



## **CONSTITUTION OF THE STUDENT GOVERNMENT OF LAFAYETTE COLLEGE**

Easton, Pennsylvania

### **PREAMBLE**

The Student Government shall provide a forum for the voicing of student concerns on matters related to the welfare of the College in general, and the welfare of the student body in particular. The Student Government shall serve as the official medium of communication between the student body and the other constituencies of the College on matters which, in the opinion of the Student Government, should receive the attention of the Faculty, Administration, the Board of Trustees, or any combination thereof.

The Student Government of Lafayette College operates under the authority and through the recognition of the Faculty. The Student Government shall operate in ways consistent with the basic delegation of faculty responsibility, and in ways consistent with the Charter of the College, the Statutes of the College, and with other controlling documents such as the Statement on the Rights and Responsibilities of Students.

### **ARTICLE I: NAME**

This organization shall be known as the Student Government of Lafayette College.

### **ARTICLE II: PURPOSE AND FUNCTION**

The Student Government is the representative governing body of the undergraduates of Lafayette College. In addition to providing a forum for the free exchange of ideas on matters of general concern to the College community and communicating such concerns as the Student Government deems desirable to appropriate College agencies, the Student Government shall:

- A. Encourage students to develop qualities of leadership and responsible citizenship;
- B. Supervise the general operation of student organizations by:
  - i. Granting recognition to student organizations in collaboration with the Office of Student Involvement;
  - ii. Apportioning to recognized organizations funds allocated for that purpose by the College budget;
  - iii. And superintending the dissolution of organizations when the need arises.
- C. Supervise elections of the Student Government;

- D. Nominate or choose student members of standing committees of the Board of Trustees, of the Faculty, or of the College Administration in ways acceptable to the parent bodies;
- E. Enforce the rules which it enacts and other College regulations which are explicitly within its jurisdiction;
- F. Have authority to:
  - i. Propose changes to the Code of Conduct for review by the Faculty and the Board of Trustees;
  - ii. Propose amendments to the Statement on Rights and Responsibilities of Students for review by the Faculty and the Board of Trustees;
  - iii. Establish committees, assign their responsibilities, appoint their membership, and create whatever other internal organization it deems necessary for carrying out the purpose stated in this Constitution;
  - iv. Make recommendations to appropriate deciding bodies on any matter relating to the general welfare of the student body;
  - v. And recall student members of Faculty, Board of Trustees, or Administrative Committees if they have an unsatisfactory attendance record at their respective committee meetings.
- G. Function cooperatively with other constituent bodies to achieve the mission and purpose of the College;
- H. And represent the student body to outside agencies.

### **ARTICLE III: STUDENT GOVERNMENT RELATION TO THE FACULTY**

#### **Section 1: Suspension of Student Government Action**

- A. The Faculty may suspend any action of the Student Government which it judges to lie outside the authority of that organization or to be detrimental to the best interests of the College. Suspended actions shall be returned to the Student Government for reconsideration.
- B. To carry out the provisions of Article III, Section 1A, the Dean of Students shall act as the agent of the Faculty, reviewing all actions of the Student Government and deciding whether any should be suspended or reviewed by the entire Faculty. They shall report actions of the Student Government to the Faculty when appropriate, and they shall report actions which have been suspended to the next regular meeting of the Faculty for suitable action at that meeting or the next regular meeting.

## Section 2: Instructions to Committees

- A. The Student Government or its Executive Board shall have the right to ask the Faculty to direct any of its committees to provide information, undertake studies, prepare recommendations, or perform other appropriate duties.
- B. The Faculty or its Clerk shall have the right to ask the Student Government to direct any of its committees to provide information, undertake studies, prepare recommendations, or perform other appropriate duties.

## Section 3: Joint Committees

The Student Government and the Faculty may, at such time that it is acceptable to both bodies, establish joint committees of the Student Government and the Faculty. The composition and mission of such committees shall be determined jointly by the Student Government and the Faculty.

# ARTICLE IV: ORGANIZATION AND PROCEDURES

## Section 1: Meetings

- A. Regular meetings of the Student Government shall be held at the discretion of the Executive Board.
- B. Special meetings may be called by the President or one-third of the voting members of the Student Government petitioning the President in writing.

## Section 2: Quorum

A majority of the voting members of the Student Government shall constitute a quorum for the transaction of all business of the Student Government.

## Section 3: Parliamentary Procedure

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern all actions of the Student Government.

## Section 4: Bylaws

The Student Government shall have the power to write Bylaws to affect the purposes of this Constitution.

## Section 5: Legislative Functions

A motion involving a change in established policy or of significance to the Student Government shall not be voted on until a meeting held at least twenty-four hours following that meeting at which the motion is presented, or unless notice of intent to propose such a motion is made at least four days before the meeting, in writing, to each voting member and Delegate. This rule may be suspended by the unanimous vote of the Student Government present and voting.

## **ARTICLE V: MEMBERSHIP**

### **Section 1: Notice of Nondiscrimination**

Membership in the Student Government and registered student organizations are open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law in its educational programs and activities, admissions, or employment as required by Title IX of the Educational Amendments of 1972 (which requires that the College not discriminate on the basis of sex); the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (which requires that the College not discriminate on the basis of disability); Title VI of the Civil Rights Act of 1964 (which requires that the College not discriminate on the basis of race, color, or national origin); and Title VII of the Civil Rights Act of 1964 (which requires that the College not discriminate in employment on the basis of race, color, religion, sex, or national origin); and other applicable laws and College policies.

### **Section 2: Composition**

- A. The Student Government shall have 27 voting members, also known as Representatives: six Executive Officers, seven first-year class Representatives, seven sophomore class Representatives, and seven junior class Representatives. All Representatives will be selected or elected from the full-time students of Lafayette College.
  - i. Representatives not serving on the Executive Board will be referred to as General Body Representatives. Those serving on the Executive Board will be referred to as Executive Officers.
- B. The Student Government will also have Delegates. Delegates are students who serve as Faculty Committee student representatives, Board of Trustee student representatives, and Administration student representatives, who are not already members of the Student Government. Delegates are non-voting members.
- C. The Student Government may also have Ex-Officio Delegates. These members will be second-semester seniors who served during the full fall semester of their senior year. They may attend meetings but will be non-voting members.

### **Section 3: Advisement**

The Student Government shall be advised by the Dean of Students or a designee of the Dean of Students.

### **Section 4: Term**

The term of office shall be one calendar year, from January 1st to December 31st. All Representatives must be present on campus for the duration of their terms.

## **ARTICLE VI: ELECTION AND MEMBERSHIP OF EXECUTIVE OFFICERS**

### **Section 1: Executive Officer Positions**

- A. The Student Government shall have six Executive Officers. All Executive Officers are to be elected by the student body, as outlined in the Bylaws. These officers are as follows:
  - i. The President
  - ii. The Vice President
  - iii. The Treasurer
  - iv. The Communications Officer
  - v. The Inclusivity Officer
  - vi. The Parliamentarian
- B. The order of succession is as follows:
  - i. The President
  - ii. The Vice President
  - iii. The Treasurer
  - iv. The Communications Officer
  - v. The Inclusivity Officer

### **Section 2: Eligibility**

- A. All sophomores and juniors who are full-time students and are not on academic or disciplinary probation at Lafayette College are eligible to run for Executive Board positions.
- B. Candidates for Executive Board positions must have previously served on the Student Government for at least one semester.
- C. Candidates must only run for one Executive Board position per election cycle.

### **Section 3: Time of Election of Executive Officers**

- A. A general election of the Student Government Executive Board shall occur by the end of November.
- B. The selection of General Body Representatives shall occur after the new Executive Board has been elected and prior to the end of the fall semester.

#### Section 4: Vacancies and Succession

- A. Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office.
- B. Should the office of any of the remaining officers become vacant, the Student Government shall fill that office as outlined in the Bylaws.

### **ARTICLE VII: SELECTION AND MEMBERSHIP OF GENERAL BODY REPRESENTATIVES**

#### Section 1: Eligibility

All full-time students who are not on academic or disciplinary probation shall be eligible to become candidates for the Student Government.

#### Section 2: Time of Selection of General Body Representatives

Selection of the Student Government General Body Representatives shall take place in November on dates to be determined by the Student Government.

#### Section 3: Vacancies

A vacancy of a General Body Representative shall be filled by an appointment process. Procedures shall be outlined in the Bylaws.

### **ARTICLE VIII: COMMITTEES**

#### Section 1: Ad Hoc Committees

The President may appoint such ad hoc committees for a specific purpose as they deem necessary.

#### Section 2: Standing Committees

The Student Government may form Standing Committees, as provided in the Bylaws, to aid in the effective workings of the Student Government. Standing Committee Chairs shall attain their posts by a plurality vote of the Student Government.

### **ARTICLE IX: AMENDMENTS**

#### Section 1: Review of the Constitution and Bylaws

The Constitution and Bylaws should be reviewed, though not necessarily amended, every three years.

#### Section 2: Amendments to the Constitution

Amendments to this Constitution may be proposed by a member of the Student Government at a regular meeting using the following procedure:

- A. At the meeting where the amendment is proposed a period of discussion shall follow;

- B. The amendment shall be referred to a committee chaired by the Parliamentarian for study;
- C. At the next regular meeting, following the meeting where the amendment was proposed, the committee shall present the amendment with the committee's recommendations. A period of general discussion shall follow, after which the amendment shall lay over until the next regular meeting;
- D. At the next regular meeting, the second meeting from that at which the amendment was originally proposed, a discussion period shall be followed by a vote;
- E. And, an amendment shall require a three-fourths affirmative vote of all present and voting members of the Student Government, and the approval of the Faculty and the Board of Trustees, for it to be enacted.

#### **ARTICLE X: RATIFICATION**

This Constitution shall be adopted by the affirmative vote of three-fourths of the present and voting members of the Student Government, and the approval of the Faculty and Board of Trustees of Lafayette College.



## **BYLAWS OF THE STUDENT GOVERNMENT OF LAFAYETTE COLLEGE**

Easton, Pennsylvania

### **ARTICLE I: ORGANIZATION AND PROCEDURES**

#### **Section 1: Meeting and voting procedures**

- A. Regular meetings of the Student Government will be held at least three times a month and as deemed necessary by the President.
  - i. Meetings of the Student Government will be run according to the procedures outlined in the most recent edition of *Robert's Rules of Order*.
  - ii. A meeting is one that is held in a physical space or, as deemed necessary by the President, in a live-video, virtual setting (e.g. Zoom, Google Meet, Microsoft Teams, etc.) with a quorum present. In a virtual meeting, virtual voting may be conducted via the hand-raise or chatroom features of the video conferencing service in use.
  - iii. Business before the Student Government will not be voted on except in regular or special meetings.
  - iv. Representatives must be present at meetings in order to vote on measures before the Student Government. Absentee voting is not permitted.
  - v. Meetings may only be conducted if the agenda of the meeting is published at least 12 hours prior to said meeting.
  - vi. Votes must be recorded in the meeting minutes.
- B. During the summer, the Student Government will meet once a month and as deemed necessary by the President.

#### **Section 2: Absences**

- A. All members of the Student Government—Executive Officers and General Body Representatives—are allowed only three unexcused absences from scheduled meetings of the Student Government.
- B. The first unexcused absence of a Student Government member shall result in a written warning. The second unexcused absence shall result in a verbal warning by the Vice President of the Student Government. Upon the third unexcused absence, the seat of the absent member shall be declared vacant with notification by the Vice President. The vacancy will be filled according to the procedures outlined in these Bylaws.



- C. Excused absences are those that are due to one or more of the following:
- i. Functions related to the Student Government;
  - ii. Required academic functions besides regularly scheduled classes;
  - iii. Dean's excuses issued for classes;
  - iv. Varsity athletic competitions;
  - v. Religious obligations;
  - vi. Sickness;
  - vii. Family emergencies;
  - viii. Or as deemed appropriate by the Executive Board of the Student Government.
- D. Absences, excluding those for sickness and family emergencies, may only be excused if they are submitted to the Executive Board at least 24 hours prior to the meeting of the Student Government.

### Section 3: Communication

All members of the Student Government are expected to remain up to date with all communications of the Student Government throughout the entirety of their terms.

## **ARTICLE II: ELECTION OF THE EXECUTIVE BOARD**

### Section 1: Definitions

- A. The Elections Committee is a body of at least three Representatives including and co-chaired by the Vice President and the Inclusivity Officer, or, in the event that said officers intend to run for an Executive Officer position, a designee thereof who does not intend to run for an Executive Officer position. The members of the Standing Committee on Communications serve as non-voting members of the Elections Committee unless its members are selected as voting members of the Committee.
- B. General Body Applications, henceforth referred to simply as Applications, are online forms distributed to the first-year, sophomore, and junior classes to apply to the Student Government as General Body Representatives. The content of these Applications is determined by the Elections Committee but must include a description of the responsibilities and expectations of a General Body Representative. The Application must be identical for all applicants, including those who have previously served on the Student Government.
- C. Intent to Run Forms are online forms distributed to the members of the first-year, sophomore, and junior classes to declare their candidacy for an Executive Officer position. The content of these forms is determined by the Elections Committee but must

include a description of the responsibilities and expectations of each Executive Officer position.

- D. The Elections Manual is a supplemental guide to the election and selection process, updated annually, compiled, and adopted by the Elections Committee. The Elections Manual contains the specific dates relevant to the elections and selection process, specific sanctions for violations of the rules outlined in these Bylaws or the Elections Manual, and details other procedures not mentioned in these Bylaws. The Elections Manual is subject to amendment by the General Body after its initial adoption by the Elections Committee. The Elections Manual will be distributed to candidates by the Elections Committee via email upon the submission of the candidates' Intent to Run Forms.

## Section 2: Procedure for Electing Executive Officers

- A. Any full-time student of Lafayette College, who is not on academic or disciplinary probation is eligible to run for one Executive Board position on the Student Government, excluding the positions of President, Vice-President, and Treasurer, which must be held by someone who has served at least one semester on the Student Government.
- B. All candidates must submit an Intent to Run form to be reviewed by the Elections Committee to appear on the ballot.
- C. An Intent to Run form may be rejected by a simple majority vote in the Elections Committee for any of the following reasons:
  - i. The content is obscene or inappropriate;
  - ii. Copyright infringement;
  - iii. The form is incomplete;
  - iv. Or reasons not listed before, but listed in the Elections Manual or voted on by the majority of the Elections Committee to be a reason for rejection.
- D. All currently enrolled students not under academic probation, or are on academic probation 2 and cleared by the Student Government Advisor are able to apply for a Student Government General Body Representative position.
- E. If no Intent to Run forms are filled for the Executive Board positions by the deadline, then the Elections Committee can continue to solicit Intent to Run forms until 48 hours before the election. Should no Intent to Run forms be turned in after the extended deadline, then the position will be filled according to the procedures outlined in Article V Section 3C of the Bylaws.
- F. Each candidate may spend no more than one hundred and fifty dollars for the purpose of campaigning. Campaign expenses will be subsidized by the Student Government, but candidates may spend their own money so long as expenses do not exceed one hundred

and fifty dollars, including monies allotted by the Student Government.

- G. Each candidate must abide by a fair and respectful campaign. If a candidate does not follow these guidelines, they will be subject to disqualification upon a majority vote of the Elections Committee. These guidelines include but are not limited to:
  - i. No use of vulgar or derogatory language campaign tactics including posters, media, slogans, or interactions with other candidates;
  - ii. Refraining from defacing other candidates' advertisements, whether physical posters or on social media, defacing includes, but is not limited to, tearing down or damaging physical posters, or re-imaging a candidate's social media post in a negative light;
  - iii. And adherence to the College's poster, solicitation, and distribution of literature policies and in congruence with spending limits imposed by the Student Government election rules.
- H. Behavior in violation of the Elections guidelines may also result in disciplinary actions by the College.
- I. All students will be given the opportunity to vote for all Executive Board positions. This election shall be decided by plurality vote.
- J. If no singular candidate receives a plurality of the votes cast for the positions, a run-off election will be held to decide the winner.

### Section 3: Adjudicating Disputes in the Election Process

- A. To prevent disputes, candidates must pre-approve all election marketing decisions with the Elections Committee. The Elections Committee will approve by majority vote within one day of receiving the material.
- B. Disputes that arise during the elections of Executive Officers shall be adjudicated by members of the Elections Committee.
- C. If the Elections Committee decides that sanctions against a candidate are appropriate, the Committee will use a majority vote to determine the sanction imposed. Sanctions may include but are not limited to:
  - i. Removal from the ballot;
  - ii. Removal of funding;
    - a. Candidates from whom funding is revoked shall not spend their own money on their campaigns.
  - iii. And notification on the ballot of policies breached or behavior committed.
- D. Any procedural questions not resolved by this document will be adjudicated at the discretion of the Elections Committee.

### **ARTICLE III: SELECTION OF GENERAL BODY REPRESENTATIVES**

#### **Section 1: Eligibility**

All currently enrolled students not under academic probation, or are on academic probation 2 and cleared by the Student Government Advisor are able to apply for a Student Government General Body Representative position.

#### **Section 2: Selection Process and Timeline**

- A. The Executive Board elected during the fall semester will vote on a selection timeline; this selection process shall conclude by the end of the fall semester.
- B. Candidates must first complete an online application indicating their interest in a General Body Representative position during the time that the application is open.
- C. Upon the conclusion of the election, the incoming Executive Board will read through all of the Applications received for an initial round of screening. The Elections Committee will anonymize the Applications prior to the incoming Executive Board receiving them.
- D. The selection process will be run according to the discretion of the Executive Board.
- E. Upon review of applications by the Executive Board, students who clear the initial screening will be afforded an interview by at least two Executive Officers.
- F. After the interview period, the Executive Board will select candidates to become members of the Student Government. Candidates will thereafter be notified of their acceptance to the Student Government General Body.
- G. If the incoming Executive Board does not select enough candidates to fill each class year delegation, it must, in a timely manner, extend the application period and immediately notify the student body through the campus media and the publications of the Student Government

### **ARTICLE IV: APPOINTMENT OF FACULTY, TRUSTEE, AND ADMINISTRATIVE COMMITTEES**

#### **Section 1: Procedure for appointing student members to Faculty and Administrative Committees**

- A. The Vice President of the Student Government shall solicit student selection criteria from each of the Faculty and Administrative Committee Chairs.
- B. The Vice President shall then request letters of application from the student body. It shall be the duty of the Executive Board to select the new members of the Faculty and Administrative Committees by majority vote based on the recommendations submitted by the Vice President.
- C. At least one student member of each Faculty and Administrative Committee should be a voting member of the Student Government.

## Section 2: Procedure for recommending students to serve on Trustee Committees

- A. The Student Government shall request letters of application from the student body for Trustee Committee positions.
- B. To be nominated for a specific Committee, the student shall have the necessary qualifications to effectively serve on the Committee, as determined by the members of said Committee.
- C. The Executive Board will recommend at least three candidates for each Committee.
- D. These nominees shall be forwarded to the Secretary of the Board of Trustees by the Vice President or Advisor of the Student Government.

## Section 3: Delegate Relation to the Student Government

- A. Students serving on Faculty, Trustee, and Administrative Committees not already members of the Student Government shall henceforth be referred to as Delegates of the Student Government.
- B. Delegates shall be encouraged to attend the regular meeting of the Student Government following meetings of their respective Faculty, Trustee, or Administrative Committees.
- C. Delegates shall be required to attend any meeting of student members of Faculty, Trustee, or Administrative Committees at the request of the Vice President of the Student Government, also under the rules and provisions of the Student Government.
- D. Delegates shall have the right to make and second motions at the Student Government meetings but shall not have the right to vote on said motions.
- E. Delegates shall provide a semesterly report to the Student Government at a time determined by the Vice President.

# **ARTICLE V: VACANCIES IN THE STUDENT GOVERNMENT**

## Section 1: Resignations

If a member of the Student Government submits to the Student Government in writing their resignation, their seat shall be declared vacant.

## Section 2: Leaves of Absence

- A. A leave of absence shall be defined as the privilege to obtain three consecutive excused absences from regular meetings of the Student Government or its committees. The Executive Board shall have the power to grant a leave of absence and determine the criteria for one.
- B. Under no circumstances may there be more than three consecutive absences granted. Each absence after three is unexcused.

- C. No member of the Student Government may be granted more than one leave of absence per term in office.

### Section 3: Procedure for Filling a Vacancy of an Executive Officer

- A. The Student Government, by a 3/4th vote, shall designate a Representative to temporarily fulfill the duties of the Executive Officer whose seat was vacated until that seat is filled.
- B. The Vice President, or another Executive Officer designated by the President in the event of the Vice President's absence, shall request intent to run forms from members of the Student Government that lost representation.
- C. The Election Committee will hold a special election for the open position(s) based on intent to run forms submitted. This election shall be done by plurality vote and within a timeline of the committee's choosing. Two weeks after the request is made, an election will be held to fill the vacancy, with all members of the student body eligible to cast ballots.
- D. Should no candidate exist for an Executive Officer position, the position shall be filled by a plurality vote of General Body members.

### Section 4: Procedure for Filling a Vacancy of a Committee Chair

The process by which a committee chairmanship is filled shall mirror that of elevating a Representative to the chairmanship in the absence of a vacancy.

### Section 5: Procedure for Filling a Vacancy of an Ad Hoc Committee Chair

The process by which an ad hoc committee chairmanship is filled shall mirror that of elevating a Representative to the chairmanship in the absence of a vacancy.

### Section 6: Procedure for Filling a Vacancy of a General Body Representative

- A. The Vice President of the Student Government shall request applications from the student body.
- B. It shall be the duty of the Executive Board to select the new representatives by majority vote based on the recommendations submitted by the Vice President.
- C. Should a vacancy arise in a given class year delegation during the fall semester, an Ex-Officio Delegate who is a part of the same class year as that of the Representative whose seat had been vacated may be elevated to the role of Representative by the plurality vote of the Student Government at the discretion of the Vice President.

### Section 7: Procedure for Filling a Vacancy of a Delegate

- A. The Vice President of the Student Government shall request applications from the student body.
- B. It shall be the duty of the Executive Board to select the new members of the Faculty,

Trustee, or Administration Committees by majority vote based on the recommendations submitted by the Vice President and within guidelines outlined by the relevant committee.

## **ARTICLE VI: DUTIES OF THE MEMBERS OF THE STUDENT GOVERNMENT**

Section 1: It shall be the duty of the President to:

- A. Act as the leader of and spokesperson for the Student Government;
- B. Call and preside over all meetings of the Student Government; special meetings of the Student Government may be called as described in the Constitution Article IV, Section 1B;
- C. Appoint any other Special Committees they may deem necessary;
- D. Report to the student body on all Faculty and Trustee Meetings. The President shall also serve as a student member of the Board of Trustees;
- E. At the beginning of their term, submit a statement to members of the Student Government reporting the goals of their term, and any other information they deem pertinent;
- F. And, at the end of their term, submit a State of the College statement to members of the Student Government reporting the accomplishments of their term.

Section 2: It shall be the duty of the Vice President to:

- A. Assume the duties of the President in their absence;
- B. Correspond with Delegates and inform them of their responsibilities;
- C. Oversee the selection process of Delegates to Faculty, Trustee, and Administrative Committees;
- D. Oversee membership recruitment and retention in addition to the onboarding of new members of the Student Government;
- E. Act as a board of review for any protests filed in relation to the elections. All protests shall be reviewed with respect to the Bylaws and Constitution of the Student Government;
- F. And act as a board of review for any protests filed in relation to budget concerns. All protests shall be reviewed with respect to the Bylaws and Constitution of the Student Government.

Section 3: It shall be the duty of the Treasurer to:

- A. Act as custodians of all the funds of the Student Government;

- B. Present a general balance report at all regular meetings of the Student Government when needed, and at the instruction of the Executive Board, present an itemized balance sheet;
- C. 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;
- D. Oversee all allocations from the Student Activities Fund as dictated in the Student Government Financial Guidelines;
  - i. Upon a simple majority affirmative vote of those present voting, the semesterly budget shall be adopted by the Student Government;
  - ii. And allocate agreed-upon funds of the Student Government to the Lafayette College Libraries until the conclusion of the 2026 academic year in order to fund 55% of the Lafayette College New York Times Subscription.
- E. And review and make recommendations to the Student Government concerning additional requests for monies by organizations during the year.

Section 4: It shall be the duty of the Communications Officer to:

- A. 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. They shall especially include:
  - i. Names of those absent and tardy;
  - ii. Report of communications;
  - iii. Names of persons making motions and amendments;
  - iv. An accurate text of each motion and amendment made;
  - v. An indication of the results of votes taken;
  - vi. The results of all roll-call votes;
  - vii. And notification that these minutes are not the official minutes of the meeting until approved at the next meeting of the Student Government.
- B. Send a copy of the minutes to appropriate members of the administration, the Clerk of the Faculty, Faculty Committee Chairs, the campus news and media, all General Body Representatives, Head Resident Advisors, fraternity and sorority Presidents, Delegates, and students who request them;
- C. Provide a summary of the work of the Student Government to the College Archivist on a yearly basis;



- D. Communicate the actions of the Student Government through means including, but not limited to social media, posters, the campus news and media, press releases, and town halls;
- E. And to perform or delegate administrative and clerical functions for the Student Government.

Section 5: It shall be the duty of the Inclusivity Officer to:

- A. Ensure projects of the Student Government adhere to diversity, equity, and inclusion (DEI) principles;
- B. Foster an inclusive environment within the Student Government through means such as DEI- related trainings;
- C. Oversee the administration of Pard Pantry and the Menstrual Equity Project;
- D. And serve on the Standing Committee on Student Life.

Section 6: It shall be the duty of the Parliamentarian to:

- A. Enforce the observance of the Constitution and the Bylaws;
- B. Oversee proposed changes to the Constitution and Bylaws of the Student Government;
- C. And settle disputes related to the constitutionality of actions of the Student Government.

Section 7: It shall be the duty of General Body Representatives to:

- A. Serve on designated standing and ad hoc committees;
- B. Attend all committee and General Body meetings unless otherwise approved;
- C. Vote on all matters brought before the General Body unless abstaining from such voting;
- D. And work on designated projects.

Section 8: It shall be the duty of Delegates to:

- A. Provide semesterly reports to the Student Government regarding the work of assigned Faculty, Administrative, and Board of Trustees committees;
- B. And attend meetings of the Student Government, when necessary, to liaise between the Student Government and one's assigned committee.

Section 9: It shall be the duty of the Advisor to:

- A. Provide guidance and support;
- B. Advise the group on College policies and procedures and risk management;
- C. Facilitate retreats and provide leadership development opportunities;

- D. Attend meetings and major functions of the Student Government;
- E. Have one-on-one meetings with the President;
- F. Provide feedback, when requested, to members of the Student Government;
- G. And serve as a liaison between the Student Government and other administrators, Board of Trustees, faculty, etc.

## **ARTICLE VII: IMPEACHMENT AND REMOVAL FROM OFFICE**

### **Section 1: Grounds for Impeachment**

- A. If the conduct of an Executive Officer violates the College's Code of Conduct in a manner warranting disciplinary action from Lafayette College, said Officer faces sufficient grounds for impeachment.
- B. If an Executive Officer does not uphold the responsibilities of said Officer as outlined in the Constitution, the Officer faces sufficient grounds for impeachment.
- C. Members must be in good academic and disciplinary standing for the duration of their tenure in the Student Government. If an Executive Officer does not remain in good academic and disciplinary standing with the College, the Officer faces sufficient grounds for impeachment.

### **Section 2: Impeachment of Executive Officers**

- A. Should an Executive Officer fail to complete the duties of their office, any voting member of the Student Government may motion that the officer be impeached at a General Body meeting.
- B. Upon the motion to impeach being made, a special committee shall be formed consisting of the Parliamentarian, the Advisor, and one member of the Student Government not being impeached to study the merit of the motion, with a decision on the merits of the motion made within one week of the motion being made.
- C. If the special committee decides the motion has merit, the Parliamentarian shall form an Impeachment Committee to study and vote on the impeachment motion. This Impeachment Committee shall be formed within one week of the initial decision on merit, after which point the committee will have a minimum of two weeks to hear the case against the defending Executive Officer and the Officer's own defense. The vote to impeach shall occur within one month of the Impeachment Committee's formation.

### **Section 3: Conviction of Executive Officers**

- A. If the Impeachment Committee decides in favor of impeachment, the case shall be brought before the General Body at the next General Body meeting.
- B. The impeached Executive Officer and the party pursuing the Officer's removal shall present their cases to the General Body for deliberation. Both parties may bring witnesses

for their respective cases. The deliberation process shall begin immediately upon the conclusion of the case presentation. Members of the Student Government may not question the parties or the witnesses. By the end of the next General Body meeting following the conclusion of case presentations, a vote shall be held on whether to convict.

- C. A vote to convict an impeached Officer shall pass by a three-fourths majority. The penalty for conviction is immediate removal from office.

#### Section 4: Impeachment and Removal of the Parliamentarian

Should the Parliamentarian have an impeachment motion against them, the President shall take over the duties of the Parliamentarian as they relate to impeachment and removal. Should both Officers have concurrent impeachment motions against them, the responsibilities for impeachment shall fall to the next Executive Officer in the line of succession. Should every Executive Officer have motions of impeachment made against them, a Student Government Representative voted on by a majority of the General Body shall lead the impeachment process.

### **ARTICLE VIII: AD HOC COMMITTEES**

Student Government projects and programming shall be conducted through Ad Hoc Committees. Ad Hoc Committees are formed at the discretion of the Student Government. Ad Hoc Committees should be composed of a minimum of 3 members with one appointed as Chair. Members may sit on different Standing Committees while serving as members of Ad Hoc Committees.

### **ARTICLE IX: STANDING COMMITTEES**

#### Section 1: Composition

- A. There shall be seven Standing Committees: The Standing Committees on Academic Affairs, Budget, Communications, Student Life, Student Organizations, Equity & Inclusion, and Sustainability.
- B. Each Standing Committee will be composed of 3-5 members as to be determined by the Chair of each Standing Committee.
- C. Each General Body Representative must serve on at least one Standing Committee.
- D. Standing Committee Chairs, save for the Budget and Communications Committee chairs, will be elected by the Student Government General Body by plurality vote once Representatives are seated for the calendar year.
- E. Representatives not serving as Executive Officers shall rank their committee preferences and then be appointed by each Committee Chair.

#### Section 2: The Standing Committee on Academic Affairs shall:

- A. Concern itself with the academic aspects of the College;
- B. And be responsible for the administration of the Student Government Superior Teaching Award.

- C. Oversee and maintain the semesterly implementation of the Textbook Loan Program.

Section 3: The Standing Committee on Budget shall:

- A. Be co-chaired by the Treasurer and the Chair of the Standing Committee on Student Organizations;
- B. Act as custodians of all the funds of the Student Government;
- C. Oversee all allocations from the Student Activities Fund as dictated in the [Student Government Financial Guidelines](#);
  - i. Upon a simple majority affirmative vote of those present voting, the semesterly budget shall be adopted by the Student Government.
- D. And review and make recommendations to the Student Government concerning additional requests for monies by organizations during the year.

Section 4: The Standing Committee on Communications shall:

- A. Be chaired by the Communications Officer;
- B. Initiate and develop a regular program to publicize actions of the Student Government and concerns to the campus through such means as:
  - i. Social media, advertisements, press releases, town halls, and relations with the campus newspaper;
  - ii. Posters and signs advertising meetings of Student Government where outside input is especially desired;
  - iii. Maintaining the Student Government's website and social media;
  - iv. And creating the ability for the student body to view the meetings of the Student Government.
- C. And facilitate the Student Government's relations with the College's Communications Division.

Section 5: The Standing Committee on Student Life shall:

- A. Act as an initiator and coordinator in the area of student activities;
- B. Have the responsibility for supporting major student events beyond the scope of the Lafayette Activities Forum;
- C. Act as a liaison between the Student Government and groups such as Residence Hall Council, Interfraternity Council, Panhellenic Council, the Resident Advisors, and Lafayette Activities Forum;
- D. Have the Chair serve as a student representative to the Academic Standards Committee, formerly known as the Faculty Student Life Committee;

- E. Handle all referrals, establish programs, evaluate, and, when deemed necessary, make recommendations on the following College services:
  - i. Public Safety;
  - ii. Health Center;
  - iii. Counseling Center;
  - iv. College contracted dining services;
  - v. Farinon Student Center;
  - vi. College mail service;
  - vii. Lafayette College Store;
  - viii. Recreational Services;
  - ix. Dean of Students office;
  - x. Career Services;
  - xi. Library;
  - xii. And Facilities Operations.
- F. And have the Inclusivity Officer serve as a member of the Committee.

Section 6: The Standing Committee on Student Organizations shall:

- A. Advise, supervise, serve and maintain constant correspondence with co-curricular student organizations throughout the year in such matters as organizations' constitutions, budgets, and any other needs organizations may have. In order to maintain this constant correspondence, at least once per semester, with the campus organizations, the committee will maintain updated lists of all officers and addresses from all campus organizations;
- B. Ensure that the Constitutions of all student organizations uphold basic College policy, as outlined in the Statement on Student Rights and Responsibilities;
- C. Recommend to the Student Government all student organizations' constitutions which uphold College policy and also make recommendations to the Student Government concerning all changes in these constitutions;
- D. Recommend to the Student Government that the Constitution of an organization be suspended if the Student Organizations Committee believes that that organization is in violation of College policy or its own Constitution;
- E. Recommend to the Student Government that it withhold or withdraw funds from any organization receiving monies from the Student Activities Fund should that organization fail to adequately perform the following duties and functions:

- i. Hold regular meetings;
  - ii. Maintain an active membership;
  - iii. Abide by its Constitution;
  - iv. And submit proposed changes to their Constitutions to the Committee for review and approval by the Student Government.
- F. Contact Recreational Services and Risk Management to determine the feasibility of supporting the club before approving the Constitution of an athletic club;
- G. Audit the activity of clubs and decommission inactive organizations;
- H. Be responsible for the maintenance of updated versions of all club constitutions, as well as archiving original and inactive constitutions;
- I. And have the Chair of this Committee serve as Co-Chair of the Standing Committee on Budget.

Section 7: The Standing Committee on Equity & Inclusion shall:

- A. Serve as a liaison between the Student Government and intercultural organizations, as well as coordinate programming efforts with the Office of Intercultural Development;
- B. And examine and explore opportunities to improve inclusivity on campus.

Section 8: The Standing Committee on Sustainability shall:

Promote the environmental sustainability of Lafayette, through coordinated programming efforts with the Office of Sustainability or advising student organizations and the College's operations.

## **ARTICLE X: RESOLUTIONS**

Section 1: Definition of a Resolution

- A. A Resolution is a formal statement from the General Body of the Student Government that:
  - i. Affirms a commitment to a particular value, principle, or idea;
  - ii. Urges action by a person, group of persons, or organization other than the General Body of the Student Government;
  - iii. Or both affirms an ideological commitment and urges action beyond the Student Government in virtue of that value or shared belief.
- B. Resolutions shall be numbered according to the following format:
  - i. The first resolution passed each year will be numbered "Resolution YEAR-01" where YEAR is the year in which the resolution is proposed (e.g. 2018)

- ii. All subsequent resolutions proposed shall be numbered “Resolution YEAR-XX” where YEAR is the year in which the resolution is proposed, and XX is a number created by adding one (1) to the number of the resolution previously passed. For example, if the previous resolution passed was Resolution 2018-01, then the following resolution proposed in the same year will be numbered Resolution 2018-02.

C. Resolutions shall be titled according to the following best practices:

- i. They shall begin “A Resolution For...” (e.g. “A Resolution for Religious Inclusivity in the Classroom”)
- ii. They shall be reasonably short so that they can be easily named and spoken about
- iii. Their titles should bear a reasonable and substantial relation to the ideological commitment being affirmed, the action being urged, or both.

D. Resolutions should be kept as close to one page in length as possible, for ease of dissemination.

## Section 2: Proposing and Passing a resolution

- A. Any member of the Student Government may propose that a resolution be added to the agenda of the next full body meeting, so long as ample time is provided for the Executive Board to budget time accordingly.
- B. Any resolution proposed to the Executive Board must be added to the agenda of a full body meeting set to occur no later than three full body meetings after the resolution is proposed to the Executive Board.
- C. Any resolution on the agenda for a General Body meeting will be debated and voted on according to the following procedure:
  - i. The Parliamentarian or designee of the Parliamentarian will call on the author or sponsor of the resolution to introduce the resolution, explain why they are bringing it to the floor, and then read it in its entirety.
  - ii. The Parliamentarian will then open the floor for comments and call on members of the audience to speak, including those not members of the Student Government. Comments may either be statements in support, statements in opposition, proposals for amendments, or questions for clarification.
  - iii. After ample opportunity for due deliberation has elapsed, any member of the General Body may motion to vote on the resolution. If the motion is seconded, all members of the General Body will have the opportunity to vote for, vote against, or abstain.
  - iv. A resolution requires at least a simple majority of those in attendance to pass.

- i. The number of votes in favor, number of votes in opposition, and number of abstentions must be counted and recorded in the minutes by the Communications Officer.

### Section 3: Dissemination of Passed Resolutions

- A. If a resolution is passed, then it must be circulated to the President of Lafayette College, the student body, and The Lafayette Newspaper.
- B. When the resolution is sent to the above parties and groups the name of the sponsor should be included, as well as the vote count.
- C. The sponsor of the resolution will not be recorded on the document of the resolution itself, nor shall the vote count by which it passed.
- D. The resolution shall be printed and stored in the Student Government Office for historical purposes. The resolution will additionally be sent to the College Archivist by the Communications Officer.

## ARTICLE XI: AMENDMENTS

### Section 1: Proposing Amendments

Members of the Student Government may propose amendments to these Bylaws, or any full-time student of Lafayette College may present an amendment to the Student Government at one of its scheduled meetings. The Student Government shall study the proposed amendment and, if necessary, appoint a Special Committee to the President for the consideration of the amendment and the creation of recommendations.

### Section 2: Adopting Amendments

- A. Proposed amendments are to be voted on no sooner than one meeting after the meeting at which they are presented to allow for study by the Student Government Representatives.
- B. Amendments to these Bylaws shall be voted on at a meeting of the Student Government. Proposed amendments shall be subject to a three-fourths majority vote of the present and voting members of the Student Government in order to become effective.

*The Student Government of Lafayette College Constitution and Bylaws were revised over a roughly two-year period from September 2020 - October 2022 by former Vice President Ross Coleman '22, former Vice President Thalia Charles '22, Vice President Fatimata Cham '23, former Public Relations & Marketing Director Gina Beviglia '22, Public Relations & Marketing Director Trebor Maitin '24, and Academic Affairs Director Olivia Lattanzi '23 under the advisement of Student Government Advisor Vanessa Pearson.*