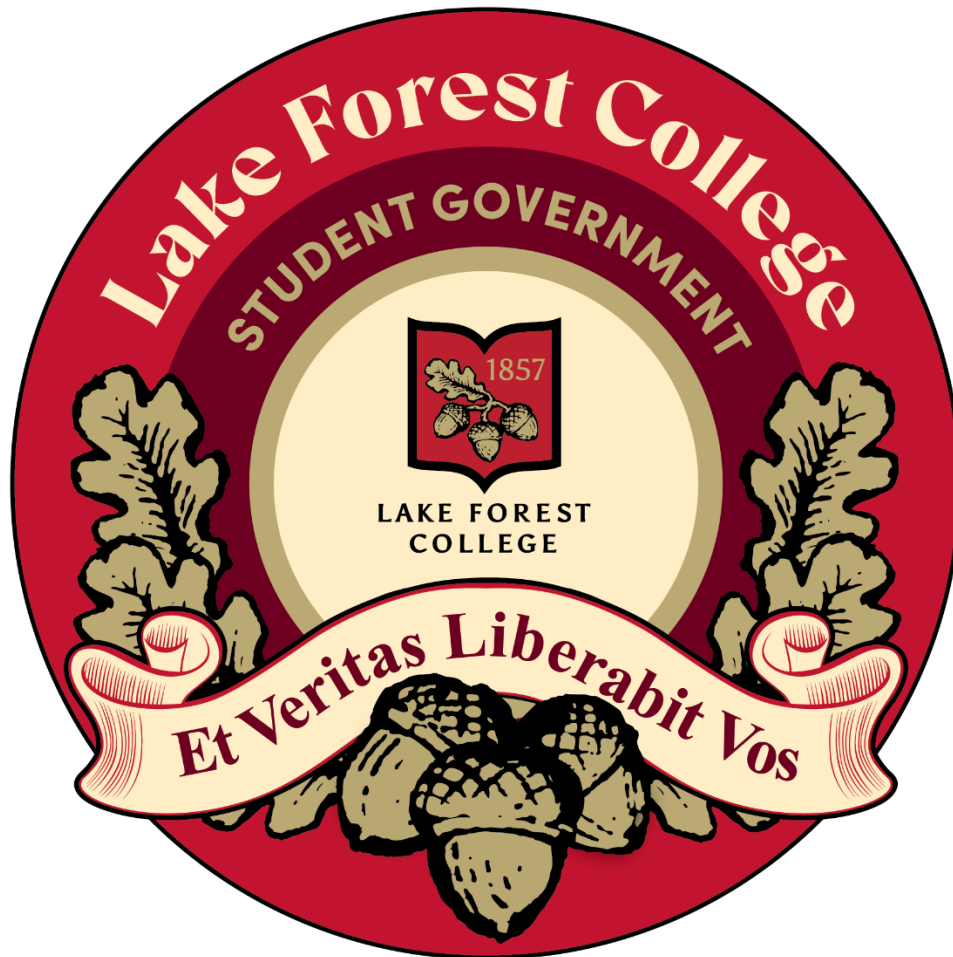


Lake Forest College Student Government Constitution



Amended - Spring 2025
Ratified By - Student Government Senate

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Mission Statement

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

Article I: Name of The Organization

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

Article II: Membership and Organization Composition

Section A: All Lake Forest College students have the right to the following.

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

Section B: Student Government shall consist of two bodies.

1. The Executive Board.
2. The Senate.

Section C: All Student Government members shall adhere to the following.

1. The Lake Forest College Code of Conduct as outlined in Article 2 of the Community Standards and Conduct section of the Student Handbook.
2. The Code of Ethics as outlined in Article XI of this constitution.
3. Meet the requirements for Senators as outlined in Article IV of the Student Government By-Laws.

Article III: The Student Government Executive Board

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

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

Section B: The Extended Executive Board shall consist of all members of the Executive Board and all members of the Senate Staff.

Section C: The Senate Staff shall consist of four committee chairs and two representatives. All members of the Senate Staff shall have voting power.

1. Campus Affairs Committee (CAC) Chair.

2. Grounds and Development Committee (GDC) Chair.
3. Residence Hall Affairs Committee (RHAC) Chair.
4. Marketing and Communications Committee (MCC) Chair.
5. Dining Representative.
6. City Liaison.

Section D: Responsibilities of the Executive Board.

1. Report to the Senate.
2. Mentor currently serving Senators.
3. Execute Senator training sessions no later than six weeks into the Fall semester, and no more than three weeks into the Spring semester.
 - a. Initiate the training process for new succeeding Officers and Senators within one week of the Senator's first meeting.
4. Shoulder the ultimate responsibility for safeguarding the reputation of the Student Government across the entire college community.
5. Provide comprehensive training to incoming Officers upon the conclusion of their terms, ensuring a smooth transition and equipping them with the necessary skills and knowledge to effectively assume their new roles. This training shall begin following the Executive Board elections through the end of the spring semester. Per the discretion of outgoing Officers, more training may occur throughout the summer months.

Section E: Executive Board Meetings.

1. Weekly Executive Board meetings shall be conducted throughout the entire academic year of the elected term.
2. Mandatory attendance at the Executive Board meetings is from the Student Government Executive Board, Extended Executive Board, and the Student Government Advisor.
 - a. By unanimous vote from the participating Executive Board, an Executive Session shall be called of which the Student Government Advisor shall not be present.
3. Executive Board meetings shall be held at the designated Student Government Office or conducted through a virtual conference at the Executive Board's discretion.

4. Guests may be invited solely at the discretion of the President.
5. Meeting Procedure is as follows.
 - a. The President shall preside over all Executive Board meetings.
 - b. For an Executive Board meeting to be considered valid, a three-fifths quorum of the presiding Executive Board members is required.
 - c. Additional Executive Board meetings may be called at the discretion of the President or upon the request of two Executive Board members with the exception of the Parliamentarian.

Section F: Emergency Voting.

1. In situations where an emergency vote is needed. Executive Board members are granted the authority to exercise their voting rights independently, without the requirement of a quorum from the Senate.
 - a. Emergency voting may apply to situations where regular policies and procedures of Student Government cannot necessarily be properly abided by due to forces
 - b. The Executive Board must present all notes regarding an emergency vote at the next Senate meeting with full transparency. This will take place during their officer reports.
 - c. Should an emergency vote involve matters pertaining to a standing committee, the chair of that committee must be present and included in the emergency vote deliberations.
 - d. In the event of a tie, the Vice President shall assume the authority to exercise voting power, thereby serving as the deciding factor in breaking the tie.

Article IV: The Student Government Senate

Section A: The Senate shall consist of the following voting members.

1. Class Senators.
 - a. Senators hold office for positions that correspond with their expected graduation year defined by when they matriculated to Lake Forest College.
 - b. The composition of the Class Senators will be as follows.
 - i. A maximum of five Senators shall serve as representatives for the first-year students.

- ii. A maximum of five Senators shall serve as representatives for the second-year students.
- iii. A maximum of five Senators shall serve as representatives for the third-year students.
- iv. A maximum of five Senators shall serve as representatives for the fourth-year students.

2. Campus Residence Senators.

- a. Senators shall hold office for positions that correspond with their current campus of residence.
- b. The composition of the Campus Residence Senators will be as follows.
 - i. One Senator shall serve as the representative for North Campus
 - ii. One Senator shall serve as the representative for Middle Campus
 - iii. One Senator shall serve as the representative for South Campus

3. Commuter Senators.

- a. Senators shall hold office for positions that correspond with the current residence status of commuter.
- b. A maximum of five Senators shall serve as representatives for the commuter students.

4. Arrive Senator.

- a. The senator shall hold office for the position that corresponds with the current resident's status of Arrive resident.
- b. Only one Senator shall serve as a representative for the Arrive residents.

5. International Senators.

- a. Senators shall hold office for positions that correspond with their nationality outside of the United States.
- b. A maximum of 3 Senators shall serve as representatives for international students

6. Athlete Senators

- a. Senators shall hold office for positions that correspond with their participation on a varsity team at the college. A Varsity sport at the College currently falls under the purview of the National Collegiate Athletic Association and the United States Handball Association.
- b. A maximum of 2 Senators shall serve as representatives for student athletes on Varsity teams.

7. Fraternity/Sorority Senator

- a. The Senator shall hold office for the position that corresponds with the student's membership in an officially recognized fraternity/sorority at the College.
- b. Only one Senator shall serve as a representative for students in Fraternity/Sorority organizations.

8. Identity Group Senator

- a. The Senator shall hold office for the position that corresponds with the student's membership in an officially recognized Identity Group at the College
- b. A maximum of 2 Senators shall serve as representatives for students in Identity Groups.

9. Transfer Senators

- a. The Senator shall hold office for positions that correspond with those who have transferred to the college
- b. A maximum of 2 Senators shall serve as representatives for students who have transferred to the college.

Section B: Duties of the Senators.

- 1. Senators shall serve as representatives of their respective constituencies by fairly representing their views and ideas internal and external to Student Government.
- 2. Senators shall seek advice from relevant parties and perform due diligence on any idea or action they choose to pursue within Student Government.

Section C: Duties of the Senate.

- 1. The Senate shall thoroughly discuss and review matters presented to them by both the student body and the Executive Board.

2. The Senate, through collaboration with administrative departments and legislative efforts, shall pursue initiatives that benefit the student body.
3. The Senate, in its efforts, shall uphold the Lake Forest College Student Government Constitution and By-laws in any act of business in its governing capacity.

Section D: Senate Meeting Procedure.

1. Except when on break periods, the Senate shall convene on a weekly basis during fall and spring semesters each academic year to deliberate upon matters of significance and relevance to the student body of Lake Forest College.
 - a. The exact location and timing of for these meetings shall be determined by the Executive Board.
2. Official meetings shall not be held unless a quorum comprising 2/3 of the voting body is in attendance.
3. Student Government meetings shall be conducted in accordance with *Roberts' Rules of Order*, unless otherwise noted within this Constitution and By-Laws.
4. The President shall assume the responsibility of presiding over Senate meetings in the capacity of the Chair of Student Government.
5. In the event that the President is unable to fulfill their duties during any Senate meeting, the line of succession for the Chair of Student Government shall be as follows.
 - a. Vice President.
 - b. Secretary.
 - c. Treasurer.
 - d. Parliamentarian.
6. The President shall assume the responsibility of displaying the agenda to the Student Government Senate at the commencement of each meeting.
 - a. Meeting agendas shall specify a designated time frame within which all official business is to be conducted.
 - i. The designated time frame may only be extended if proposed by any member of the Senate and subsequently approved by a 2/3 majority vote from the Senate body.

- ii. Extensions of Senate meetings shall not exceed two occurrences per meeting and shall be limited to a maximum duration of ten minutes each, resulting in a cumulative total of twenty minutes.
 - iii. In the event that any pending business remains unresolved upon the conclusion of a Senate meeting, it will be presented under the category of “Unfinished Business” at future Senate meetings.
- 7. All Student Government Senate meetings shall be conducted in an open and public manner.
 - a. A Senate meeting may be established as an Executive Session and thus closed to the public by a 2/3 majority vote.
- 8. Additional Student Government Senate meetings may be held at the request of the following individuals.
 - a. The President.
 - b. The Vice President or Parliamentarian given the President’s approval.
 - c. Any Senator who receives a 2/3 majority vote from the Senate body.

Section E: Legislation.

- 1. Each voting member of the Senate shall possess the right to cast one vote on all matters brought forth for deliberation. It is expected that each vote will be exercised with the Senator’s constituents best in mind, as interpreted by the respective Senator.
- 2. A piece of legislation shall be considered passed if it receives a 2/3 majority vote from the Senate.

Article V: Committees of the Senate

Section A: Standing Committees of the Senate.

- 1. Campus Affairs Committee (CAC).
- 2. Grounds and Development Committee (GDC).
- 3. Residence Halls Affairs Committee (RHAC).
- 4. Constitution and By-Laws Committee (CBC).
- 5. Marketing and Communications Committee (MCC).

Section B: Membership on Standing Committees.

1. All Senators shall serve on at least one of the committees listed in Article V, Section A of this Constitution.
2. All Campus Residence Senators shall serve on the Residence Halls Affairs Committee (RHAC).
3. The Marketing and Communications Committee (MCC) shall have no more than five (5) members including the chair.

Section C: Chairs of Standing Committees.

1. Only Voting members of the Senate shall be eligible for the position of Chair of any Standing Committee.
2. The Chair of any Standing Committee shall be elected through a majority vote through the Student Government Senate.
3. In the event of a tie among the Senate regarding the selection of a Standing Committee Chair, the Vice President shall assume the authority to exercise voting power, thereby serving as the deciding factor in breaking the tie.

Section D: Ad Hoc Committees of Senate.

1. Ad Hoc committees may be created to address any topic of student interest.
2. Chairs of Ad Hoc committees.
 - a. It shall be at the discretion of the President to appoint representatives from Student Government to chair positions on Ad Hoc committees.
3. Membership of Ad Hoc Committees.
 - a. It shall be at the discretion of the Ad Hoc committee chair to appoint representatives from Student Government to the Ad Hoc committee in consideration to the expressed interest of senators to participate in the committee.

Article VI: The Student Government Advisor

Section A: The roles of the Student Government Advisor or Designee are as follows.

1. Advise the Senate and the Executive Board.
2. Explain institutional and departmental policies and procedures.

3. Meet with the Executive Board to engage in collaborative discussions aimed at establishing and discussing goals, organizational strategies, future plans, and the Student Government Budget.
4. The Student Government Advisor shall serve on the Executive Board in an ex-officio capacity and shall not possess any voting authority for matters brought before the Executive Board.
5. Assist with the transition of the Student Government Executive Board and Senators.
6. Must be available to review any materials authorized to be published by the Student Government, such as Senate meeting minutes, announcements, ballots, legislation, and training given sufficient notice.
7. Provide support to the Executive Board in assessing the eligibility of all candidates running for any Student Government position.
8. Maintain awareness of liability issues and offer guidance to the organization in making reasonable and prudent decisions concerning such matters.
9. Provide additional support as needed.

Article VII: Elections

Section A: There shall be two elections held during each academic year.

1. The fall election shall pertain to Campus Residence Senators, Commuter Senators, vacant Class Senators, Transfer Senators, vacant International Senators, vacant Athlete Senators, a vacant Fraternity/Sorority Senator, vacant Identity Group Senators, and institutional committees and shall typically occur between the last week of September and first two weeks of October.
 - a. Class Senator.
 - i. Elected by their graduating class to address the needs and concerns of all students to effectively create a class culture.
 - b. Campus Residence Senator.
 - i. Elected by the students in the residence halls within the campus of which they reside (North, Middle, South) to address the needs and concerns of their constituents; sits on the Residence Hall Affairs Committee.
 - c. Commuter Senator.

- i. Elected by commuter students to address the needs and concerns of their constituents.
 - d. Arrive Senator.
 - i. Elected by Arrive students to address the needs and concerns of their constituents; sits on the Residence Hall Affairs Committee.
 - e. International Senator.
 - i. Elected by international students to address the needs and concerns of their constituents.
 - f. Athlete Senator.
 - i. Elected by student athletes to address the needs and concerns of their constituents.
 - g. Fraternity/Sorority Senator.
 - i. Elected by students involved in a fraternity/sorority to address the needs and concerns of their constituents.
 - h. Identity Group Senator
 - i. Elected by students involved in Identity Groups to address the needs and concerns of their constituents.
 - i. Transfer Senator
 - i. Elected by Transfer students to address the needs and concerns of their constituents.
- 2. The spring election shall pertain to the Student Government Executive Board, qualified Class Senators, International Senators, Athlete Senators, a Fraternity/Sorority Life Senator, Identity Group Senators, and College Council and shall typically occur between the second and third week of April.
 - a. Qualifications.
 - i. Any rising sophomores, juniors, or seniors who meet the eligibility requirements shall hold the right to run in the spring election.
 - b. President.
 - i. Elected by the student body to serve as the Chief Executive Officer of Student Government.

- c. Vice President.
 - i. Elected by the student body to serve as the Chief Operations Officer of Student Government.
- d. Secretary.
 - i. Elected by the student body to serve as the Chief Administrative Officer of Student Government.
- e. Treasurer.
 - i. Elected by the student body to serve as the Chief Financial Officer of Student Government.
- f. Parliamentarian.
 - i. Elected by the student body to serve as the Chief Justice of Student Government.
- g. Class Senator.
 - i. Elected by their graduating class to address the needs and concerns of all students to effectively create a class culture.
- h. International Senator.
 - i. Elected by International students to address the needs and concerns of their constituents.
- i. Athlete Senator.
 - i. Elected by Athlete students to address the needs and concerns of their constituents.
- j. Fraternity/Sorority Senator.
 - i. Elected by students involved in a Fraternity/Sorority to address the needs and concerns of their constituents.
- k. Identity Group Senator.
 - i. Elected by students involved in an identity group to address the needs and concerns of their constituents.

Section B: Term Length.

- 1. Fall Election.

- a. All elected Senators shall serve a term of one academic year, commencing in September and concluding in April of the same academic year. A Senator's official term begins with the first Senate meeting following the conclusion of elections.
2. Spring Election.
 - a. All elected members of Student Government shall serve a term of one academic year, commencing in April and concluding in April the following year. Any Student Government member's official term begins at the inauguration ceremony held at the final Senate meeting of the academic year.

Section C: The Vice President shall oversee elections.

1. At the discretion of any Executive Board member, an impartial election committee may be requested to oversee elections and support the work of the Vice President. The Vice President shall preside over this committee.
2. The establishment of an impartial election committee must receive advice and unanimous consent by the Executive Board.

Article VIII: Removal From Office

Section A: Student Government members may be removed from office if a 2/3 majority vote from the Senate is attained and there is a preponderance of evidence indicating that the member has done any of the following.

1. Demonstrated failure to fulfill personal duties as outlined in this Constitution, as determined by the Parliamentarian.
2. Displayed non-compliance with the attendance policy as stipulated in the Student Government By-Laws.
3. Demonstrated an inability to maintain good standing with the Office of Student Affairs.
4. Failed to maintain their status as a full-time student at Lake Forest College.

Section B: Removal Procedures.

1. For additional information related to removal procedures, please refer to Article X of the Student Government By-Laws.

Article IX: Appointments

Section A: Selection.

1. The President, with the majority support of the Executive Board, shall be responsible for appointing individuals to fill vacant Student Government positions, encompassing Senate positions, standing committee seats, internal and external associations, as well as other institutional student appointments, as deemed necessary.

Section B: Appointment Process.

1. Vacancies shall be announced to the student body within a reasonable timeframe deemed necessary by the President.
2. Interested students are required to submit a letter of intent to the Executive Board, expressing their interest and qualifications for the respective Student Government position.
 - a. Candidates must fulfill all qualifications specified for their position of interest.
3. Appointment invitations shall be extended by the President. Upon acceptance of the appointment, appointees shall promptly assume the responsibilities associated with the appointed position.
4. Newly appointed students are expected to commence their duties at the earliest available meeting, provided the appointee has been given 24-hour advance notice.

Article X: Amendments:

Section A: Definition.

1. An amendment to the Constitution and/or By-Laws of Student Government refers to a modification made to a specific portion of a document, encompassing an Article, Section, or Subsection.

Section B: Amendments to the Constitution.

1. Proposal.
 - a. Any member of the Student Government has the right to submit an amendment proposal to the Constitution or By-Laws.
 - b. Any member proposing the amendment shall request a designated time during a Senate meeting to present the proposed amendment.
 - c. Members of the Senate are granted the opportunity to express their support or opposition to the amendment(s) in accordance with the guidelines outlined in *Roberts' Rules of Order*.
2. Requirements for Passage.

- a. Legislation will adhere to the standard procedures for passing legislation as specified in Article II, Section H of the By-Laws.
 - b. Upon the adoption of an amendment, the President is required to promptly sign the Constitution, signifying its updated version.
- 3. Amendments adopted.
 - a. Adopted amendments will take effect immediately unless otherwise specified within the amendment.

Section C: Amendments to the By-Laws.

- 1. The Student Government is obligated to conduct a vote for the renewal or amendment of the By-Laws on an annual basis during the fall semester.
- 2. Renewal of the By-Laws requires a 2/3 majority vote from the Senate. This ensures that a significant majority of the Senate is in support of the By-Laws' continuation.
- 3. In the event of gridlock, where the vote to renew the By-Laws does not reach a consensus, the Executive Board has the authority to unilaterally renew the By-Laws. This ensures that renewal process can proceed smoothly even in situations of impasse.
 - a. The Executive Board can only adopt the most recently renewed By-Laws, which have been duly signed by both the President and the Parliamentarian. This ensures that the current and updated version of the By-Laws is recognized and implemented.
 - b. No changes can be made to the previous By-Laws without following the proper procedures of Senate.

Article XI: Code of Ethics

Section A: Requisites.

- 1. Members of the Student Government are required to comply with Lake Forest College's policies as outlined in the student handbook, local ordinances, and state and federal laws at all Student Government functions.

Section B: Accountability.

- 1. Members must abide by the Code of Ethics outlined in this Article and in Article IX of the Constitution and By-Laws.
- 2. During Senate meetings and debates, members are expected to conduct themselves in an ethical manner and in accordance with *Roberts' Rules of Order*.

3. Members of Student Government are expected to maintain transparency in their use of Student Government titles and resources.
4. No member of Student Government may individually claim to speak on behalf of the entire Student Government or any specific Student Government body when promoting their personal events, projects, or opinions.
5. No member of Student Government may individually claim to speak on behalf of any other member of Student Government without first obtaining their consent to serve as proxy.
6. All members of the Student Government shall have the right and responsibility to report any violation of ethics outlined or referenced in this Article.
 - a. Any major ethics violation, defined as a violation of the student handbook, may be reported to the Dean of Students.
 - b. Any minor ethics violation, defined as a violation of the Student Government Constitution and/or By-Laws, can be reported to the Parliamentarian. The Parliamentarian shall handle the reported violation in accordance with the procedures outlined in Article V of the Student Government By-Laws.
 - c. Those under an investigation for a major ethics violation shall be required to take a temporary leave of absence from all Senate and committee proceedings until the investigation has concluded.

President of Student Government's Signature of Approval

Date

Parliamentarian's Signature of Approval

Date