

Student Government Elections Manual

Lafayette College Student Government

The Student Government is the formal liaison between the students of Lafayette College and the College's faculty, administration, and Board of Trustees. In addition to participating meaningfully in Lafayette's shared governance by amplifying student voices and concerns around any issues the College may be facing, Student Government engages in peer to peer advocacy around a variety of aspects of student life, including:

- The management and chartering of student organizations
- Budgeting and resource allocation for student organizations and activities
- Equity and Inclusion
- Student Services
- Academic Affairs
- Athletic Affairs
- Greek Life
- Sustainability

Expectations of Student Government Representatives

- Serve as an ambassador for Lafayette and hold oneself to the highest standards of conduct and behavior.
- Hold peers accountable and set a good example by exhibiting community values and College expectations.
- Strong interpersonal and time management skills. Creative, motivated and possession of strong work ethic.
- Broad knowledge of College structures, procedures and policies.
- Adapt to change, maintain high energy and positive attitude.
- Attend and participate in Student Government bi-monthly board meetings, weekly committee meetings, and/or Board of Trustee committee meetings, trainings, and Passing the Gavel ceremony.

Elections Timeline

Friday, March 29	President Intent to Run form due
Monday, April 8	President Elections
Friday, April 5	Executive Board Intent to Run forms due
Monday, April 15	Executive Board Elections

Application Timeline

Monday, April 8	All Student Government Applications Available
Wednesday, April 17	All Student Government Applications Due
Monday, April 22- Tuesday, April 23	Student Government Interviews
Tuesday, April 30	Candidates will be informed of their selection

Mandatory Information Sessions Farinon College Center, Limburg Theater

Tuesday, April 2	12:15pm and 8:00pm
Wednesday, April 3	4:30pm and 8:00pm
Thursday, April 4	12:15pm

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Section 1: STUDENT GOVERNMENT

Membership

The Student Government shall have up to 40 General Body members. All Executive Officers will be elected from the full-time students of Lafayette College. All of the General Body members shall have the right to vote on matters of the Student Government with the exception of budgets, which will be voted on weekly by the Executive Committee.

Term of Office

President shall be an elected position and take office the beginning of May and serve for one year.

Vice President, Executive Secretary, Treasurer and Directors (Executive Board positions) shall be elected positions, will take office at the end of May, and will serve for one year.

Committee Chairs shall be interviewed through an application process and take office at the beginning of May and serve for one year.

All Officers shall take their official oath of office at the Gavel Passing Ceremony at the beginning of May.

Qualifications

Executive Board Positions

All full-time students who are in good academic and disciplinary standings and not graduating in the year of the election are eligible to run for any Executive Officer position besides the President, Vice

President, Executive Secretary and Treasurer. If a candidate's academic or disciplinary status is in question, the eligibility of a candidate will be at the discretion of the advisor of Student Government.

President, Vice President, Executive Secretary and Treasurer should have previously served as a General Body member to be eligible to run. Exceptions may be made based on a petition process, with a successful petition being voted on by a majority of the General Body.

General Body Positions

All full-time students who are in good academic and disciplinary standings and not graduating in the year of the application are eligible to become a Chair.

Student Government Committees

Academic Affairs (1 director, approximately 2 chairs)

Academics Committee works with the administration to support student academic needs. Examples include more information on self-designed majors and increased tutoring opportunities in language studies.

Athletic Affairs (1 director, approximately 4 chairs)

Director shall be a Division 1 athlete

Athletics Committee works with the Department of Athletics and students on sports teams to advocate on behalf of student athletes and foster increased community investment in the success of Lafayette's sporting programs.

Budget (Treasurer, approximately 4 chairs)

Budget Committee hosts open meetings each week to allocate program funding for events hosted by student groups. Additionally, they host "Budget Week" during the spring semester to distribute annual budget funding for regular operation costs of groups (distinct from programming costs). They strive for equity and representation in their allocations.

Equity and Inclusion (1 director, approximately 4 chairs)

Equity and Inclusion Committee works in partnership with student groups and the Office of Equity and Inclusion to advocate for the well-being and success of individual students and groups of students who, because of their identity, experience marginalization in the community.

Greek Life (1 director, approximately 2 chairs)

Director shall be a member of a fully recognized Greek organization at Lafayette

Greek Life Committee serves as a liaison between the governing bodies of Greek Organizations and the administration. They work with student leaders in and out of Greek Life to ensure that Fraternities and Sororities are an asset both to the students within them and the campus as a whole.

Public Relations and Marketing (1 director, approximately 2 chairs)

PR/Marketing Committee publicizes Student Government initiatives to better engage with the student body and maintain a high level of transparency. The committee director records and distributes minutes from the meetings.

Student Services (1 director, approximately 2 chairs)

Student Services Committee oversees the broadest set of responsibilities of all the committees. They collaborate with Bailey's Health Center, Dining Operations, Information Technology Services, the Library, Housing, and the shuttle operations to ensure that student feedback is appropriately heard and accommodated by all of the various student services offered by the College.

Student Organizations (1 director, approximately 4 chairs)

Student Organizations Committee guides students through the process of forming new clubs, advises existing groups, and works with the budget committee to best determine how to financially support student organizations.

Sustainability (1 director, approximately 2 chairs)

Director will work closely with the Sustainability Office

Sustainability Committee works with the Sustainability Director at the College and student leaders on campus involved in environmental activism to promote sustainable practices at Lafayette by the administration and among the student body.

Duties and Responsibilities of Executive Officers

President

- At the beginning of their term, submit a statement to members of the Student Government reporting the goals of their term, and at the end of their term, submit a statement to members of the Student Government reporting the accomplishments of their term.
- Act as leader and spokesperson of Student Government, represent the student body in weekly meetings with the President of the College, serve as a student representative on the Academic Progress Faculty Committee, report to the student body on all Faculty and Trustee meetings and serve as a student member of the Board of Trustees.
- Call and preside over all meetings of Student Government, enforce the constitution and by-laws, appoint Special Committees and lead any ad-hoc committees if necessary.

Vice President

- Assume the duties of the President in their absence and serve as Parliamentarian of the Student Government unless the President appoints another student, subject to the majority approval of the Student Government. The Parliamentarian shall oversee proposed changes to the constitution and/or by-laws of the Student Government.
- Act as the director of Student Organizations Committee and create a weekly designated meeting time with the committee chairs.

Executive Secretary

- Keep full minutes of all meetings, maintain an accurate file of the minutes, and make the minutes available for inspection. Upon approval of the Student Government the minutes shall be the official record of the complete proceedings of that body. Notification that these minutes are not the official minutes of the meeting until approved at the next meeting of the Student Government.

Treasurer

- Present a general balance report at all regular Student Government meetings when needed and serve as director of the Budget Committee. Oversee the duties of the Budget Committee and create a weekly designated meeting time with the committee chairs.
- At the end of the term, submit to the Student Government a statement reporting the financial status of the Student Government and other pertinent information including budgets of clubs.

Academic Affairs Director

- Oversee the duties of the Academic Affairs Committee and create a weekly designated meeting time with the committee chairs.

Athletic Affairs Director

- *Director shall be a Division 1 athlete*
- Oversee the duties of the Athletic Affairs Committee and create a weekly designated meeting time with the committee chairs.

Equity and Inclusion Director

- Oversee the duties of the Equity and Inclusion Committee and create a weekly designated meeting time with the committee chairs.
- The primary purpose of these meetings is to gauge the needs of students on campus and how the Student Government can assist with addressing the needs of intercultural groups as well as all students on campus.

Greek Life Director

- *Director shall be a member of a fully recognized Greek organization at Lafayette*
- Oversee the duties of the Greek Life Committee and create a weekly designated meeting time with the committee chairs. Meet with the Advisor of Fraternity and Sorority Affairs bi-monthly.

Public Relations and Marketing Director

- Oversee the duties of the Public Relations and Marketing committee and create a weekly designated meeting time with the committee chairs. Maintains the Student Government website, all social media outlets and promotes all SG initiatives to the student body.

Student Services Director

- Oversee the duties of the Student Services Committee and create a weekly designated meeting time with the committee chairs.

Sustainability Director

- *Director will work closely with the Sustainability Office and the Director of Sustainability*
- Oversee the duties of the Sustainability Committee and create a weekly designated meeting time with the committee chairs. Meet at least once each month with the Director of Sustainability

Duties and Responsibilities of Committee Chairs

Committee Chairs shall attend weekly committee meetings and weekly General Body meetings on Tuesdays or Thursdays at 7pm, and chairs shall fulfill the responsibilities of their respective committees to the best of their ability.

Section 2: CAMPAIGN FUNDING AND REGULATIONS

Campaign Funding

Vice President, Executive Secretary, Treasurer, and each Director candidate may spend no more than \$25 USD, and each Presidential candidate may spend no more than \$75 USD for the purpose of campaigning. Any candidate exceeding this amount will be subject to disqualification upon majority vote of the Election committee.

The Budget Committee reimburses \$25 USD to Director candidates and \$75 USD to Presidential candidates after proper reimbursement procedures are followed. Under no circumstances may candidates use personal funds, donations, fundraisers, or any other external means to finance campaign operations.

Candidates may *only* spend campaign finances on campaign publicity, whether that is online media or printed materials. They may not purchase or distribute gifts (e.g. candy, giveaways, etc.).

Campaign Publicity

Online campaigning, including all social networking sites, groups, wall posts, and profile edits regarding one's candidacy, is not allowed until April 1, 2019 for President and April 10, 2019 for all other executive board positions.

The Elections Committee will be checking all candidates' profiles and affiliated pages to ensure that no unfair/illegal campaigning occurs. A candidate may use their personal social media site for campaigning or create a professional social media site for the purpose of campaigning; however, the Elections Committee members must be approved by the candidates to view these various social media sites for monitoring purposes. Failure to approve of the Elections Committee's members requests to monitor such social media sites may result in their candidacy being revoked.

If a candidate advertises before above dates, their candidacy may be revoked. Acquaintances of the candidate will be notified if they break the rules for the candidate on their own media platforms. If advertisements are not removed before the allowed start date, the candidate may be removed.

Printed campaign materials

Posting is to be done on designated bulletin boards or posting locations per building. Banner will be allowed in Farinon College Center for one week after approved by the Elections Committee. Posting is not permitted on walls, doors, windows, pillars, garbage cans, trees, automobiles, or any unauthorized areas.

Fliers/posters must visibly bear the candidate's name and must not exceed 12x18. All printed campaign material must be sent to the Election Committee. Materials will be reviewed for appropriateness and conformity to all applicable College guidelines.

If any material is deemed defamatory, obscene, or poses a clear and present danger of resulting in a serious substantive matter which the college has the right to prevent. Campaign material must be removed within 48 hours of the polls closing.

Distribution and Restricted Campaign Areas

The Elections Committee reserves the right to control the time, place, and manner of distribution. Those who distribute must not:

- Block entrances or exits to any facilities or disrupt the normal flow of traffic.
- Commit any act that create a safety or health hazard.
- Accompany the distribution of materials by loud or raucous sounds which are likely to disturb others.
- Interfere or disrupt any other activity in the same general location.

Restricted Campaigning Areas include the following:

- Any place that serves alcohol off campus

Candidates may campaign door-to-door in residence halls from 10:00am--8:00pm.

Endorsements by Organizations

Endorsements may take the form of verbal support of a candidate or may involve actual assistance in campaigning. Student organizations may endorse candidates. The executive officers of recognized student organizations should ensure that the organization has voted to endorse a candidate. Student fee money cannot be used by any student organization to campaign for a candidate. Student Government may not endorse a candidate.

Section 3: ELECTIONS AND APPOINTMENTS

Candidate Responsibilities

Each candidate running for an elected position must fill out an intent to run form by a specified date laid out by the Elections Committee and attend (or their designee if studying abroad) an elections meeting.

Each candidate shall meet all requirements of the office that they seek. Failure of a candidate to meet the requirements shall constitute cause for removal of the candidate from the election ballot.

Each candidate shall be responsible for the conduct of their campaign workers.

Failure of a candidate to cease a violation of the election rules after having been so advised by a member of the Elections Committee shall constitute cause for removal of the candidate from the call and/or disqualification from being elected.

Voter Eligibility and Privileges

Only Lafayette College students enrolled at the time of the Student Government elections are eligible to vote in the election.

Each student voting may cast one vote each for Student Government President and all Executive Board positions.

Elections Committee

Elections Committee will be composed of President (if a senior or not returning to Student Government), Vice President (if a senior or not returning to Student Government), previous Student Government members (if a senior or not returning to Student Government), and the Student Government Adviser.

The Committee will be responsible for:

- Working and overseeing the polls
- Creating the ballots
- Creating the rules for candidates, approves candidate marketing strategies, and imposes elections sanctions on rule-breaking candidates
- Reviewing intent to run forms
- Approving funding for candidates

Elections Committee members may advocate on behalf of candidates. However, if an elections committee member has contributed to a candidate's campaign, then the elections committee member must recuse themselves from any election disputes involving the candidate for which campaign work was completed.

Selections Committee

Selections Committee will be composed of President, Student Government Adviser and Directors. Directors will review the applications for their respective committees and will discuss their recommendations for their Chairs with rest of committee.

Section 4: ELECTIONS VIOLATIONS

Definitions of Violations

Acts of misconduct for which candidates are subject to review include violations of College policy and regulations, election and campaign guidelines, local ordinances, and state and federal laws, and include, without limitation:

- Willful or malicious damage or destruction of another candidate's campaign material or election material.
- Forgery, alteration, or misuse of College documents, records, and student ID cards
- Violations of Lafayette College Housing regulations
- Violations of other college policies or regulations
- Leafleting on vehicles or posting flyers on unapproved university fixtures, such as trash cans, vending machines, walls by telephones, or bathroom stalls.
- Providing access on campus to a computer in order to vote online. Doing so creates a de facto polling site and violate secret-ballot confidentiality.

Sanctions

The sanctions listed in this section are not inclusive, but merely serve as guidelines and may be imposed in any combination:

Warning: A written warning noting that repetition of violations or additional violations will subject the candidate to further sanctions

Assessment for restitution: Payment for the restoration of the college's property and/or candidate material

Probation: Places the candidate on notice that further violations may result in separation from the election

Separation from the election (permanent): The candidate may not hold office in Student Government or serve as a committee chair.

Grievance Procedures

Under this section, a student may charge a candidate with alleged violation of election and/or campaign guidelines. Charges of violations shall be processed according to the following procedures:

Grievances shall be made to the Elections Committee. The grieving party shall submit in writing:

- The name of the person whom the complaint is made and the date of the complaint
- The specific charges
- A statement of the circumstances and evidence
- A list of witnesses (if applicable)

The Election Committee shall, within three working days, in writing:

- Acknowledge receipt of the charges to the complaining party
- Forward the charges and the statement of circumstances, evidence, and the list of witnesses to the complainant and the person against whom the charge is made.
- Arrange for and give notice of the time and place of a hearing to the parties involved.
- Conduct a hearing no more than five days from the date of receipt of the written charge.

- Within 24 hours after the hearing, notify in writing the parties involved of their decision of resolution.

If a grievance is submitted that cannot be resolved before the election opens, then the election timing will be moved at the discretion of the elections committee.

Hearing Procedures

A hearing shall normally follow the sequence indicated below:

- The Elections Committee shall convene and preside over the hearing.
- The Student Government adviser shall be responsible for keeping an accurate record of the proceedings of the hearing(s) or choose someone to do so.
- The Elections Committee shall inform all parties of their responsibilities regarding attendance, testimony, honesty, rights, and the maintenance of order.
- The President shall read the charges and ask the respondent to reply to the allegation(s). If the respondent is absent or refuses to reply, it shall be assumed that the respondent disagrees with the allegation(s) made.
- The complainant and the respondent may make an opening statement which shall inform the Election Committee of the evidence to be presented and provide a general overview of the case.
- The complainant may then present witnesses and other evidence in support of the allegation(s).
- The respondent may then question the complainant and each witness presented.
- The complainant may question each witness again after the respondent has finished questioning.
- Members of the Election Committee may question the witnesses, and the President may permit further questioning by the parties.
- Either party may challenge the admission of evidence if the party believes there is a good reason the evidence should not be admitted. The president shall make the final decision in all cases regarding relevance and admissibility of evidence.
- The respondent may then present witnesses and evidence in an effort to respond to the charge(s).
- The complainant may question the witnesses.
- The respondent may question the witnesses again after the complainant has finished questioning.
- Members of the Elections Committee may question the witnesses and permit further questioning by the parties.
- The President shall have the opportunity to present their closing statements, summarizing evidence and presenting arguments.
- The Election Committee shall close the hearing and meet in executive session to make finding of fact based on a preponderance of the evidence, then determine a recommendation, which shall be rendered within applicable time limits.

Election Contests / Appeal

Under this section, a candidate may choose to appeal to the election results under the following guidelines:

- A candidate may contest the results of the election no later than 12 hours after the announcement of the election results.
- The appeal must be made in writing, stating the misconduct or reason(s) for the appeal.
- All appeals will be addressed to the Election Committee

- The Election Committee will review the basis of the appeal and pursue the next steps within the appeals process and fulfilling a vacant seat.