

Lake Forest College Student Government By-Laws



Amended – Spring 2025

Ratified By - Student Government Senate

Student Government By-Laws

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Article I: Definitions

Section A: Legislation.

1. Refers to any proposed bill, resolution, request of approval, request for support of Senate initiatives, statement of support, or position of power.
 - a. This definition does not encompass any proposed modifications to the Constitution of By-Laws. In the absence of an emergency authority laid out by the constitution, these documents can be voted on the same day they are

presented, with approval from the President, and with a motion from the Senate.

Section B: Student.

1. An individual who has duly paid the student activity fee for the ongoing semester in question.

Section C: Quorum.

1. During a Student Government Senate, Executive Board, or Standing Committee meeting, quorum shall be deemed to be met when 2/3 of the voting members are present. In the event that a quorum is not attained, the meeting may proceed; however, no votes on legislation shall be conducted.
 - a. The Treasurer and Secretary shall be included in the quorum count, while the Vice President and Parliamentarian, if applicable, shall not be included.

Section D: Vote.

1. Unless specifically specified otherwise within these By-Laws, a vote shall be considered successful and approved when 2/3 of the voting members cast affirmative votes, provided that quorum is present during the voting process.

Section E: Student Government Member.

1. Any individual that occupies an office position as outlined in the Constitution and these By-Laws.

Section F: Minor Ethics Violation.

1. Any breach in the provisions outlined in *Article XI* of the Student Government Constitution, which does not constitute a violation of state or federal laws, ordinances, shall encompass various actions.
 - a. These actions include, but are not limited to, instances of inadequate transparency, violations of campus policies, lack of respect toward members of the Lake Forest College community, failure to adhere to ethical conduct as per the guidelines or Roberts' Rules of Order, claiming to represent the entire Student Government body when promoting personal events and/or projects, or claiming to speak on behalf of an individual member of the Student Government without obtaining their consent.

Section G: Major Ethics Violation.

1. Any breach in the provisions outlined in *Article XI* of the Student Government Constitution that contravenes state or federal laws, ordinances, or college policies.

Section H: Substantive Complaint.

1. A complaint that significantly impacts the functioning of Senate, the overall atmosphere of Senate, hampers the ability of Senators to carry out their respective responsibilities effectively, or highlights a Minor Ethics Violation.

Section I: Senate Staff.

1. Senators that hold positions underneath the Executive Board and are required to attend Executive Board or Senate Staff meetings as requested by the President. The Senate Staff comprises the following positions.
 - a. Campus Affairs Committee (CAC) Chair.
 - b. Grounds and Development Committee (GDC) Chair
 - c. Residence Hall Affairs Committee (RHAC) Chair.
 - d. Marketing and Communications Committee (MCC) Chair.
 - e. Campus Dining Representative.
 - f. City Liaison.

Section J: Point of Order.

1. In parliamentary procedure, a Point of Order refers to the act of raising awareness or objecting to a violation of a rule, a procedural matter, or personal affront during a meeting.

Section K: Point of Information/Clarification.

1. In parliamentary procedure, a Point of Information/Clarification is raised when an individual requires additional information or context regarding a particular matter under discussion.

Section L: Point of Privilege.

1. In parliamentary procedure, a Point of Privilege is a motion that enables individuals to raise requests or concerns regarding the rights and privileges of the assembly as a whole. Questions of Privilege often pertain to matters that effect the overall well-being, comfort, safety, amplification, or assistance of the assembly.

Section M: Presiding Officer.

1. The Presiding Officer of the Student Government Senate, responsible for upholding order and decorum, recognizing members to speak, and interpreting the Senate's

rules, practices, and precedents during meetings is the President by default. The line of succession for the Chair of Student Government shall be as follows.

- a. Vice President.
- b. Secretary.
- c. Treasurer.
- d. Parliamentarian

Article II: Meeting Procedure

Section A: Meeting Commencement

Section B: Attendance.

1. The Secretary shall assume the responsibility of conducting roll call at the beginning of every Senate meeting.
2. Official meetings shall not be held without achieving quorum as outlined in the Constitution *Article IV, Section D, Subsection 2*.

Section C: Approval of Previous Minutes.

1. The Senate shall vote to approve or amend the minutes from the previous meeting.

Section D: Executive Board and Senate Officer Reports. (Club Council Rep Report)

1. Reports shall begin with the Executive Board, adhering to their order as defined by the line of succession. Subsequently, Senate Officers shall deliver their reports following the sequence outlined in *Article III, Section C*. of the Constitution.
2. Each individual shall deliver their respective reports within 5 minutes, unless granted an extension by the President. In the event of an extension being granted, the report shall conclude once a motion to end that specific officer's report carries.
 - a. The President, however, may avail themselves of up to 10 minutes to present their officer report.

Section E: Unfinished Business.

1. Any business that pertains to agenda items or matters that remained unresolved during the previous Senate meeting.

Section F: Old Business.

1. Any business that consists of items previously discussed by the Senate that are ready for formal approval.

Section G: New Business.

1. In the event that quorum is not met, this section shall be omitted from the meeting agenda, and the pieces of legislation shall be carried over to the subsequent meeting.
 - a. Should the meeting progress beyond the *New Business* agenda item and the quorum is subsequently met, a Senator may propose a motion to reintroduce *New Business*.
2. Legislation shall be promptly listed under the New Business agenda item, immediately following the completion of the Officer Reports. The order of Legislation proceedings shall operate in accordance with *Article II, Section H.* of these By-Laws.

Section H: Legislation.

1. Submitting Legislation.
 - a. The author or committee chair is obligated to inform the President of the proposed legislation and to promptly submit the finalized form of said legislation to the Secretary, ensuring it is done at least 24 hours in advance unless otherwise stated by the President or the Parliamentarian.
 - b. To ensure compliance with the Student Government Constitution and By-Laws, the proposed legislation should bear the signature of the Parliamentarian, serving as an acknowledgement that it does not violate any provisions outlined therein.
2. Introducing Legislation.
 - a. Prior to introducing Legislation, a motion must be raised on the floor. This motion requires a second and a 2/3 majority vote to allow for its introduction.
 - b. Legislation can be presented before the Senate through the following avenues.
 - i. Obtaining approval from the President.
 - ii. Obtaining approval from the Parliamentarian.
 - iii. Gaining unanimous approval from the Executive Board.
3. First Reading.

- a. The President shall allow the legislation author or sponsor to read the legislation aloud to the Senate.
- b. Following the reading, any Senator or proxy may request amendments to be made to the legislation.
 - i. The author reserves the sole authority to make amendments before the pro-con sequence of speeches during the Second Reading.
- c. All voting on pieces of legislation shall take place during the Second Reading. This shall take place at the meeting that immediately follows the one in which the legislation is presented.

4. Second Reading.

- a. The President shall allow the legislation author or sponsor to read the legislation aloud to the Senate.
- b. Following the reading, any Senator or proxy may request amendments to be made to the legislation.
 - i. The author reserves the sole authority to make amendments before the pro-con sequence of speeches begins.

5. In Favor/Opposition Debate.

- a. Once the first speech in favor of the legislation commences, any amendments must be deferred until after the legislation is either adopted or rejected.
 - i. If an amendment is proposed after the legislation fails, the amended version of the legislation can be resubmitted during the current meeting or added to the agenda for the next meeting.
 - I. In the event that the legislation is resubmitted during the same meeting, it will be considered the last piece of legislation received and will thus be placed at the end of New Business.
- b. After reading the legislation and any amendments made to it, the author or sponsor may yield their speech time to another representative to speak in favor of the legislation.
 - i. The speaker shall have three (3) minutes for their in-favor speech followed by a two (2) minute questioning period. If there is any unused speech time or unanswered questions, the remaining time may be yielded to any present member.
 - I. The questioning period may be extended through a Senate motion that receives a 2/3 majority vote.

- ii. The President reserves the right to limit comments, both in support and opposition, at any point during the discussion.
- c. Subsequent to the questioning period, the President shall request a speech in-opposition to be delivered. The speech in-opposition shall be granted the same privileges as the speech in-favor.
 - i. If there is at least one speech in-opposition, it must be presented before voting on legislation's approval or rejection takes place.
- d. The sequence will alternate between speeches in-favor and in-opposition until a Senator makes a motion of closure. This motion must be seconded and requires a 2/3 majority vote to end debate.

6. Voting.

- a. Votes shall be conducted by show of hands, unless a Senator raises a point of privilege and requests votes to be cast by paper ballot. In such cases, there no second or vote required for the usage of paper ballots.
- b. In the event that legislation pertains to the approval of an organization, members of that organization may be asked to leave the room during the voting process.
- c. A piece of legislation will only be adopted and or approved if a 2/3 majority vote is reached by the Senate.
- d. All Discretionary Funding requests will be listed under New Business and will be resolved before other pieces of legislation.
 - i. Once a request has been adopted, it may not be rescinded unless it was originally approved under false pretenses, and the allocated funds have not been utilized.
 - ii. During the time between New Business and the adjournment of the meeting, the President retains the right to use their discretion to add additional sections as deemed necessary.

Section I: Announcements and Meeting Conclusion.

Article III: Attendance Policy

Section A: Senator Rights.

- 1. Every Senator possesses the right to access and inspect the attendance records of all Senators, Executive Board members, and the Student Government Advisor.

- a. These records pertain to all Senate and standing committee meetings. The Secretary shall assume responsibility for enforcing these provisions.

Section B: Unexcused Absences.

1. An unexcused absence to a Senate meeting shall be recorded when a Senator fails to provide twenty-four (24) hours prior notice via email to the Secretary regarding their absence from the meeting.
 - a. Each unexcused absence to a Senate meeting will count as one (1) unexcused absence in the attendance records.
2. An unexcused absence to a committee meeting shall be recorded when a Senator fails to provide a valid excuse for their absence from the meeting.
 - a. Each unexcused absence to a committee meeting will count as one-half (1/2) of an unexcused absence.
3. When a Senator reaches (2.5) unexcused absences, they shall be subject to removal at the behest of the Secretary and discretion of the Executive Board.

Section C: Excused Absences.

1. An excused absence shall occur when a Senator must miss a meeting due to a family emergency, illness, class field trip, or other academic or athletic obligations.
2. The Senator must communicate one of the previously mentioned excuses to the Secretary via email, along with the name of their designated proxy who will attend the entire meeting on their behalf. See Article III, Section D of this Constitution for additional information on Proxies.
3. A Senator is allowed a maximum of two (2) excused absences each semester.

Section D: Proxies.

1. A student may only act as a proxy for a Senator if they fulfill one of the following criteria.
 - a. The student is in the same class as the Class Senator.
 - b. The student resides in the same Campus (North, Middle, South) as the Campus Residence Senator.
 - c. The student and the Senator are both commuter students.
 - d. The student and the Senator are both residents of the Arrive apartments.

- e. The student and the Senator are both international students.
 - f. The student and the Senator are both members of Varsity Athletic teams at the College.
 - g. The student and the Senator are both members of a Fraternity/Sorority organization at the College.
 - h. The student and the Senator are both members of an Identity Group at the College.
 - i. The student and the Senator have both transferred to the College.
 - j. Any ambiguity or grey area found within these criteria shall be left subject to the discretion of the President.
2. A Senator's proxy cannot be a current member of the Senate.
- a. With the approval of the President, a Senator may request that member of the Executive Board serve as their proxy so long as the above requirements are met.
 - i. The President and the Parliamentarian cannot serve as proxies for any Senate member.
3. Only the Student Government Advisor may serve as the proxy for the Parliamentarian.
4. All approved proxies shall have the following rights.
- a. The proxy shall be granted the right to cast a vote.
 - b. The proxy shall be considered for quorum calculations.
 - c. The proxy shall be granted the right to participate in debates.
 - d. In the event that the Proxy is standing in for an Officer listed in the Constitution, they shall be granted the right to deliver that Officer's weekly report.

Article IV: Senator Duties

Section A: Student Government Senators Shall Do The Following.

- 1. Senate members shall represent the concerns and interests of their constituents.

2. Senate members shall represent Student Government at officially scheduled tabling event sessions and promptly respond to availability requests made by the Secretary for this purpose.
 - a. This duty shall not be mandatory for Commuter Senators, though they may volunteer to participate by communicating their interest directly to the Secretary.
3. Senate members shall serve on at least one standing committee of Student Government and effectively complete tasks as delegated by the committee chair for the subsequent meeting.
 - a. Standing committees include the Grounds and Development Committee (GDC), the Campus Affairs Committee (CAC), the Constitution and By-Laws Committee (CBC), the Residence Hall Affairs Committee, and the Marketing and Communications Committee (MCC).
4. Senate members shall adhere to a 'business casual' dress code, for further details please refer to the Standard Operating Procedures.
5. Senate members shall solicit participation and maintain a positive and professional image of Student Government.
6. Senate members shall vote on all budget requests and legislation that comes before the Senate.
7. Senate members shall attend and assist all Student Government sponsored functions.

Article V: Handling Ethics Violations

Section A: Description Overview.

1. Handling Minor Ethics Violations and Internal Disputes as brought by the Parliamentarian of Student Government
2. The purpose of this procedure is to establish Student Government's self-sufficiency in managing internal disputes and ensuring accountability.
3. This procedure is designed to address complaints related to possible Minor Ethics Violations (See Article I, Section F. of these By-Laws for a definition), as well as complaints which concern internal disputes.
4. The primary objective of this procedure is not punitive but aims to foster improved communication and maintain a civil Student Government atmosphere.

5. If any member of the Student Government is concerned about the well-being of another member, they are encouraged to report this information through the administrative processes at Lake Forest College.

Section B: Submitting Complaints.

1. Any member of the Student Government wishing to utilize Student Government resources to resolve a dispute must report their concern to the Student Government Parliamentarian.
 - a. The complainant must submit a written letter explaining the details of the complaint.
 - i. All written complaints must include the name of the complainant(s).
 - ii. Any anonymous complaints will not be accepted.
 - b. In the event that there is no student Parliamentarian, the complaint should be directly submitted to the Secretary, and the procedure described in Article V, Sections D & E. of these By-Laws will be handled by the Secretary and the Vice President.
 - c. If the complaint is regarding the Secretary, the procedure described in Article V, Sections D & E. of these By-Laws will be handled by the Parliamentarian and the Vice President.
 - d. If the complaint is regarding the Parliamentarian, the procedure described in Article V, Section D & E. of these By-Laws will be handled by the Secretary and the Vice President.

Section C: Handling Multiple Complaints Against One Complainee.

1. If there are multiple complaints raised against a complainee by the same complainant party, each different complaint must be reported through a separate written letter.
2. If there are multiple similar complaints raised against a complainee by different complainant parties, each different complaint must be reported through a separate written letter.
3. If the same complainant party has a complaint against more than one potential complainee, they must submit a different written letter for each potential complainee.
4. Each letter submitted must be regarded as a separate case.
5. The complainee must be informed of each complaint made against them.
6. Each complainant party will have a separate 'joint meeting' as described in Article V, Section G. of these By-Laws.

7. Mediations will occur with only one complainant party at a time.

Section D: Informal Dispute Management Process.

1. Before making a formal complaint, every member of Student Government should attempt to resolve their issues civilly outside of Student Government.
 - a. This could be in form of a simple conversation between the complainant(s) and the complaine.
2. If the complainant(s) and the complaine deem it necessary, they are encouraged to seek advice on how to proceed from the Parliamentarian.
3. All members of the Student Government must follow the Informal Dispute Management Process before proceeding to the Formal Dispute Management Process.

Section E: Formal Dispute Management Process.

1. Upon receiving any written complaints, the Parliamentarian is responsible for determining whether the complainant(s) have followed the Informal Dispute Management Process.
 - a. If they have not, the parliamentarian will direct the complainant(s) to proceed with the Informal Dispute Management Process.
 - b. If they have, the Parliamentarian will proceed with the steps outlined in Article V, Sections F, G, H, I, J of these By-Laws.

Section F: Assessing and Evaluating Complaints.

1. Within five (5) business days of being notified of an unsuccessful Informal Dispute Management meeting, the Parliamentarian will review the complaint and decide whether it fits the definition for a Substantive Complaint (See Article I, Section H. of these By-Laws for the definition and criteria) and whether it is material enough to be dealt with through the Formal Internal Management Process.
 - a. If the Parliamentarian finds that the complaint does not fit the definition for a Substantive Complaint, the Parliamentarian shall explain to the complainant(s) that their complaint will not be handled through the internal Student Government processes.
 - b. If the Parliamentarian finds that the complaint does fit the definition for a Substantive Complaint, the Parliamentarian and the Secretary will proceed with the steps outlined in Article V, Sections G, H, I, & J. Of these By-Laws.

2. After the Parliamentarian decides a complain qualifies as a Substantive Complaint, they will have a 'joint meeting' with the complainant and a joint meeting with the complaine.

Section G: Joint Meetings.

1. The purpose of these meetings shall be to review the details of the complaint, uncover any additional facts about the complaint, and encourage constructive dialogue between the parties involved.
2. The Parliamentarian shall be responsible for reviewing the nature of the complaint with the complainant.
 - a. The Parliamentarian shall be responsible for inquiring about any further details of the complaint with the complainant.
 - b. The complainant may not be denied fair treatment through any Student Government process.
 - c. The conversation shall pertain only to the complaint(s) brought forth in the written and signed letter of complaint.
 - d. If any new complaints are brought forth during the conversation, the complainant(s) shall be instructed to submit a new written letter detailing the complaint to the Parliamentarian.
 - e. In the event that there are multiple complainant parties, each party will have a separate 'joint meeting'.
3. The Parliamentarian shall be responsible for reviewing the nature of the complaint with the complaine.
 - a. The complaine must be informed of the nature and cause of the complaint against them and confronted with the witness(es) against them.
 - b. The Parliamentarian shall be responsible for inquiring about any further details of the complaint from the perspective of the complaine.
 - c. The complaine may not be denied fair treatment through any Student Government process.
 - d. The conversation shall pertain only to the complaint(s) brought forth in the written and signed letter of complaint.

Section H: Reviewing The Complaint After The Joint Meeting.

4. After the Parliamentarian has 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.
 - a. If the Parliamentarian determines that the complaint no longer qualifies as a Substantive Complaint, the Parliamentarian will explain to the complainant(s) that the complaint will no longer be handled through any Student Government processes.
 - b. If the Parliamentarian determines that the complaint still qualifies as a Substantive Complaint, the Parliamentarian shall proceed with the steps outlined in Article V, Sections I & J. of these By-Laws.

Section I: Resolving Complaints.

1. Mediation Stage.

- a. After meeting with the complainant and the complainees, the Parliamentarian may arrange additional mediation between the parties involved to facilitate constructive dialogue.
- b. Additional meetings may be set up to help resolve the conflict.
- c. In the event that there are multiple complainant parties, separate mediations will occur for each complainant party.

2. After Mediation Stage.

- a. If the conflict has been resolved to the satisfaction of all parties involved, the Parliamentarian may check in with the parties involved two (2) to four (4) weeks after the situation was deemed resolved to ensure the issue remains resolved.
- b. If the conflict persists and the meetings and mediation prove unsuccessful, the Parliamentarian should consult the Student Government Advisor for advice on how to proceed.

Section J: Completing The Process.

1. At the end of the process, a formal report will be written by the Parliamentarian and submitted to the Secretary for filing. The report shall consist of the following pieces of information.
 - a. The decision on whether the complaint fit the definition of a Substantive Complaint.

- b. If the Formal Dispute Management system was needed to resolve the conflict.
 - c. If the conflict was resolved.
 - d. If it was necessary to consult the Student Government Advisor.
 - e. If the situation remained resolved after two weeks.
2. This report shall then be regarded as an example or guide to be considered in subsequent or similar cases.

Article VI: The Executive Board

Section A: General Overview.

1. The Executive Board shall function as the central administrative body of Student Government.
2. The President, Vice President, and Parliamentarian shall not have voting powers in Student Government Senate, whereas the Secretary and Treasurer retain voting powers.
3. The Executive Board shall take responsibility for approving changes to the Student Organization Funding Guidelines.
4. Any money allocated to Fixed Costs through the Student Activity Fee shall be reviewed and approved by the Executive Board for the fiscal year.
5. The Executive Board and Student Government Senate shall receive regular updates from the Chair of Club Council on the affairs of student organization.
6. During the periods when the Student Government Senate is not in session (e.g., summer and break periods), the Executive Board shall retain administrative responsibilities and authorities to continue the work of Student Government.
 - a. Any authorities exclusive and limited to the Student Government Senate (e.g., passing legislation) may not fall under this provision.
7. By the end of the academic year, each Executive Board member is required to prepare an annual report related to their work within Student Government and its impact on the campus community in their official capacity.
 - a. This report shall be submitted to the Secretary for proper filing.

Section B: The President.

1. The President shall serve as the Chief Executive Officer of Student Government.
2. The President shall be elected by the student body to serve one academic year term.
3. The President is the presiding officer of both Executive Board and Student Government Senate meetings.
4. In the event of a vacancy within the Student Government appointed positions, the President shall assume the responsibility to appoint qualified replacements.
5. The President shall speak on behalf of Student Government.
 - a. Any other member seeking to do so must receive prior the approval from the President.
6. The President shall serve as a voting member of College Council.
7. The Student Government President shall meet with the Lake Forest College President on a regular basis.
8. The President shall meet with the Board of Trustees as requested.
9. The President shall attend Faculty Meetings when invited by faculty as outlined in the Faculty Handbook.
10. Any money allocated to the Student Government Discretionary Fund (i.e., administrative fund) through the Student Activity Fee shall be subject to allocation by the President with advice and unanimous consent of the Executive Board.

Section C: The Vice President.

1. The Vice President shall serve as the Chief Operations Officer of Student Government.
2. The Vice President shall be elected by the student body to serve one academic year term.
3. The Vice President shall serve as the President and presiding officer in the event of the President's absence or incapacitation.
4. The Vice President shall oversee all Senate Staff positions and internal committees.
 - a. The Vice President shall assume direct responsibility for supporting the work of the Campus Affairs Committee Chair and the Grounds and Development Committee Chair.
5. The Vice President shall oversee Student Government elections and chair an election committee if called for by the Executive Board.

6. The Vice President shall serve as the presiding officer of the College Life Committee (CLC).
7. The Vice President shall assist in coordinating any Student Government sponsored event in conjunction with the Secretary.
8. The Vice President shall meet with the Dean of Students on a regular basis.

Section D: The Secretary.

1. The Secretary shall serve as the Chief Administrative Officer of Student Government.
2. The Secretary shall be elected by the student body to serve one academic year term.
3. The Secretary shall serve as the minute-taker at all Executive Board and Senate meetings.
4. The Secretary shall be responsible for publishing the official minutes of each Senate meeting within one week from their date of occurrence, ensuring public access to these records.
5. The Secretary shall take attendance at all Executive Board and Senate meetings and notify the Executive Board of attendance failures.
6. The Secretary shall maintain Student Government tabling operations.
7. The Secretary shall maintain records of legislation, appointments, and vacancies.
8. The Secretary shall manage public relations in the following ways.
 - a. Ensuring the approved minutes of the Student Government Senate are made publicly available within the timeframe outlined in Article IV, Section D, Subsection 8. Of the Student Government Constitution.
 - b. Maintaining regular communication with the student body through official communication channels (i.e., social media accounts, email, public postings).
9. The Secretary shall regularly maintain internal communications within Student Government by relaying information from the Executive Board to the Student Government Senate.
10. The Secretary shall assist in coordinating any Student Government sponsored events in conjunction with the Vice President.
11. The Secretary shall assume direct responsibility for supporting the work of the Residence Hall Affairs Committee Chair, and the Marketing and Communications Committee Chair.

Section E: The Treasurer.

1. The Treasurer shall serve as the Chief Financial Officer of Student Government.
2. The Treasurer shall be elected by the student body to serve one academic year term.
3. The Treasurer shall serve as the presiding officer of the Student Activities Finance Board (SAFB).
4. The Treasurer shall serve as the Finance Manager for Club Council.
5. The Treasurer shall be the steward of the Discretionary Fund of the Student Activity Fee.
6. The Treasurer shall review and approve all changes, remittances, or transfer of funds from a student organization in conjunction with the Associate Director of the Gate Center prior to disbursement.
7. The Treasurer shall be responsible for maintaining the Student Organization Funding Guidelines.
8. The Treasurer shall be responsible for updating the Executive Board and Student Government Senate on monies allocated to student organizations, as well as any changes made to the Student Organization Funding Guidelines.

Section F: The Parliamentarian.

1. The Parliamentarian shall serve as the Chief Justice for Student Government.
2. The Parliamentarian shall ensure that the business and operations of Student Government are in accordance with the Student Government Constitution and By-Laws.
3. The Parliamentarian shall be elected by the student body to serve one academic year term.
4. The Parliamentarian shall serve as the presiding officer of the Constitution and By-Laws Committee (CBC).
5. The Parliamentarian shall be the steward of the Constitution and By-Laws and is responsible for their maintenance in conjunction with the Constitution and By-Laws Committee.
6. The Parliamentarian shall review all drafts of legislation submitted by Senators prior to being presented or voted upon during a Student Government Senate meeting.
7. The Parliamentarian shall aid in the drafting of legislation by Senators as needed.

8. The Parliamentarian shall handle all ethics violations and oversee internal disputes and general conduct processes concerning Student Government members as outlined in the Constitution and By-Laws.
9. The Parliamentarian shall serve as the advisor to the President.
10. The following Subsections refer to the event that both the Parliamentarian and the Student Government Advisor are absent in times of a vote.
 - a. If there is a Point of Order challenging the legality of a considered piece of legislation, and the motion to adopt that legislation is carried by the Senate, it shall not be adopted until the Parliamentarian has given their written consent of its abidance to the Constitution and By-Laws of Student Government.
 - i. If the Parliamentarian does not send the signed consent letter to the Secretary by the next Senate meeting, then that legislation shall be declared null and void.
 - I. The only exception for this case occurs when the Student Government Advisor gives their signed and written consent in lieu of the Parliamentarian's.
 - II. Should the Parliamentarian refuse to consent on grounds of a piece of legislation's unconstitutionality or its violation(s) of the By-Laws, the Advisor's approval shall not overrule the Parliamentarian's rejection.
 - ii. This policy shall be enforced in the case of Emergency meetings where the Executive Board takes up the full jurisdiction of the Senate.
11. The Parliamentarian shall notify the Student Government Advisor when they know of their absence beforehand.
12. The Parliamentarian shall attend Senate meetings with a special focus on ensuring that all Senate proceedings are conducted in accordance with the Constitution and By-laws.
13. The Parliamentarian shall serve as a Point of Reference for clarifying any of the following parliamentary procedure.
 - a. If a Senator challenges something through a Point of Order, the President or Presiding Officer shall be the first one to rule on the challenge.
 - i. This ruling may be appealed to the Parliamentarian if there is a second and 2/3 majority vote from the Senate.

- b. The Parliamentarian may overrule any procedural move that conflicts with Robert's Rules of Order at any time.
- 14. The Parliamentarian shall meet with the Student Government Advisor at least once a month to discuss possible areas of improvement for the Constitution and By-Laws.

Article VII: The Senate Staff

Section A: General Overview.

1. The Senate Staff shall serve as a tier underneath the Executive Board.
2. The Senate Staff shall be determined at the beginning of the academic year.
3. The Senate Staff shall attend all joint "Executive Board and Staff" meetings as called by the President.
4. The President reserves the right to call and preside over all Senate Staff and subcommittee meetings.
5. All Senate Staff shall report directly to the Senate on a weekly basis during Officer Reports.
 - a. The City Liaison is the exception to this as they only report on a monthly basis.
6. Any member of the Senate Staff may be removed from office should a 2/3 majority vote happen in the Senate.
7. In order to advance work within a committee, a simple majority vote shall be reached by all members of the committee prior to pursuing further action.
 - a. Further action may consist of any designation of committee resources to progressing on an issue, such as communicating with campus personnel or drafting legislation.
8. By the end of each academic year, each Senate Staff member is required to prepare an annual report related to their work within Student Government and its impact on the campus community in their official capacity.
 - a. This report shall be submitted to the Secretary for proper filing.
9. All Chairs shall assume the responsibility of leading the committee. Facilitation of committee meetings and the delegation tasks as they are brought up and or assigned will be the core job of a Chair.

10. All Chairs shall meet with other Senate Staff if determined necessary in their committees and or as directed by the President or Vice President.
11. All Chairs shall meet with any party relevant to both the pursuit of information and the completion of their committee's work.

Section B: Campus Affairs Committee Chair.

1. This Chair shall be a Senator elected by the Senate and shall serve one academic year term.
2. The CAC Chair's focus should be on general campus affairs and their betterment.

Section C: Grounds and Development Committee Chair.

1. This Chair shall be a Senator elected by the Senate and shall serve one academic year term.
2. The GDC Chair shall meet with the head of Facilities Management on a bi-weekly basis to discuss matters pertaining to the development of campus grounds.
3. The GDC Chair's focus should be on the development of campus grounds.

Section D: Residence Hall Affairs Committee Chair.

1. This Chair shall be a Residence Hall Senator or an Arrive Senator elected by the Senate and serve one academic year term.
2. The RHAC Chair shall meet with a representative of the Office of Residence Life on a bi-weekly basis to discuss matters of student interest.
3. The RHAC Chair's focus shall be the betterment of affairs for Residence Halls and their occupants.

Section E: Dining Representative.

1. The Dining Representative shall be a Senator elected by the Senate to serve one academic year term.
2. The Representative shall meet weekly with senior staff members of the dining company to discuss student concerns regarding food services.
3. The Representative shall sit on the Campus Affairs Committee.
4. All dining related inquiries and topics shall be directed to the email of the Dining Representative.

- a. Additionally, All dining related topics including inquiries about the cafeteria, the market, and any other food spot on campus will not be addressed during Open Forum.
 - i. If a Senator wishes to bring propose a dining inquiry during Open Forum, they must bring it to an Executive Board member and receive approval in advance.
- b. All inquiries the Representative receives via email will be addressed in their meetings with the dining company and subsequently reported during their next Officer Report.
- c. In the event that a new dining company is contracted, this legislation shall no longer be in effect and shall be re-discussed or removed from these By-Laws.
 - i. Upon the passing of this legislation, the current dining company is Parkhurst Dining.

Section F: City Liaison.

- 1. The City Liaison shall be a Senator elected by the Senate to serve one academic year term.
- 2. The City Liaison shall meet with a representative from the City of Lake Forest at least once a month to discuss the relationship between the students and the city community.
 - a. The City Liaison shall prepare a full monthly report on the affairs of this meeting to be presented during the Officer Reports.
- 3. The City Liaison shall sit on the Campus Affairs Committee.
- 4. The City Liaison shall report directly to the President.
 - a. In cases of dealing with community media, this Liaison shall report directly to the Secretary.
- 5. If the City Liaison determines that a report must be made outside of the scheduled monthly report, the Chair of the Campus Affairs Committee shall allow the Liaison to give their report as part of the Campus Affairs Committee report.

Section G: Marketing and Communications Committee Chair.

- 1. This Chair shall be elected by the Senate and serve one academic year term.
- 2. The MCC Chair's focus shall be the creation and dissemination of marketing material that promotes the mission of Student Government.

Article VIII: Funding Policies and Guidelines

Section A: Mandatory Funding.

1. Student Government must request an operating budget in order to continue to successfully operate and serve the student body.
2. The Student Government Discretionary Fund shall have no less than \$16,000 allocated to it each semester.
3. The Stentor, the school's new paper, must be funded in order to maintain communication with the student body.
 - a. The specific amount shall be decided by the Executive Board based on an educated recommendation from the Editor in Chief or an officer of their choosing.
4. WMXM Radio, the school's radio, must be funded in order to continue operations. The funding for this will include the following.
 - a. General fees and supplies deemed important to the existence of the organization.
 - b. Expenses for upkeep, maintenance, and replacement of equipment may be funded conditionally.
 - c. All funding requests will go through the Grounds and Development Committee with oversight from the Treasurer.
5. Major Programming Funds will exist within the Fixed Costs of the Student Activity Fee.
 - a. The Major Programming Fund will be used for New Student Orientation, Homecoming, and other major campus programming that is organized by the Gate Center.
6. Club Sports shall be funded at least \$12,000. It is at the discretion of the Executive Board to approve any funding above this amount.
 - a. Any funding increases may be vetoed by 2/3 of the Senate.
 - b. The full amount funded to Club Sports shall be transferred to Athletics at the beginning of the Fall Semester.
 - i. Athletics must at least match this amount. If they do not, the Senate has the right to decrease its funds to an amount deemed appropriate through a 2/3 majority vote.

7. The Residence Hall Affairs Committee must be funded at least \$5,000 per year.
8. Any project costing more than \$100 must have the Senate's majority vote of approval.
9. Any use of Student Government funds beyond the originally allocated \$5,000 for specific events and purchases must be approved with the Senate reaching a 2/3 majority vote of approval.
10. The Marketing and Communications Committee (MCC) shall be funded no less than \$2,500.00 per year.
 - a. All projects costing \$500.00 or more must be brought before the Senate for approval. A 2/3 majority vote is required for a project proposal to pass.

Section B: Grounds and Development Committee Budgetary Guidelines.

1. The Grounds and Development Committee (GDC) shall be allocated \$10 for every student who is assessed by the Student Activity Fee.
2. Policies regarding the GDC budget expenditures are as follows.
 - a. The budget shall not be used for any off-campus programs by any organization, department, or office of Lake Forest College.
 - b. As the budget for GDC cannot be used for programming, it is not limited to or restricted by the policies regarding the usage of the Student Activity Fee as stated in the previous section of these Lake Forest College Student Government By-Laws, excluding cases where Senate approval would otherwise be required.
 - c. The budget may be used on all grounds owned by Lake Forest College including but not limited to the following.
 - i. All residential buildings on campus.
 - I. This does not include any invitation-only private lounge spaces.
 - ii. The commuter student lounge.
 - iii. All parts of the Mohr Student Center.
 - I. Main Floor, Simpson Balconies, and the Skybox.
 - iv. All parts of the Stuart Commons.

I. Student Government Office, WMXM Ratio Station Room.

- d. All projects and the budget spent on said projects shall be left to the discretion of the GDC Chair and the committee members. A majority vote is required within the committee before any project can commence.
- e. All projects costing \$250 or more must be brought before the Senate for approval. A 2/3 majority vote is required for a project proposal to pass.
 - i. Regardless of the cost, the Treasurer of Student Government must be notified of all expenditures and whether it is reimbursable by cash, requires a check requisition form, or involves a transfer of the GDC funds to another account within Lake Forest College.
- f. 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.
 - i. All receipts for reimbursement must be submitted within ten (10) business days of the installation of service or completion of service.
 - ii. All monetary transactions through the Business Office shall not occur unless the transaction has been approved by the Student Government Treasurer.

Section C: Appropriation of the Discretionary Activity Fee Funds.

1. Timeline.

- a. Between March 1st and the weeks leading up to spring break in any given academic year, conversations will be had between the Executive Board and the Gates Center to determine whether there is significant funding available from the discretionary fund to be reallocated to projects within the Student Government Senate.
 - i. A percentage of the remaining funds will be divided between the clubs and organizations and Student Government. The specific percentage amounts will be determined during these conversations.
 - ii. Once this percentage has been agreed upon by both parties, Student Government will have immediate access to the discretionary funds. These funds will be available for use up until the end of the fiscal year.

2. Parameters.

- a. No Student Activity Fee funds shall be reappropriated to any academic department, except for the Donnelley and Lee Library to improve student spaces.

- b. Only members of the Student Government may propose projects that access discretionary funds.
- c. Discretionary funds may only be reappropriated to projects (i.e., water fountains, furniture, etc.) and not towards events or programs.
- d. Prior to any reappropriation of funding, members of the Student Government shall perform due diligence.
- e. It is the responsibility of the entire Student Government organization to fund as many projects as possible. Due to fluctuations in available discretionary funding and the scope of various projects proposed by Student Government Senators, the overall output from Student Government may vary.

Article IX: Miscellaneous

Section A: Ethics.

- 1. No member of the Student Government may enter in any contracts or agreements on behalf of Student Government without 2/3 majority approval from the Senate.
- 2. No member of the Student Government may misrepresent his or her authority with respect to Student Government.
- 3. Any violations of the Student Government Constitution or By-laws shall be counted as grounds for impeachment.

Section B: Institutional Memory and Transparency.

- 1. Near the conclusion of the Fall Semester, the President and the Vice President shall jointly compose a summary of Student Government's initiatives, including areas where further action is needed.
- 2. Near the conclusion of the Fall Semester, the Treasurer shall prepare a report showing the budget for the Fiscal Midyear, along with any financial rule changes. Additionally, the Treasurer shall also compare the current budget with the budgets of the past two (2) academic years.
- 3. At the end of the academic year, all Senate Staff members that existed any point during the year will prepare a summary of all major initiatives implemented or considered in their committees. This summary shall also include the following.
 - a. Any significant actions taken towards initiatives.
 - b. Any obstacles faced during the process.

- c. The current status of the project.
 - d. Any recommendations on the course of future actions for this project and ones similar to it.
- 4. At the end of the academic year, the Parliamentarian shall compile any committee or Senate made changes to the Constitution and By-Laws.
 - a. Additionally, the Parliamentarian shall include any recommendations to the Constitution and By-Laws, if any, in this report.
- 5. At the end of the academic year, the Secretary will compile all the previously mentioned reports of this Section and present it to the President of Student Government.
 - a. The President is responsible for taking the Secretary's compiled report and sharing it with the student body through a "Student Announcement" email and any other form of Student Government media.
 - b. The Secretary shall also archive the final report both online and in physical form to be kept in the Student Government Office.
- 6. Unless otherwise stated by the President, any documents produced by Student Government shall be considered public information.
- 7. If the President exercises their power to create an Ad-Hoc committee, they must inform Student Government by the next Senate meeting.
- 8. These reports may only be made by the people currently holding the offices mentioned.

Section C: Original Intent of The Document.

- 1. These By-laws are subject to interpretation only when ambiguity arises. When this happens, no interpretation can be made that conflicts with the Constitution or another By-Law.
- 2. Interpretations may not be appealed unless there is a different Parliamentarian, or the current Parliamentarian changes their mind.

Section D: Sunset Clause.

- 1. Student Government must vote to renew or amend the By-Laws every academic year.
 - a. 2/3 Majority vote is required to approve the By-laws.
- 2. In the case of a gridlock, the Parliamentarian has the authority to renew the By-Laws by themselves.

Section E: Parliamentary Authority.

1. The rules contained in Robert's Rules of Order shall govern all Student Government meetings in all cases in which they are applicable.
 - a. Robert's Rules of Order do not overrule any policies or procedures outlined in the Constitution or these By-Laws.
2. The Presiding Officer has the right to deviate from Robert's Rules of Order to the extent that the Parliamentarian will allow.

Section F: Senate Meetings.

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

Section G: Elections.

1. Should the number applicants for a senator position be equal to or less than the number of available senator spots, a campaign and election will not be held. Only the applicant's signatures and letter of intent will be reviewed for their appointment.

Article X: Removal or Leave From Office

Section A: General Overview.

1. A Student Government member may only be removed or leave Student Government by way of resignation, impeachment, or failing to uphold attendance obligation standards.

Section B: Impeachment.

1. A student Government member need not be impeached for failing to maintain attendance obligations as set forth by these By-Laws.
 - a. Removal from office is up to the discretion of the Executive Board of Student Government.
2. The impeachment process may be initiated against any member of the Student Government.
 - a. Said proceedings may be initiated by a Senator's motion to impeach.
3. A Senator may only make a motion to impeach or be a signatory on a Statement of Charges once per Senate meeting.

4. The Senator raising the motion to impeach shall present a Formal Written Statement of charges. It must be read aloud to the Senate and consist of the following.
 - a. Name(s) of the accused and office(s) held.
 - b. Grounds for impeachment.
 - c. Three (3) signatures of the Student Government members not on the Executive Board.
5. Following the reading mentioned above, there shall be a five (5) minute questioning period towards the Senator bringing forth the Statement.
 - a. The questioning period may be extended through a 2/3 majority vote from the Senate.
6. Once the questioning period ends either through the time elapsing or via motion of closure, the Senate will automatically move to voting on the issue.
 - a. If the motion is carried by a simple majority, the impeachment trial shall be scheduled at the discretion of the Chief Justice Officer.
7. Normal attendance policies shall apply to all Student Government members for the trial.
8. The Student Government Advisor shall appoint one (1) Faculty member, one (1) Staff member, and two (2) students who are not members of the Student Government to sit in as “Justices” for the trial.
 - a. The Student Government Advisor cannot not be a Justice.
9. Any objections to individuals chosen as justices due to conflicts of interest shall be brought to the Dean of Students.
 - a. If the Dean of Students agrees that there is a conflict of interest with an individual, the Dean shall appoint a suitable replacement.
10. In the event that the Parliamentarian is the accused, the accuser, or has written their 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 current member of Student Government to preside over the trial.
11. At the start of the trial, the Senator that brought forth the Statement of Charges will have ten (10) minutes to make their case.
 - a. This time may be yielded to any witness(es).

12. Questioning shall commence until a 2/3 motion carries to close questioning.
13. Upon the conclusion of the first questioning, the accused will have 15 minutes to launch a defense.
 - a. This time may be yielded to any witness(es).
14. Questioning shall then commence for three (3) minutes and will persist until a motion carries to close questioning.
15. All persons testifying must take an oath to “tell the truth, the whole truth, and nothing but the truth”.
 - a. Anyone found to have committed perjury will be expelled from Student Government and shall be ineligible for future membership.
16. A Pro-Con sequence of three (3) minute long speeches followed by two (2) minutes of questioning will commence until a motion to end debate is made.
 - a. This motion can only be carried by a 2/3 majority vote from the Senate.
17. The Chief Justice and his/her fellow Justices shall be given 15 minutes to recess and deliberate on the verdict.
 - a. All deliberations shall be private and off the record.
18. Following the deliberations, the Presiding Officer of the trial shall render their verdict immediately.
 - a. A Student Government member shall only be found guilty if 3/5 Justices rule the defendant as guilty.
19. Additionally, the Chief Justice shall write an Opinion as to why he/she rules the defendant guilty or innocent.
 - a. This opinion shall be a public record.
20. If the defendant is found guilty, that person shall be expelled from Student Government and will be ineligible for future membership.
21. 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 appeals process unless the Dean of Students agrees that there is a conflict of interest with the Parliamentarian.
22. All five (5) justices must be present for the trial to begin and persist, this included the deliberations.

23. The rule of Double Jeopardy shall apply in the case of the defendant being found innocent.

Article XI: Amendments

Section A: Guidelines.

1. Any student may submit an amendment to these By-Laws.
2. The amendment(s) shall be adopted by a 2/3 majority vote from the Senators currently holding office.
3. The President must sign and date the By-Laws immediately when the amendment(s) are adopted.

President of Student Government's Signature of Approval

Date

Parliamentarian's Signature of Approval

Date

President's Signature of Approval

Date