qualifying for salary compensation are as follows:

- Serving on SGA standing or special committees other than the Executive Committee;
- Serving on college-wide committees as assigned by the Chief Academic and/or Student Affairs Officer. These committees shall include, but are not limited to:
 - Serving on SGA standing or special committees other than the Executive Committee;
 - Serving on college-wide committees as assigned by the Chief Student Affairs Officer.

Additional officer activities carried out at the direction of the Chief Student Affairs Officer that qualify for salary compensation are as follows:

- Planning and implementing student activities for the college
- Assisting with the student orientation
- Assisting with registration
- Assisting with college recruiting events
- Assisting with college-wide functions such as Graduation and Honor's ceremony
- Other duties as specifically assigned by the SGA Advisor(s) or Chief Student Affairs Officer

Officers must log the date, time, and types of qualifying duties performed in order to be compensated for carrying out these tasks. The log and an accompanying timesheet are completed each bi-weekly pay period and submitted to the SGA Advisor. Approval and salary payment authorization is made by the Dean of Students. Officers can only be compensated for documented hours carrying out the duties specified above. Compensation is limited to the maximum amounts specified in the following section.

Salary Rate & Limitations:

- Performance of qualifying duties is compensated at a rate as defined in the SLCC student worker pay schedule, consistent with the State student worker guidelines.
- Per LCTCS policy, in no case may an individual officer be compensated for more than 80 hours per month for the performance of qualifying duties, even if the actual qualifying duty hours logged in that month are in excess of 80 hours.
- Officer salaries are paid solely from SGA funds as specified in LCTCS Policy #2.005. The total available pool of funds for SGA officer salary is set annually as a component of the SGA budget. Funds allocated for SGA officer salary compensation cannot exceed 25% of the total annual SGA budget.
- All SGA officers must meet minimum credit hour enrollment requirements as specified in LCTCS Policy #2.005, remain in good academic standing in the College, and make satisfactory academic progress (i.e., satisfactory completion of nine (9) credit hours per fall and spring semester) in order to be eligible for salary compensation.
- Any individual resigning from an SGA executive officer position becomes ineligible for salary compensation effective the official or de facto date of resignation.

Attachments:

Reference:

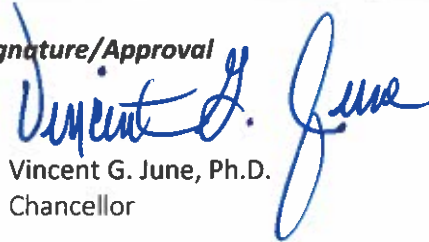
Policy Reference: LCTCS Policy #2.005 – Student Organizations & SGA

Review Process: SA-202 Student Government Organization Executive Officer Compensation

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>	10/30/2023		
<i>Committee for Institutional Policy Review</i>	02/20/2024	02/20/2024	
<i>Executive Leadership Team</i>	03/28/2024	03/28/2024	

Chancellor's Signature/Approval

SIGNATURE:



Vincent G. June, Ph.D.
Chancellor

DATE:

3/28/24

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review