

# 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

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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.



- 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. Senat

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.
3. Meetings of the Student Government will be conducted according to *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.  
**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



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

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
    - 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 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

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 *Ro 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 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





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