

# Lake Forest College Student Government By-Laws



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Ratified By: Student Senate

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# Lake Forest College Student By-Laws

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I. Definitions:

- a. Legislation: Any bill, resolution, request for approval, request to support Student Senate initiatives, statement of support or position paper.
- b. Student: Any person who pays the student activity fee for the current semester in question
- c. Quorum: In a Student Senate, Executive Board, or Standing Committee meeting, whenever 2/3 of the voting members are in attendance. If there is a failure to meet quorum, the meeting may continue, but no votes may be conducted on legislation.
- d. Vote: Unless specifically stated otherwise in these bylaws, a successful vote in the affirmative will be when 2/3 of voting members vote yea when quorum is present.
- e. Student Government Member: Any person who holds an office mentioned in the Constitution and/or bylaws.
- f. Minor Ethics Violation: any violation of Article XI in the Constitution that does not break any state or federal laws, ordinances, or college policies. This includes, but is not limited to: a lack of transparency, a lack of respect for members of the Lake Forest College community, failing to conduct oneself in an ethical manner according to the *Robert's Rules of Order*, claiming to speak for the entirety of a Student Government body when advertising or promoting personal events and projects, or claiming to speak for an individual member of Student Government without consent.
- g. Major Ethics Violation: any violation of Article XI in the Constitution that does break any state or federal laws, ordinances, or college policies.
- h. Substantive Complaint: A complaint that has had a considerable and adverse effect on the operations of Senate, the atmosphere of Senate, the ability for senators to do their job, or that calls attention to a minor ethics violation.
- i. Senate Staff: Senators that serve in a specific tier underneath the Executive board and who attend Executive Board or Senate Staff meetings when requested by the president. This includes the Parliamentarian, the Residence Hall Affairs

Committee Chair, the Class Committee Chair, the Campus Dining Representative, the Public Relations Officer, and the City Liaison.

- j. Point of Order: In parliamentary procedure, a point of order is when someone draws attention to or makes an objection to a rule violation, a procedure, or a personal affront during a meeting.
- k. Point of Information: In parliamentary procedure, a point of information or clarification is when someone makes a request for information or a clarification.
- l. Point of Privilege: In parliamentary procedure, a question of privilege is a motion that allows for a request that is related to the rights and privileges of the assembly. Questions of privilege affecting the assembly may include matters of comfort, amplification, safety, well-being, or assistance.
- m. Presiding officer: The Officer who presides over the Student Senate and is charged with maintaining order and decorum, recognizing members to speak, and interpreting the Senate's rules, practices, and precedents during the meeting.

## II. Meeting Procedure

- a. Meetings shall open with roll call attendance taken by the Secretary.
- b. Following roll call, Senate shall vote to approve or amend the minutes from the last meeting.
- c. Executive Board Officer Reports will follow in the order of officers listed in the Constitution. The individual reports shall be no longer than five (5) minutes, unless given an extension by the President. After such an extension, the report will end when a motion to end that specific officer's report carries.
- d. Legislation shall be listed in New Business to immediately follow Officer Reports.
  - i. In the event that quorum is not met, this section will be omitted from the meeting and the pieces of legislation shall be listed at the next meeting. If the meeting progresses past New Business, and quorum is then met, a Senator may move to introduce New Business. Otherwise, the legislation will wait until the following meeting.

- ii. Submitting Legislation—the President must have been informed of the legislation by the author or committee chair, and the legislation must have been submitted to the Secretary at least 24 hours in advance.
  - iii. Introducing Legislation—there must be a motion on the floor to introduce legislation. This must be seconded and a majority vote cast to allow the introduction. Legislation can be brought before Student Senate either by:
    - a. Passage through a committee with a majority vote; or
    - b. By approval of the President.
    - c. For legislation to be added to the agenda, the committee chair or author of the legislation must submit the legislation to the President at least 24 hours prior to the start of the next Student Senate meeting.
2. The President shall read or allow the Senate author or sponsor to read the legislation aloud to the Senate.
  3. Following the reading, any Senator or proxy may request amendment(s) to be made. The author reserves the sole authority to make amendments before the pro-con sequence of speeches begins. Once the first speech in favor begins, amendments must wait until after the legislation is adopted or fails. If an amendment is made after legislation fails, then that amended legislation can be resubmitted at the meeting or be added to the agenda of the next meeting. If the legislation is resubmitted at that meeting, it will be considered the last piece of legislation received, and will go to the end of New Business.
  4. Following the reading of the legislation and any amendments that are made, the author or sponsor may speak or yield their speech time to another representative to speak in favor of the legislation. The speaker shall have three (3) minutes for a speech in favor, and a two (2) minute questioning period shall follow. Any speech time not used or the answering of any questions may be yielded to

anyone present. The questioning period may be extended through a Senate motion and a 2/3 vote in the affirmative.

5. The President will ask for a speech in opposition following the questioning period. The speech in opposition is allowed the same privileges as aforementioned for the speech in favor. One speech in opposition, if there is one, must be granted before voting for its approval or rejection.
  6. The sequence will alternate between speeches in favor and in opposition until a Senator makes a motion of cloture. This motion must be seconded and needs a 2/3 vote in favor of ending debate.
  7. Votes shall be taken by the raising of hands unless a Senator raises a point of privilege and requests votes be cast by paper ballot. No second or vote is necessary for paper ballot. If the legislation regards the approval of an organization, members of the organization may be asked to exit the room for the vote.
  8. A piece of legislation ~~or funding requests~~ will only be adopted/ approved if 2/3 of the Senate votes yea.
- iv. Discretionary Fund requests will be listed under New Business before other pieces of legislation.
    1. Once a request has been adopted, that request may not be rescinded, unless it was approved under false pretenses and the money has not yet been spent.
  - e. In between New Business and the adjournment of the meeting, other sections may be added at the discretion of the President.

### III. Attendance Policy

- a. Any Senator has the right to inspect the attendance records of all Senators, Executive Board Officers and Student Government Staff Members. These records pertain to Senate and all Standing Committee meetings.
  - i. The Secretary shall be responsible for enforcing this provision.
- b. Unexcused Absences

- i. An unexcused absence to a Senate meeting shall occur when a Senator has not given twenty four (24) hour notice by email to the Secretary that he or she will not be in attendance at a meeting.
    - 1. Each unexcused absence to a Senate meeting will count as one unexcused absence.
  - ii. An unexcused absence to a Committee meeting shall occur when a Senator has not given twenty four (24) hour notice by email to the Chair of the committee that he or she will not be in attendance at a committee meeting.
    - 1. Each unexcused absence to a Committee meeting will count as a half (1/2) of an unexcused absence.
  - iii. A maximum of two (2) unexcused absences will be allowed each semester.
    - 1. When 2.5 unexcused absences are reached the Senator shall be subject to removal at the discretion of the Executive Board.
- c. Excused Absences
- i. Excused absences occur when the Student Senator must miss a meeting due to a family emergency, illness, class field trip, or another academic or athletic obligation.
    - 1. In order for these to be considered excused, the Senator must send one of the previously listed excuses to the Secretary via email, along with the name of his or her proxy that will attend the entire meeting.
      - a. A student may only be a proxy for a Senator if s/he is either of the same class, lives in the same residence hall or are both commuter students.
        - i. The proxy shall have a vote, count towards quorum, can debate and give an officer report if standing in for an officer listed in the Constitution.
        - ii. The proxy cannot be a current member of the Student Senate. With the exception of the

President, a non-Senate member of the Executive Board may serve as a proxy if the above requirements are met.

iii. Only the Student Government Advisor may be the proxy for the Parliamentarian.

2. A maximum of two (2) excused absences will be allowed each semester.

a. When 2.5 excused absences are reached, the Senator shall be subject to removal at the discretion of the Executive Board.

#### IV. Senator Office Hours

a. Each Lake Forest College Student Senator who represents a class will fulfill the requirement of tabling outside of the Gus and Margie Hart Dining Hall for at least two (2) hours each month. During this time the Senator will inquire of students which aspects of campus life they would like to see improved, concerns they have regarding Lake Forest College, and any other suggestions, questions, and/or comments the student may have. The Senator shall also update the student on any Student Government activity. This requirement will be fulfilled between the hours of 11am to 1pm or 5pm to 7pm.

i. Alternate arrangements can be made at the discretion of the Secretary if the Senator's schedule does not permit these times.

b. Each Lake Forest College Student Senator who represents a residence hall will fulfill the requirement of holding at least two (2) office hours each month in their respective residence hall. During this time the Senator will inquire of students which aspects of campus life they would like to see improved, concerns they have regarding Lake Forest College, and any other suggestions, questions, and/or comments the student may have. The Senator shall also update the student on any Student Government activity. This requirement will be met at the Senator's convenience between the hours of 8am and 12am. The Residence Hall Senators are encouraged to advertise their office hours to their constituents through their hall Facebook page, posters, and/or email.

- c. The Commuter Student Senators shall hold two (2) office hours in the Commuter Lounge. During this time the Senator will inquire of students which aspects of campus life they would like to see improved, concerns they have regarding Lake Forest College, and any other suggestions, questions, and/or comments the student may have. The Senator shall also update the student on any Student Government activity. This requirement will be met at the Senator's convenience between the hours of 8am and 8pm.
- d. Each Senator, regardless of constituency, must report their hours held after each session to the Secretary and include details of their interactions with the student body. This requirement must be met within twenty four (24) hours of the office hour(s).
- e. Failure to hold office hours will result in one (1) unexcused absence.

#### V. Senator Duties

- a. A Student Government Senator shall:
  - i. Represent the concerns and interests of their constituents.
  - ii. Hold office hours as set forth by Article IV of these by-laws.
  - iii. Sit on one standing committee of Student Government
    - 1. These include the Financial Advisory and Assistance Committee (FAAC), Grounds and Development Committee (GDC), Campus Affairs Committee (CAC), and Clubs and Organizations Committee (COC).
    - 2. Additionally, Commuter Senators shall sit on the Class Committee.
  - iv. Serve as the liaison between Student Government and at least one organization.
    - 1. Senators may be asked by the President to serve as the liaison for more than one organization.
    - 2. Senators will attend the required monthly meetings of the organization, which they represent. If a Senator cannot attend the monthly meeting, the Senator is required to hold a meeting with the club or organization's executive board within two weeks of the club or organization's monthly meeting. The Senator will promote

Student Government as a resource and increase communication with the club or organization.

3. Senators will fill out the “Clubs and Organizations Form for Student Senators” created by the Clubs and Organizations Committee, after every monthly meeting.
- v. Solicit participation and maintain a positive and professional image of Student Government.
- vi. Vote on all budget requests and legislation that come before Senate.
- vii. Attend and assist all Student Government sponsored functions.

b. Handling Minor Ethics Violations and Internal Disputes

i. Introduction

1. The goal of having this procedure in place is to ensure Student Government is self-sufficient and has its own internal dispute management system to ensure accountability.
2. This procedure is set up to address complaints for possible minor ethics violations (see Art. V, §I. VI of these bylaws for a definition) in addition to complaints regarding internal disputes.
3. The aim of this procedure is not punitive but has been set up to foster better communication and help maintain a civil Student Government atmosphere.
4. If any member of Student Government is concerned for the well-being of another member of Student Government, they are encouraged to report this information through the administrative processes at Lake Forest College.

ii. Submitting Complaints

1. Submitting the Complaint

- a. If any member of Student Government wishes to use Student Government resources to solve a dispute, they must report the concern to the Student Government Parliamentarian.

- b. To report the concern, the complainant must submit a written letter explaining the details of the complaint.
  - c. All written complaints must have the name of the complainant(s). Anonymous complaints will not be accepted.
- 2. In the event of the absence of a student Parliamentarian or in the event of a complaint against the Parliamentarian or Secretary.
  - a. If there is no student Parliamentarian, the complaint should go directly to the Secretary and the procedure described in Article V, §IV will be handled by the Secretary and the Vice President of Student Government.
  - b. If the complaint is regarding the Parliamentarian, the procedure described in Article V, §IV will be handled by the Secretary and the Vice President of Student Government.
  - c. If the complaint is regarding the Secretary, the procedure described in Article V, §IV will be handled by the Parliamentarian and the Vice President of Student Government.
- 3. Handling multiple complaints against one complaine
  - a. If there are multiple complaints raised against a complaine by the same complainant party, each of the different complaints must be reported through different written letters.
  - b. If there are multiple of the same complaint raised against a complaine by different complainant parties, each of the different complaints must be reported through different written letters.
    - i. Each letter must be regarded as a different case.
    - ii. The complaine must know each complaint made against them.

- iii. Each complainant party will have a separate “joint meeting” (see Art. V, §II. IV. iii).
    - iv. Mediations will occur with only one complainant party at a time.
  - c. If the same complainant party has a complaint against more than one potential complaine, they must submit a different written letter for each potential complaine.
- iii. Informal Dispute Management Process
  - 1. Before making a complaint, every member of Student Government should attempt to solve the issue civilly, outside of Student Government.
    - a. This could be as simple as a conversation between the complainant(s) and complaine.
    - b. The complainant(s) and complaine are encouraged to ask advice for how to proceed from the Parliamentarian or Secretary if they feel it is needed.
  - 2. Members of Student Government must follow the informal dispute management before moving on to the Formal Dispute Management Process.
- iv. Formal Dispute Management Process
  - 1. Receiving Complaints
    - a. Upon receiving the written complaint, the Parliamentarian must first inquire if the complainant(s) have followed the Informal Dispute Management Process.
      - i. If they have not, the parliamentarian will direct to the complainant(s) to proceed with the Formal Dispute Management Process.
      - ii. If they have, the parliamentarian will proceed with the steps outlined in Article V, §II. IV. ii, §II. IV. iii, and §II. IV. iv.
  - 2. Assessing and Evaluating Complaints

- a. Assessment
  - i. Within five business days of being notified of an unsuccessful Informal Dispute Management meeting, the Parliamentarian will consult with the Secretary to review the complaint and decide whether it fits the definition for a substantive complaint (see Art. V, §I.VIII of these bylaws for the definition and criteria) and thus whether it is material enough that it should be dealt with through the Formal Internal Dispute Management Process.
    - 1. If the Parliamentarian and Secretary find that the complaint does not fit the definition for a substantive complaint as outlined in Article V, §I. VI, the Parliamentarian and Secretary explain to the complainant(s) that the complaint will not be handled through any student government processes.
    - 2. If the Parliamentarian and Secretary unanimously decide that the complaint does fit the definition as a substantive complaint as outlined in Article V, §I. VI, the parliamentarian and secretary will proceed with the steps outlined in Article V, §II. IV. ii, §II. IV. iii, and §II. IV. iv.
- b. After the Assessment
  - i. After the Parliamentarian and Secretary have unanimously decided that the complaint qualifies as a substantive complaint, they will have a joint meeting with the complainant and a joint meeting with the complaine.

1. The purpose of these meetings will be to review the details of the complaint, uncover any additional facts about the complaint, and encourage constructive dialogue between the parties involved.

### 3. Joint Meetings

#### a. Meeting with the Complainant

- i. The Parliamentarian and Secretary will review the nature of the complaint with the Complainant.
- ii. The Parliamentarian and Secretary will inquire of any further details of the complaint with the Complainant.
- iii. The complainant may not be denied fair treatment through any student government process.
- iv. Conversation will pertain only to the complaint(s) brought forth in the written and signed letter of complaint.
  1. If any new complaints are brought forth during the conversation, the Complainant(s) will be instructed to submit a new written letter detailing the complaint to the Parliamentarian.

- v. If there are multiple complainant parties, each party will have a separate “joint meetings.”

#### b. Meeting with the Complainee

- i. The complainee must be informed of the nature and cause of the complaint against them and confronted with the witness(es) against them.
- ii. The Parliamentarian and Secretary will inquire about any details of the complaint from the perspective of the Complainee.

- iii. The complainees may not be denied fair treatment through any student government process.
  - iv. Conversation will pertain only to the complaint(s) brought forth in the written and signed letter of complaint.
4. Reviewing the Complaint after the Joint Meetings
- a. After the Parliamentarian and Secretary have met with the complainant and complainees separately, they must convene with each other again to decide if the complaint continues to qualify as a substantive complaint.
    - i. If the Parliamentarian and Secretary find that the complaint no longer qualifies as a substantive complaint as outlined in Article V, §I. VI, the Parliamentarian and Secretary explain to the complainant(s) that the complaint will not be handled through any student government processes.
    - ii. If the Parliamentarian and Secretary unanimously decide that the complaint still qualifies as a substantive complaint as outlined in Article V, §I. VI, the parliamentarian and secretary will proceed with the steps outlined in Article V, §II. IV. iii, and §II. IV. iv.
5. Resolving Complaints
- a. Mediation
    - i. After sitting down and meeting with the complainant and complainees, the Parliamentarian and Secretary may set up a mediation between the parties involved to help facilitate dialogue between them.
      - 1. Additional meetings may be set up to help resolve the conflict.

- ii. In the event that there are multiple complainant parties, separate mediations will occur for each complainant party.
  - b. After Mediation
    - i. If the conflict has been resolved to the satisfaction of all parties involved, the Parliamentarian and/or Secretary can check in with the parties involved two weeks after the situation was deemed resolved to see if the issue remains resolved.
    - ii. If the conflict persists and the meetings and mediation prove unsuccessful, the Parliamentarian and Secretary should go to the Student Government Advisor for advice on how to move forward.
- 6. Completing the Process
  - a. At the end of the process, a report will be drawn up and kept in the Secretary's files. The report will consist of the decision on whether the complaint fit the definition of a substantive complaint, whether the formal dispute management system was needed to resolve the conflict, whether the conflict was resolved, whether it was necessary to consult the Student Government Advisor, and whether the situation remained resolved after two weeks.
    - i. This report can be regarded as an example or guide to be considered in subsequent or similar cases.

## VI. Student Government Staff

- a. Definition:
  - i. Student Government Staff shall serve as a tier underneath the Executive Board of Student Government.

- ii. Student Government Staff shall attend “Student Government Executive and Staff Meetings” called by the President.
  - iii. The President reserves the right to call and preside over all staff meetings, as well as subcommittee meetings.
- b. Parliamentarian
- i. Election
    1. The Parliamentarian shall be a merit based position open to any fulltime student not currently holding a Student Government Office. The Student must have served a full academic year in a Senatorial office or other Student Government position.
      - a. This position shall be elected by a majority vote of the Student Body during the Senate elections in the fall semester.
        - i. Runoff elections shall occur until a student obtains at least 50% of the Student Body’s votes cast.
    2. In any other instance when this position becomes vacant, voting for a new Parliamentarian must take place at the current or upcoming Senate meeting. If there is no clear candidate, the Student Government Advisor will assume this role and a student must be appointed by the second meeting after the vacancy is discovered.
      - a. If Senate continues to reject the President’s nominee(s), any student may nominate him or herself for Parliamentarian.
    3. He/she shall have the sole authority to interpret the By-laws and Constitution, unless otherwise stated in the By-laws with respect to conflicts of interest.
    4. This position shall be an academic year term.
    5. The Parliamentarian cannot chair a Standing Committee.
    6. Only the Student Government Advisor can be the Parliamentarian’s proxy.

- a. In the case of both the Parliamentarian's and Student Government Advisor's absence:
  - i. If there is a Point of Order challenging the legality of a considered legislation and the motion to adopt that legislation is carried by Senate, it shall not be adopted until the Parliamentarian has given his/her written consent of its abidance to the By-laws and Constitution. If the Parliamentarian does not send the consent letter to the Secretary by the next Senate meeting, then that legislation shall be declared null and void.
    - 1. This policy shall be enforced in the case of Emergency Meetings where the Executive Board takes up the "full jurisdiction of Senate." The exemption in this case is that the Student Government Advisor may give his/her written consent in lieu of the Parliamentarian's. But if the Parliamentarian refuses to consent on grounds of its unconstitutionality or its violation(s) of the By-laws, the Advisor's approval shall not overrule the Parliamentarian's rejection.
  - b. The Parliamentarian may not be a proxy for another Student Government member.
- 7. The Parliamentarian shall attend Senate meetings with a special focus on ensuring that they are conducted in accordance with the Constitution and By-laws. He/she will bring a binder with the current Constitution and By-laws to Senate meetings.
  - a. The attendance policies outlined for Senators in the By-laws with respect to Senate meetings shall also apply to the Parliamentarian.



- vi. S/he shall prepare a comprehensive monthly report on the affairs of the committee and shall present this report during a Senate meeting.
- vii. If the Chair determines that a report must be made outside of the scheduled monthly report, the Chair of the Campus Affairs Committee shall allow the Chairperson of RHAC to give his/her report as part of the Campus Affairs Committee Report.
- viii. In any instance when this position becomes vacant, voting for a new Chair must take place at the current or upcoming Senate meeting. If there is no clear candidate, the Chair of the Campus Affairs Committee will assume this role until a student is appointed to the vacant position.
- ix. The Chair may be removed from office by a 2/3 vote of the Senate in the affirmative.

d. Class Committee Chairperson:

- i. The Chair shall be a Class Senator elected by Senate to serve an academic year term as Chair of the Class Committee.
- ii. The Chair shall sit on the Campus Affairs Committee.
- iii. The Chair shall meet with the Alumni Relations Board, when requested by the President.
- iv. The Chair shall report directly to the Vice President and the Executive Board of Student Government.
- v. S/he shall prepare a comprehensive monthly report on the affairs of the committee and shall present this report during a Senate meeting.
- vi. If the Chair determines that a report must be made outside of the scheduled monthly report, then the Chair of the Campus Affairs Committee shall allow the Class Committee Chair to give his/her report as part of the Campus Affairs Committee Report.
- vii. In any instance when this position becomes vacant, voting for a new Chair must take place at the current or upcoming Senate meeting. If there is no clear candidate, the Chair of the Campus Affairs Committee will assume this role until a student is appointed to the vacant position.

viii. The Chairman may be removed from office by a 2/3 vote of the Senate in the affirmative.

e. Aramark Representative

- i. The Aramark representative shall be a Senator appointed by the Chairman of the Campus Affairs Committee.
- ii. The Representative shall meet weekly with senior staff members of Aramark to discuss student concerns regarding food services.
- iii. The representative shall sit on the Campus Affairs Committee.
- iv. The representative shall report directly to the Chairman of the Campus Affairs Committee.
- v. The representative shall give weekly reports to Senate regarding the information exchanged from Aramark.
- vi. The Representative may be removed from office by a 2/3 vote of the Executive Board or 2/3 vote of Senate.

f. Public Relations Officer

- i. The Public Relations Officer shall be a Senator elected by Senate to serve one academic year term.
- ii. The Public Relations Officer shall report directly to the Secretary of Student Government.
- iii. He/she shall manage Student Government's social media sites as well as the official Student Government website.
- iv. He/She shall work with all Student Government members to develop marketing campaigns for Student Government events, programs and initiatives.
- v. The Public Relations Officer can be invited into Student Government committee, executive board, or any other event or meeting to capture photos of the moment.
- vi. All pictures captured shall be archived in a Student Government file available for all students to access.
- vii. The Public Relations Officer shall work with the Secretary to plan Forester Friday events.

- viii. The Public Relations Officer may be removed from office by a 2/3 vote of the Senate in the affirmative.

g. City Liaison

- i. The City Liaison shall be a Senator elected by senate to serve one academic school year.
- ii. The Liaison shall meet with a representative from the City of Lake Forest at least once a month to discuss the relationship between students and the city community.
- iii. The City Liaison shall sit on the Campus Affairs Committee.
- iv. The City Liaison shall report directly to the President of Student Government.
  - 1. In cases of dealing with community media, this liaison shall then and only then directly report to the Secretary of Student Government.
- v. He/She shall prepare a full monthly report on the affairs of their meetings and shall present this report during a Senate meeting.
- vi. If the Liaison determines that a report must be made outside of the scheduled monthly report the Chairman of the Campus Affairs Committee shall allow the Liaison to give his/her report as part of the Campus Affairs Committee Report.
- vii. The City Liaison may be removed from office by a 2/3 vote of Senate in the affirmative.

VII. Grounds and Development Committee Budget Guidelines

- a. Definition: Grounds and Development Committee shall be referred to as GDC.
- b. GDC shall be allocated \$10 for every student who is assessed the Student Activity Fee.
- c. Policies of GDC Budget Expenditure
  - i. The budget shall not be used for any on or off campus program by any organization, department, or office of Lake Forest College.
  - ii. As the budget cannot be used for programming, the GDC budget is not limited to or restricted by the policies regarding usage of the Student

Activity Fee as stated in other sections of these Lake Forest College Student Government By-Laws, excluding cases where Senate approval would otherwise be required.

- iii. The budget may be used on all grounds owned by Lake Forest College: all residential buildings on campus, excluding invitation only private lounges; the Commuter Student Lounge; all parts of the Mohr Student Center including the Main Floor, Simpson Balconies, and the Skybox; and all parts of the Stuart Commons, including but not limited to the Student Government Office, and the WMXM Radio Station.
- iv. Projects and the budget spent on such committee projects shall be at the discretion of the chair and the committee members. A majority vote is required within the committee for approval of all projects-
- v. All projects costing \$100 or more must be brought before the Student Senate for approval. In order for a project proposal to pass the Student Senate, 2/3 of the total Student Senate voting eligible members must vote in the affirmative. Regardless of cost, the Student Government Treasurer must be notified of all expenditures, whether it is reimbursable by cash, require a check requisition form, or be a transfer of GDC funds to another account within Lake Forest College.
- vi. For purchases outside of Lake Forest College, the Business Office requires original receipts to be provided as proof of purchase and/or services rendered for all purchases and events. Receipts for reimbursement must be submitted within ten (10) business days of installation of service or completion of service. All monetary transactions through the Business Office may not occur unless the transaction has been approved by the Student Government Treasurer.

VIII. Guidelines for the Clubs and Organizations Committee

a. Standard Club or Organization Approval:

A “Standard Club” is defined as any club or organization that serves the student body by uniting students through common interests or goals.

- i. The Club or Organization must have a constitution approved by the COC

Chair or duly appointed member of the COC. The Clubs and Organizations Committee Chair will appoint a member of the COC.

- ii. The Club or Organization must have a minimum of a four person Executive Board including a President, Vice President, Treasurer, Secretary - or an equivalent thereof. Each Officer must have, at least, a 2.5 overall GPA.
- iii. The Club or Organization must have a Lake Forest College Faculty or Staff Advisor.
- iv. The Club or Organization must hold a meeting with, at least, 10 interested full time students present. A member of the Clubs or Organizations Committee must be present to account for minimum quota.
  1. Academic clubs only must have at least 6 interested full time students present.
- v. Approval by the Clubs and Organizations Committee.
- vi. Approval by the Senate.

b. Academic Club or Organization Approval:

An “Academic Club” is defined as any club or organization that serves the student body by uniting students through common interests or goals but is associated with an academic department with a lens towards academic achievement.

- i. The Academic Club or Organization must have a constitution approved by the COC Chair or duly appointed member of the COC. The Clubs and Organizations Committee Chair will appoint a member of the COC.
- ii. The Academic Club or Organization must have a minimum of a four person Executive Board including a President, Vice President, Treasurer, Secretary - or an equivalent thereof. Each Officer must have, at least, a 2.5 overall GPA or Club Academic GPA Equivalent required for membership.
- iii. The Academic Club or Organization must have a Lake Forest College Faculty or Staff Advisor.
- iv. The Academic Club or Organization must have approval from the Head of the Department linked with the Academic Organization.
- v. The Academic Club or Organization must have approval from the Dean of

Faculty.

- vi. Approval by the Clubs and Organizations Committee.
- vii. Approval by the Senate.

c. Religious Club or Organization Approval:

A “Religious Club” is defined as any club or organization that serves the student body by uniting students through common interests or goals but with a focus on beliefs grounded in spirituality.

- i. The Club or Organization must have a constitution approved by the COC Chair or duly appointed member of the COC. The Clubs and Organizations Committee Chair will appoint a member of the COC.
- ii. The Club or Organization must have a minimum of a four person Executive Board including a President, Vice President, Treasurer, Secretary - or an equivalent thereof. Each Officer must have, at least, a 2.5 overall GPA.
- iii. The Club or Organization must have a Lake Forest College Faculty or Staff Advisor.
- iv. Approval by the Clubs and Organizations Committee.
- v. Approval by the Senate.

d. Approval Process:

In order that a club or organization may be recognized, the stated guidelines (academic, standard, and religious clubs or organizations) must be completed in the order written, stated above.

e. Club or Organization Standards for Maintaining Active Status:

In order that an Academic or Standard Club or Organization maintain Active Status:

- i. The Club or Organization must hold, at least, one campus event every semester.
- ii. The Club or Organization must have a minimum of a four person Executive Board including a President, Vice President, Treasurer, Secretary - or an equivalent thereof. Each Officer must have, at least, a 2.5 overall GPA.

- iii. The Club or Organization must have a Lake Forest College Faculty or Staff Advisor.
- iv. The Club or Organization must have at least 10 active members.
  - 1. Academic clubs must have at least 6 active members.
- v. Must hold a total of 4 monthly meetings, every semester. The fall semester is defined as beginning in September and ending in December. The spring semester will begin in January and end in April.
- vi. The Club or Organization must attend the C.O.R.E. Leadership Summit.
  - 1. A Club or Organization that fails to attend the C.O.R.E Leadership Summit will be subject to their budget and account being frozen in the same semester, unless they notify the Gates Center 72 hours prior to the event.
  - 2. The Club or Organization facing these consequences will not be able to apply for Discretionary or Speaker Funds for the same semester, until it contacts the Program Director of the Gates Center and follows the Prescribed procedure(s).
  - 3. If a Club or Organization facing these consequences did not apply for a semester budget, they will not be able to apply for Discretionary or Speaker Funds for the same semester, until it contacts the Program Director of the Gates Center and follows the Prescribed procedure(s).
- vii. The Club or Organization must complete the annual Spring Review.
- viii. The Club or Organization must keep the latest version of their Constitution and By-Laws uploaded on their My.Involvement webpage.
- ix. The Club or Organization must review, re-approve, and re-submit their Constitution and By-Laws every academic year.
- x. Voting Eligibility:
  - 1. Any potential club or organization cannot be eligible for an Active Status, unless their constitution allows for any Lake Forest College Student to be eligible for membership. Any club that is selective in its membership will be diverted to the Club Sports Department,

with the exemption of fraternities, sororities and honor societies. Performance shall be the only permissible basis for Club Sport's selectivity, unless that club is a fraternity, sorority or Honor Society chapter.

xi. Selection of an Advisor:

All recognized student organizations must have a faculty or staff advisor selected from Lake Forest College fulltime faculty or administrative staff members. In certain situations, as designated by the Gates Center, an organization will be directed to use a specific advisor. This staff member will have been chosen because of their capabilities in a specific area of expertise. In such cases, the student organization shall follow the guidelines of the advisor assigned. In all other cases, the organization may choose an advisor according to constitutional requirements. The following student organizations will be assigned advisors through the College:

1. Student Government
2. SPARK
3. Panhellenic Council
4. Interfraternity Council
5. Order of Omega
6. Omicron Delta Kappa
7. Stentor
8. WMXM
9. Forest Media

Academic based organizations will select advisors from the academic departments in which they relate.

xii. Change of an Advisor:

In the case that an advisor is no longer employed at the College or no longer wishes to remain an advisor for a student organization, the organization may change advisors. The student organization President shall meet with the Gates Center for the selection and approval of an appropriate replacement. The organization must complete the Change of Advisors form and submit it

to the Gates Center. If students would like to change their advisor based on the advisor's performance, the students should contact the Gates Center before moving forward. Every effort should be made to address any issues before the change process is initiated.

f. Definition of an Active Member:

An Active member is defined as a student who has been participating in a club or organization. To qualify as participating, a student must:

- i. Attend 2 of the 4 stated monthly meetings, throughout the semester, which are sponsored by the club or organization.
- ii. Attend the sponsored semester event by the club or organization.
- iii. If a student has attended 3 of the 4 stated monthly meetings throughout the semester, then she/he does not need to meet the criteria under Article VII - subsection f, parts i and ii.

g. Stasis:

- i. Should any Club or Organization, academic or standard, fail to meet these standards, as stated in Article VII - subsection d., the club in question will be given a 1-semester grace period, in order to meet the active club requirements. If those requirements are still not met, after 1 semester, the club in question will be put on "Stasis". "Stasis" is defined as a status that forbids the club in question to request or receive funding from the student government discretionary fund, (with the intention of spending the requested money on behalf of the club or organization) and hosting all campus events.
- ii. The grace period may be extended, by 1 semester, with a unanimous vote of the Clubs and Organizations Committee.
- iii. The club in question still maintains recognition and does not need to submit for re-approval.
- iv. After one academic year of Stasis, the club may petition for active status toward the beginning of the year if the majority of membership is new.
- v. After one academic year of Stasis and the club does not launch a successful petition for active status, the club will no longer be recognized

by Student Government. It will have to reapply in the future, as a new club.

#### IX. Student Activity Fee Funding

- a. All students shall be assessed a Student Activity Fee as determined by the Administration of the College in consultation with Student Government.
- b. Student Government shall have the authority to distribute the Activity Fee as long as the following requirements are met:
  - i. Student Government remain representative of the Student Body;
  - ii. Encouragement of a responsible Student Government through procedures that recognize and reflect individual expressions of funding priorities;
  - iii. Maintenance of an effective, community-wide communication systems on campus (i.e. *The Stentor* and WMXM);
  - iv. Support of comprehensive program of community-wide cultural activities;
  - v. Encouragement and support of a residence hall program (i.e. Residence Hall Association);
  - vi. Encouragement and support of subgroups within the total community that contribute to the strength and diversity of the entire community.

#### X. Policies for Student Activity Fee Allocation Requests

- a. Procedure
  - i. All programming that utilizes Student Activity Fee money must be open to the entire campus community.
    1. The event must also be advertised in a way so that the Student Body can easily be made aware of the event or program.
  - ii. The Mohr Student Center Fund, Speaker Fund, and Discretionary Fund request forms shall be available on the MyLakeForest Student Government page. When the Semester Budget Allocation Form is live it shall also be available on the MyLakeForest Student Government page.
    1. When requesting funding from these sources, organizations or individuals must provide as much information and specific details as possible, including itemized break downs.

2. The Mohr Student Center Fund shall be allocated by the Mohr Student Center Committee.
3. The Speaker Fund shall be allocated by the Executive Board.
4. The Discretionary Fund shall be allocated by the Student Senate. A 2/3 affirmative vote is needed to approve a request. The requests shall be discussed during New Business in the Student Senate meeting.
  - a. The Executive Board shall assume the power to allocate from the Discretionary Fund in time-sensitive matters such as but not limited to, during a week when the Student Senate does not meet. Extensive details must be disclosed to Senate at the next meeting.
    - i. Allocating Over \$500 In-between Senate Meetings
      1. A majority of voting eligible Executive Board members must vote in favor. A quorum must be present.
5. All Mohr Student Center, Speaker, and Discretionary Fund requests must be made at least 14 days prior to the scheduled date of the event.
  - a. Any student may request funding from the Discretionary, Speaker, or Mohr Student Center Funds.
- iii. In order to be reimbursed the Business Office requires original receipts be provided as proof of purchase and/or services rendered for all purchases and events. Receipts for reimbursement must be submitted within ten (10) business days from the date of the event or service. All monetary transactions through the Lake Forest College Business Office may not occur unless a check or petty cash requisition form has been approved and signed by the Student Government Treasurer, organization Treasurer, and the advisor of the organization.
  1. Whenever an outside of the College performer, speaker, service, rental or purchase that requires a check request form is contracted

the organization must also complete a W9 form. This form must be turned into the Business Office per Illinois and Federal tax law. The form is available in the Business Office and on the MyLakeForest Student Government page.

- iv. In order to be considered for a semester budget, an organization must complete and submit the Spring Review to the Clubs and Organizations Committee by the deadline set by the chair of the committee.
  1. This form must be available for at least two weeks prior to the deadline to submit it.
- v. An organization must also attend the mandatory CORE Retreat where the Student Government Treasurer presents the budget process to the representatives from the organizations. After the meeting, and before an organization submits its budget request for the subsequent semester, a representative must meet with the Student Government Treasurer to go over the request.
- vi. If an organization overspends, their budget the following semester will be reduced by the amount overspent. If an organization makes it a practice to overspend each semester, the Student Government Executive Board reserves the right to consider the organization ineligible to receive funding for up to two (2) semesters.
- vii. Every organization will be subject to audits performed by the Student Government Executive Board and/or the Financial Advisory and Assistance Committee of Student Senate. The audits will be overseen by the Office of the Dean of Students.
- viii. In the event that there is excess funding from an event or activity, the organization must submit a supplemental request outlining the intended usage of the surplus funds. The request must be approved by the Executive Board through a majority vote.
- ix. Requested funds may be allocated in partial amounts when the Executive Board or Student Senate deems necessary.

#### XI. Funding Policy and Guidelines

- a. Printing.
  - i. Printing funds for advertising purposes are limited to \$50 per semester.
    - 1. Print jobs \$15 or more must be approved by the Executive Board.
  - ii. Printing funds for Academic organizations for the use of printing materials are limited to \$50 per semester.
  - iii. Printing funds for organizations that produce publications shall be allocated at the discretion of the Executive Board.
- b. Philanthropy
  - i. Philanthropic events are limited to \$1,000 per event.
- c. Food.
  - i. Funding for food must be relevant to a specific event.
    - 1. No money will be allocated for food for a regularly scheduled organizational meeting.
  - ii. Funding for food to be used at a program is limited to \$250 per event.
  - iii. Funding for a dinner is limited to \$700 per event.
    - 1. The dinner must be open to all students.
- d. Travel
  - i. Organizations may request up to \$50 for transportation each semester.
    - 1. An exception to this rule may be made at the discretion of the Executive Board.
  - ii. Community service orientated organizations shall be allocated up to \$500 for travel each semester.
    - 1. The organization must submit transportation costs attached to individual projects.
  - iii. Competition teams shall be allocated up to \$350 for travel each semester.
    - 1. The teams must submit transportation costs attached to specific conferences or competitions.
    - 2. Competition teams shall have the right to petition Senate for more funds for attending a tournament/competition.

- iv. Student Government shall have the discretion to fund up to \$20 per student per night for hotel costs for both community service and competition teams.
  - 1. No other programming hotel costs will be funded.
  - 2. This is not a guaranteed funding amount due to the limited funds available and the high cost to student ratio.
  - 3. In the event that a Discretionary Fund request is submitted and is approved by Student Senate, it will then also need to be approved by the Executive Board following the Senate meeting in order to be adopted.
  - 4. In the case of a competition team attending tournament/competition, this rule shall not apply and funding is at the discretion of Senate.
  - 5. An exception to this rule may be made at the discretion of the Executive Board.
- e. Recruitment.
  - i. No Student Activity Fee money shall be used for recruitment events.
    - 1. This regulation is enforced for Fraternities, Sororities, and other student organizations.
- f. DJ's.
  - i. The maximum funding for a DJ shall be \$500 per event.
  - ii. No student shall be paid for serving as a DJ.
- g. Homecoming Fund
  - i. Organizations seeking reimbursement for float decorations for Homecoming festivities (not to exceed \$50 and not to support any tailgating activities) must submit itemized request forms to the Gates Center no later than 14 days prior to Homecoming Saturday.
  - ii. The Gates Center must sign off on a petty cash voucher in order for a reimbursement to be made.
- h. Limitations on Funding Usage.
  - i. No apparel may be purchased using Activity Fee money.

- ii. No flags or banners may be purchased using Activity Fee money
  - iii. Student Activity Fee money shall not be used for the purchase of alcoholic beverages.
  - iv. No payments may be made to students as compensation for services provided.
  - v. Items and services not included in this section of these bylaws may also not be funded at the discretion of Student Government.
  - vi. Student Government reserves the authority to request that physical purchases be returned to Student Government following the event they are purchased for in order to use the item for future events.
- i. Mandatory Funding
- i. Student Government must request an operating budget in order to continue to successfully operate and serve the Student Body.
  - ii. The Discretionary Fund shall have no less than \$8,000 allocated to it each semester.
  - iii. At least \$5,000 each semester must be reserved for speakers.
    - 1. This may all be allocated to the Speaker Fund, or a portion of it may be given to organizations during the budget allocation process.
  - iv. The Mohr Student Center Committee will be allocated a minimum of \$14,000 per semester.
  - v. The Stentor must be funded in order to maintain communication with the Student Body. This amount shall be decided by the Executive Board upon an educated recommendation by the Editor in Chief or an officer of their choosing.
  - vi. WMXM Radio must be funded in order to continue operations. This includes necessary fees and supplies deemed important to the existence of the organization. Funds to be used for the upkeep, maintenance, and replacement of equipment may be funded conditionally. WMXM will be encouraged to request needed improvements from the Grounds and Development Committee.

- vii. SPARK must be funded a minimum of \$85,000 for the full year. SPARK may request more than the \$85,000, and will be permitted to apply to the Discretionary, Speaker, and Mohr Student Center Funds during the semester if required.
- viii. A Major Programming Fund will be created. This money will be transferred to the Gates Center at the beginning of the Fall Semester for the full year. This fund will be composed of \$25 per Activity Fee paying student.
  - 1. This money shall be used for New Student Orientation, Homecoming, and other major campus programming that is organized by the Gates Center.
- ix. Club Sports shall be funded at least \$10,000 per full year. It is at the discretion of the Executive Board to approve any funding above this amount. The increase may be vetoed by 2/3 of Senate. The full amount funded to Club Sports shall be transferred to Athletics at the beginning of the Fall Semester. Athletics must at least match this amount. If Athletics does not, Senate has the right to decrease its funds to an amount it deems appropriate through a 2/3 vote in the affirmative.
  - 1. Club Sports shall itemize all of their expenses for Student Government.
  - 2. The funds carry with them the same restrictions as set forth by Article X subsections a) through h), along with subsection j) of these by-laws.
  - 3. If abuse is discovered in this regard, Student Government has the right to reclaim and retain all remaining funds given for the current and following academic year. Club Sports organizations will have to request funds for specific purchases from Student Government during those years.
- x. Residence Hall Affairs Committee must be funded at least \$3,000 per year. Residence Life should at least match this amount.

1. Any projects costing more than \$100 must have Senate's successful vote of approval.
  - j. Any use of Student Government funds in excess of \$5,000 for specific events and purchases must be approved by the Student Senate through a 2/3 vote in the affirmative.
- XII. Appeals Process
- a. If a Mohr Student Center, Discretionary, or Speaker Fund request is denied, the student or organization that submitted it may reapply as many times as they would like.
  - b. Semester Allocations Appeals
    - i. Any organization that meets the requirements to submit a budget and submitted a budget by the deadline will be eligible for an appeal.
    - ii. Appeals to budget allocations should be emailed to the Student Government Treasurer and the Student Government President.
    - iii. The appeal must be submitted within 10 days of receiving the budget from the Student Government Treasurer.
- XIII. Miscellaneous
- a. Ethics
    - i. No member of Student Government may enter into any contracts or agreements on behalf of Student Government without a 2/3 vote of Senate approval. No member may misrepresent his or her authority with respect to Student Government.
      1. Violating the By-laws or Constitution shall be grounds for impeachment.
  - b. Institutional Memory and Transparency
    - i. Near the conclusion of the semester, the President and Vice President shall jointly compose a summary of its major initiatives, including areas where further action is needed. The Treasurer will prepare a report showing the

budget for the Fiscal Midyear, along with any financial rule changes. The Treasurer will also compare the current budget with the budgets of the past two (2) academic years.

- ii. Near the end of the academic year, all Student Government Staff and committee chairs that existed at any point during the year will prepare a summary of all major initiatives implemented or considered in their committees, including significant actions taken, obstacles faced, current status and their recommendations on the course of future action.
- iii. The Parliamentarian will compile any changes, or changes that came to a Senate vote, to the by-laws and Constitution. He/she shall also recommend any changes to the By-laws and Constitution in the report, if he/she has any.
- iv. The Secretary will compile all previously mentioned reports in this section and present it to the President of Student Government, who will then present to the student body through a “Student Announcement” email and all other mediums deemed necessary. The Secretary shall also archive the final report online and put a physical copy in the Student Government Office.
- v. Unless otherwise stated by the President, any document produced by Student Government shall be considered public information.
- vi. If the President exercises his/her power to create an Ad-hoc committee, he/she must inform Student Government by the next Senate meeting.
- vii. These reports may only be made by the people currently holding the mentioned offices.

c. Original Intent

- i. These by-laws are subject to interpretation only when ambiguity arises. When this happens, no interpretation can be made that conflict with another by-law or the Constitution.
  1. Interpretations may not be appealed unless there is a different Parliamentarian or the current Parliamentarian changes his/her mind.

d. Sunset Clause

i. Student Government must vote to renew or amend the By-laws every academic year. A supermajority of Senate must vote in the affirmative to renew the By-laws.

1. In the case of a gridlock, the Parliamentarian has the authority to renew the By-laws by him/herself.

e. Parliamentary Authority

i. The rules contained in Robert's Rules of Order shall govern all Student Government meetings in all cases in which they are applicable and in which they do not conflict with the By-laws and Constitution. The Presiding Officer (the President, in the case of Senate meetings) has the right to deviate from Robert's Rules of Order to the extent that the Parliamentarian will allow.

f. Senate Meetings

i. Student Government shall convene weekly, unless school is canceled during a normally established meeting time.

XIV. Removal or Leave from Office

i. A Student Government member may only be removed or leave Student Government by way of resignation, impeachment or failing to meet attendance obligations.

b. Impeachment

i. A Student Government member need not be impeached for failing to maintain attendance obligations as set forth by these by-laws. Removal is at the discretion of the Executive Board of Student Government.

ii. Impeachment proceedings may be initiated against any member of Student Government.

iii. Said proceedings may be initiated by a Senator's motion to impeach.

1. A Senator may only make a motion to impeach or be a signatory on a Statement of Charges once per Senate meeting.

- iv. The Senator raising the motion to impeach shall present a formal written statement of charges. It must be read aloud to Senate.
  1. The Statement shall consist of:
    - a. Name(s) of the accused and office(s) held.
    - b. Grounds for impeachment.
    - c. Three signatures of Student Government members not on the Executive Board.
  2. There shall be a five (5) minute questioning period toward the Senator bringing forth the Statement. Questioning may be extended through a 2/3 vote of Senate.
  3. When time elapses or through a motion of cloture, Senate will automatically move to vote on this issue.
  4. If the motion carries by a simple majority, the impeachment trial will be scheduled at the Chief Justice's discretion.
  5. The Parliamentarian will preside over the trial as the "Chief Justice".
  6. Normal attendance policies shall apply to all Student Government members for the trial.
  7. The Student Government Advisor shall appoint One (1) Faculty member, one (1) Staff member and two (2) students who are not members of Student Government to sit as "Justices" for the trial. The Student Government Advisor shall not be a Justice.
    - a. Any objections to individuals chosen as a Justice due to a conflict of interest shall be brought to the Dean of Students. If the Dean of Students agrees that there is a conflict of interest with an individual, the dean shall appoint a suitable replacement.
  8. If the Parliamentarian is the accused, the accuser or written his/her name on the Statement of Charges, the Student Government President shall call on the Dean of Students to appoint a student

who is not a member of Student Government to preside over the trial.

9. At the trial's start, the Senator that brought forth the Statement of charges will have 10 minutes to make his/her case. This time may be yielded to witnesses.
10. Questioning will then commence until a 2/3 motion carries to close questioning.
11. Then, the accused will have 15 minutes to launch a defense. This time may be yielded to witnesses.
12. Questioning will then commence for 3 minutes and will then persist until a motion carries to close questioning.
13. A pro-con sequence of speeches of 3 minutes with 2 minutes of questioning will commence until a motion to end debate is made. This can only be carried by a 2/3 vote of Senate in the affirmative.
14. Then, the Chief Justice and his/her fellow Justices will be given 15 minutes to recess and deliberate on the verdict. Deliberations shall be private and off record.
  - a. Additionally, the Chief Justice shall write an Opinion as to why he/she rules the defendant guilty or innocent. The Opinion shall be public record.
15. Following deliberations, the Presiding Officer of the trial will render their verdict immediately—or within one week of the trial, if more deliberations are required.
16. All five Justices must be present for the trial to begin and to persist; this includes deliberations.
  - a. Additionally, a Student Government member may only be found guilty if 3/5 Justices rule the defendant as guilty.
17. All persons testifying must take an oath to “tell the truth, the whole truth and nothing but the truth.”
18. Anyone found to have committed perjury will be expelled from Student Government and ineligible for future membership.

19. If the defendant is found guilty, that person will be expelled from Student Government and will be ineligible for future membership in Student Government.
20. The verdict may not be appealed, unless the Dean of Students agrees that perjury took place in the trial in question.
  - a. The Presiding Officer shall dictate the appeal process, unless the Dean of Students agrees that there is a conflict of interest with the Parliamentarian.
21. The rule of Double Jeopardy shall apply in the case of the defendant being found innocent.

XV. Amendments

- a. Any student may submit an amendment to these by-laws.
- b. The amendment(s) shall be adopted by a 2/3 vote of all Senators currently holding office.
- c. The president must sign and date the By-laws immediately when the amendment(s) are adopted.

President \_\_\_\_\_

Date: \_\_\_\_\_