

Lake Forest College Student Government Constitution



Updated: Fall 2018

Approved By: The 2018-2019 Student Government Senate

Written by: The 2017-2018 and 2018-2019 CBC

President Hakob Parsamyan

Mission Statement

The mission of the Lake Forest College Student Government is to ensure the responsible representation of the interests of the student body, and to advocate for student needs to the College administration. Through consistent dialogue with all members of the Lake Forest College community, Student Government aims to foster an environment of transparency, equity, and self-improvement which is conducive both to the fulfillment of student's individual goals, and to the advancement of our community at large.

Article I: Name of The Student Government

Section A: The name of this organization shall be the Student Government of Lake Forest College.

Article II: Membership and Organization Composition

Section C: All Lake Forest College students have the right to:

1. Vote in Student Government elections.
2. Run for elected Student Government positions.
3. Hold positions for which they are qualified.

Section B: Student Government shall consist of three bodies:

1. The Executive Board
2. The Student Government Senate
3. The Parliamentarian and Student Government Advisor

Section C: All Student Government members shall:

1. Meet the requirements for Senators as outlined in section(s) **Article III, Section IV** of the Student Government bylaws.
2. Adhere to the code of Conduct at Lake Forest College as outlined in Article 2 of the Community Standards and Conduct section of the Student Handbook.
3. Adhere to the Code of Ethics as outlined in Article X of this Constitution.

Article III: The Student Government Executive Board

Section A: The Executive Board shall consist of four members elected by the student body:

1. The President
2. The Vice President
3. The Secretary
4. The Treasurer

Section B: The Executive Board shall also consist of the following three chairpersons, who shall have a vote in Senate:

1. Campus Affairs Committee Chair
2. Clubs and Organizations Committee Chair
3. Grounds and Development Committee Chair

Section C: The **Senate** Staff shall have a vote in the Senate and shall consist of:

1. Campus Dining Representative

2. City Liaison
3. Class Committee Chair
4. Public Relations Officer
5. Residence Hall Affairs Committee Chair

Section D: The Student Government Advisor and Parliamentarian

1. One or both of these will be present at Senate meetings.
2. The Student Government Advisor will be present at Executive Board meetings. The Parliamentarian will be present only when invited by the President.

Section E: Duties and qualifications of Executive officers may be found in the bylaws [Article II](#), [Section I](#).

Section F: Powers of the Executive Board

1. [Act as Senate in the necessity of an emergency vote.](#)
 - a. [Except on matters of the constitution or bylaws.](#)
 - b. [The Executive board must present notes on emergency vote meetings at the next Senate meeting in full transparency.](#)
 - c. [If the emergency vote involves matters of a standing committee, the Chairperson of that committee must be included in emergency vote deliberations.](#)
2. Discuss or deliberate on any issue introduced by any student of the college regardless of Student Government affiliation.

Section G: Responsibilities of the Executive Board

1. Report to the Senate.
2. Mentor currently serving Senators.
3. Plan and execute training for the Senate no later than four weeks into the fall semester, and no more than three weeks into the spring semester.
4. Assume final responsibility for the college-wide reputation of Student Government.
5. Train succeeding officers at the completion of their terms.

Section H: Voting Members: Only the following members of the Executive Board and The **Senate** Staff shall have the right to vote during Senate proceedings:

1. Campus Affairs Committee Chair
2. Clubs and Organizations Committee Chair
3. Grounds and Development Committee Chair
4. Residence Hall Affairs Committee Chair
5. Class Committee Chair
6. Campus Dining Representative
7. Public Relations Officer
8. City Liaison

Section I: Executive Board Meetings

1. Executive Board Meetings shall be held weekly throughout the academic year of the elected term.

2. Executive Board Meetings shall be attended by the Student Government Executive Board and the Student Government Advisor.
3. Exact time of these meetings shall be determined by the Student Government President but may be changed by the Student Government Advisor. Meetings will take place in the Student Government office.
4. Procedure:
 - a. The President shall preside over all meetings of the Executive Board. Guests may be invited only at the invitation of the President if deemed appropriate.
 - b. Additional meetings of the Executive Board may be called at the President's discretion. Upon the request of two Executive Board members, the President shall call a meeting of the Executive Board within a week.
 - c. A quorum of the Executive Board shall consist of a majority of the existing members of the Executive Board.

Article IV: The Student Government Senate

Section A: The Senate may consist of the following voting members:

1. Class Senators:
 - a. Senator positions by class will represent the year which corresponds with their expected year of graduation when matriculated to Lake Forest College.
 - i. As many as four Senators will represent first-year students.
 - ii. As many as four Senators will represent second-year students.
 - iii. As many as four Senators will represent third-year students.

- iv. As many as four Senators will represent students in their fourth-year, or above.

2. Residence Arrangement Senators:

- a. Senators representing residence arrangement must be current members of their housing community.
 - i. One Senator to represent Blackstone Hall.
 - ii. One Senator to represent Cleveland-Young International Center.
 - iii. One Senator to represent Deerpath Hall.
 - iv. One Senator to represent Gregory Hall.
 - v. One Senator to represent Harlan Hall.
 - vi. One Senator to represent Lois Durand Hall.
 - vii. One Senator to represent McClure Hall.
 - viii. One Senator to represent Moore Hall.
 - ix. One Senator to represent Nollen Hall.
 - x. One Senator to represent Roberts Hall.
 - xi. Three Senators to represent the Commuter student population.

Section B: Duties of the Senators

- 1. The responsibilities of individual Senators will be clearly outlined in the bylaws **Article II, Section II.**
- 2. Senators shall serve on at least two committee as outlined in **Article V, Section B of this constitution.**

Section C: Duties of the Senate

1. The Senate shall meet regularly to address issues of concern and interest to the Student Body of Lake Forest College.
2. The Senate shall review and provide input on issues presented to them by the Student Body, Faculty, Staff, Administration, and Executive Board.
3. The Senate shall debate and vote on legislation as outlined in the bylaws.

Section D: Student Government Senate Meetings

1. Meetings shall occur weekly, with the exception of reading days and breaks.
 - a. The exact location and time of these meetings shall be determined by the Executive Board.
 - b. Meeting time and location may be altered by the Student Government Advisor.
2. No official meeting may be held without quorum, consisting of $\frac{2}{3}$ of the voting body.
3. Meetings of the Student Government will be conducted according to *Roberts' Rules of Order*, except in the case that they are inconsistent with this Constitution.
4. In the event that the President cannot fulfill their responsibilities at the time of any meeting of the Senate, the line of succession for the Chair of Student Government will be:
 - a. Vice President
 - b. Secretary
 - c. Treasurer
5. All Student Government Senate Meetings shall be open and public. **Only by a $\frac{2}{3}$ majority vote** of the Student Government Senate may the Student Government Senate declare itself in an Executive Session and close a meeting.

6. The President shall be responsible for presenting and displaying the agenda to the Student Government Senate at the beginning of each meeting of the Student Government Senate.
7. Meeting agendas shall specify the time frame during which all official business shall be conducted.
 - a. This time may only be extended when proposed by any member of the Senate and confirmed by a $\frac{2}{3}$ vote of the Senate body.
 - b. Extensions of Senate may not occur more than twice per meeting, nor may extensions exceed 10 minutes each, for a total of 20 minutes. Any motion to extend Senate must be confirmed by a $\frac{2}{3}$ vote in the affirmative.
 - c. Remaining business will be presented in Unfinished Business in future Senate meetings.
8. Official minutes from each meeting of the Student Government Senate will be published by the Secretary within 4 weeks from the date of their origin to allow for public access of these records.
9. Additional meetings of the Student Government Senate may be held:
 - a. At the request of the President, Vice President, and Student Government Advisor
 - b. Or, At the request of a $\frac{2}{3}$ majority of the Student Government Senate.

Section F: Legislation

1. Each voting member of the Senate shall be entitled to one **vote** on all questions deliberated by the Senate. Each vote will be cast in the best interest of a Senator's constituents as interpreted by that Senator.
2. Legislation shall be passed by a $\frac{2}{3}$ majority vote of the Senate.

Article V: Committees of the Senate

Section A: Standing Committees of the Senate

1. Campus Affairs Committee (CAC)
2. Grounds and Development Committee (GDC)
3. Clubs and Organizations Committee (COC)
4. Residence Halls Affairs Committee (RHAC)
5. Class Committee (CC)
6. Student Affairs Finance Board (SAFB)

Section B: Membership of Standing Committees

1. All Senators shall serve on one of the following: **The** Campus Affairs Committee, the Grounds and Development Committee, or the Clubs and Organizations Committee.
 - a. All Class Senators shall also serve on the Class Committee.
 - b. All Residence Arrangement Senators shall also serve on the Residence Halls Affairs Committee.

Section C: Chairpeople of Standing Committees

1. Only voting members of the Senate may apply for the Chair Position of any Standing Committee.
2. The Chair of any standing committee shall be elected by a majority vote of the Student Government Senate.

3. In the event of a tie among the Senate body, The Vice President, Secretary, and Treasurer may cast votes for the committee chairperson to break the tie.

Section D: Ad Hoc Committees of Senate

1. Ad hoc committees may be created to address any topic of student interest.
2. Any committee tasked with revision of the Constitution and/or bylaws will include the Parliamentarian as a member or chairperson.

Section E: Chair-people of Ad Hoc Committees

1. It will be at the discretion of the President to appoint representatives from Student Government to chair positions on ad hoc Committees.

Section F: Membership of Ad Hoc Committees

1. It will be at the discretion of the ad hoc Committee Chairperson to appoint representatives from Student Government to the ad hoc Committee.

Article VI: The Student Government Advisor

Section A: The Role of the Student Government Advisor, or designee.

1. Advise the Senate and the Executive Board.
2. Explain institutional and departmental policies and procedures.
3. Meet with the Executive Board to establish goals, organization, and planning.
4. Serve on Executive Board in an ex-officio capacity and shall not vote on any issue brought before Executive Board.

5. Facilitate retreats and leadership training.
6. Meet with the Executive Board and assist with the outline for the Student Government Budget.
7. Assist with the transition of Student Government Executive Board and Senators.
8. Call special meetings or alter meetings as needed.
9. Be available to review any materials to be published which are authored by Student Government, such as Senate meeting minutes or announcements, with sufficient notice.
10. Support the Executive Board in determining the eligibility for office of all candidates and members of the Student Government.
11. Be aware of liability issues and advise the organization to make reasonable and prudent decisions regarding these issues.
12. Provide additional support as needed.

Article VII: Elections

Section A: There shall be two elections in each academic year: the first will be in September, and the second shall be in November.

1. The Vice President will oversee Elections Committees.
2. An impartial committee will be established by the Executive Board to oversee all elections operations.

Section B: The first election shall be for Senators.

1. Eligibility: Elected Senators will serve for one academic year term, from September to September of the following year, beginning with the first Senate meeting after the conclusion of elections.
 - a. Class Senators:
 - i. A student attempting to fill a Senatorial post must satisfy the requirements set for that position as indicated in Constitution, Article IV: The Student Government Senate, Sections A, subsection 1, B & C.
 - ii. Senators will be eligible to fill their positions if they are able to satisfy the requirements listed in the bylaws section **Article III, Section IV**.
 - b. Residence Arrangement Senators (including Commuter Senators):
 - i. A student attempting to fill a Senatorial post must satisfy the requirements set for that position as indicated in Constitution, Article IV: The Student Government Senate, Sections A, subsection 2, B & C.
 - ii. Senators will be eligible to fill their positions if they are able to satisfy the requirements listed in the bylaws **Article III, Section IV**.
2. Timeframe
 - a. Senator elections will take place as close as possible to the beginning of the fall semester, and after Forester Fair.
3. Election procedures
 - a. See bylaws **Article III, Section IV** for additional information about the Senator elections process, including eligibility, petitions, campaigning, etc.

Section C: The second election shall be for the Chief Executive Board members. These positions are President, Vice President, Treasurer, and Secretary.

1. Eligibility: Executive Board Positions will serve for one calendar year term, from December to December of the following year.
 - a. Those running for President or Vice President positions must have a minimum of one full semester's experience in the Lake Forest College Student Government.
 - i. This experience can be a role of any Student Government capacity.
 - ii. Those wishing to appeal this rule must submit a letter of intent to the Executive Board by the same deadline as the petition submission.
 1. Letters of intent should indicate what previous experience that individual possesses that makes them suitable for the position they desire.
 2. The Executive Board will have as many as 24 hours to deliver a verdict of eligibility.
 - iii. The Treasurer and Secretary positions do not require any previous experience in Student Government.
2. Timeframe
 - a. Executive Board elections will take place between the second and third to last weeks of the fall semester.
3. Election procedures
 - a. See bylaws Article __ for additional information about the Executive Board elections process, including eligibility, petitions, campaigning, etc.

Article VIII: Removal from Office

Section A: A Student Government member may be removed from office with a $\frac{2}{3}$ vote of the Student Senate if there is a preponderance of evidence that the member has:

- a. Failed to fulfill personal duties outlined in the Constitution.
- b. Failed to adhere to the attendance policy outlined in the bylaws.
- c. Failed to maintain good standing with the Office of Student Affairs.
- d. Failed to maintain their status as a full-time student at Lake Forest College.

Article IX: Appointments

Section A: Selection

1. The President shall make appointments to all vacant Student Government positions, (including but not limited to: Senate positions, standing committees seats, internal and external associations, and other institutional student appointments) with the support of the majority of the Executive Board.

Section B: Appointment Process

1. Interested students shall submit a letter of intent to the Executive Board.
2. Candidates shall meet all qualifications for their position of interest.
3. Appointment invitations shall be offered by the President. Appointees assume the responsibilities of appointed position immediately following receipt of appointment.
4. Newly appointed students are expected to begin at the closest meeting provided the appointee has received 24-hours advance notice.

Article X: Amendments:

Section A: Definition: An Amendment to the Constitution and/or Bylaws of Student Government shall be defined as a change to a portion of the document, including an Article, Section, and Subsections.

Section B: Amendments to the Constitution

1. Proposal

- a. Any student may submit an amendment to the Constitution or the Bylaws.
- b. Those proposing the amendment shall request time during a Senate meeting to present the amendment.
- c. Members of the Senate may speak for or against the amendment(s) in accordance with *Robert's Rules of Order*.

2. Requirements for Passage

- a. Proposals requiring a vote will follow normal procedures for passing legislation, as outlined in the bylaws **Article I, Section II**.
- b. Amendments that pass in the Senate must then be voted on by the student body and may only be ratified if passed by a $\frac{2}{3}$ majority among those students who vote.
- c. The president must sign and date the Constitution immediately when the amendment is adopted.
- d. The amended constitution must be shared with the entire student body by the Dean of Students through mass communication.

Section C: Amendments to the bylaws

1. Student Government must vote to renew or amend the bylaws **every-other academic year.**
2. A $\frac{2}{3}$ majority of Senate must vote in the affirmative to renew the bylaws.
3. In the case of a gridlock, the Parliamentarian has the authority to renew the bylaws by him/herself.

Article XI: Code of Ethics

Section A: Respect

1. Members are to maintain respect for all members of the Lake Forest College community.
2. **Members of Student Government are to maintain respect for all other members of Student Government.**
3. Members shall, at all Student Government functions, abide by college policies, local ordinances and state and federal laws.
4. Members will abide by all Lake Forest College policies, in accordance with the student handbook.

Section B: Accountability

1. Members **must** abide by the Code of Ethics brought forth in this Article.
2. Members will conduct themselves in a manner that is considered ethical according to *Robert's Rules of Order* during Senate meetings and debates.
3. **Members of Student Government are expected to be transparent in their use of student government titles and resources.**

4. No member of the Student Government may alone claim to speak on behalf of the entirety of the Student Government or any particular Student Government body when advertising or promoting their own personal events and projects.
5. No member of the Student Government may alone claim to speak on behalf of any individual member of the Student Government unless consent is given.
6. Members of Student Government may report a violation of the ethics that are outlined in this article.
 - a. A major ethics violation can be reported through the administrative processes at Lake Forest College.
 - b. A minor ethics violation can be reported to the parliamentarian and be handled according to Article V, Section II of the Bylaws.

Student Government President Signature

Date

Student Government Parliamentarian Signature

Date

Student Government Secretary Signature

Date