

# **Lewis University Student Governing Board Constitution**

**Initial Ratified by the Student Governing Board Assembly August 25, 1998**

**Revised and Amended September 21, 2000**

**Revised and Amended September 12, 2001**

**Revised and Amended January, 2002**

**Preamble: The Student Governing Board represents the undergraduate students in the University. The members of the Student Governing Board, in support of the Lewis University Mission, the Flyers Creed and the Sanctified Zone Pledge, work within the framework of this Constitution which is established by the University administration in cooperation and consultation with the members of the SGB Assembly. The Student Governing Board seeks to provide adequate, effective, and efficient student representation in all decisions as they apply to students. The overall goals of the Student Governing Board are to:**

- Promote fair and effective administration of student life;
- Foster a positive working relationship among students, faculty, and administrators;
- Assess and create student activities; and
- Provide an effective forum for the expression of student opinion.

## **Article I. Name and Basic Structure**

Section 1) The name of this organization shall be the Lewis University Student Governing Board (hereinafter referred to as the SGB). The SGB meets as an Assembly which contains five standing committees: The Executive Committee, the Student Activity Advisory Committee, the Election Committee, the Service Review Committee, and the Political Action Committee.

## **Article II. Authority**

Section 1) All power vested in the SGB is derived from the Board of Trustees, exercised by the President of the University, and delegated to the Vice President for Student Services. The Vice President of Student Services may appoint a designee to directly supervise the governing board as its moderator in the exercise of its authority. The SGB Assembly elects its President and Vice President. The Secretary and Treasurer are appointed by the Vice President for Student Services. All four officers serve on the Executive Committee.

Section 2) The Student Governing Board shall govern and represent the students only in those matters over which authority has been delegated to the Student Governing Board by the administration of the University.

Section 3) The Student Governing Board shall have exclusive control and jurisdiction over its internal affairs while recognizing the authority of the University as stipulated in Section 1 of Article II to oversee the work of the Student Governing Board.

### Article III. Composition and General Charge

Section 1) Students at Lewis University are represented in the governance of the University by the SGB as the lead student organization.

- A. Its activities are moderated by the Vice President for Student Services and/or his/her designee. A faculty or staff member may be appointed as an Associate Moderator and/or advisor by the Vice President for Student Services after consultation with the Moderator and the Executive Committee to assist the group in its development.
- B. The membership of SGB Assembly is as follows:
  - 1. Fifteen (15) voting undergraduate student members and three non-voting members of the faculty/staff.
    - a. Eleven (11) representatives from eight (8) Organizational Councils.
      - i. 1 Representative from the Commuter Council
      - ii. 3 Representative from the Cultural Awareness Council -1 seat  
designated for the Representative from ISA - 1 seat designated  
for a Representative from the BSU - 1 seat designated for a  
Representative from LASO
      - iii. 1 Representative from the Inter-Fratority Council (IFC)
      - iv. 1 Representative from the Inter-Organizational Council (IOC)
      - v. 1 Representative from the National Pan-Hellenic Council (NPHC)
      - vi. 2 Representative from the Residence Hall Council (RHC)
      - vii. 1 Representative from the Scholar's Council
      - viii. 1 Representative from the Student Athletic Advisory Board (SAAB)
    - b. Four (4) at large members.
    - c. Three (3) members of the faculty and/or professional staff: the moderator, the associate moderate and the activity advisor.
- C. All members are required to maintain a Cumulative GPA of at least 2.0, be full time students (12 credit hours), and be in good social and disciplinary standing. Councils may designate any member of the council to serve as the SGB Representative as long as membership standards are maintained.
- D. All members of the Assembly are fully empowered to speak for and act in the name of the constituencies they represent. The votes of members represent the will of the constituency and the action of the SGB is binding on that constituency. If a representative needs to consult with his/her constituency then Parliamentary means should be utilized to allow such consultation.
- E. Members of the Executive Committee are required to maintain a Cumulative GPA of at least 2.5, be full time students ( 12 credit hours), and be in good social and disciplinary standing. Member must serve on SGB as an Assembly Board Member for at least one semester in order to be nominated for a position on the Executive Committee.
- F. Normally, members seeking a position on the Executive Committee will serve a term of at least one year. Holding office for a single semester will only be permitted if there are extenuating circumstances which require this exception from standard practice.
- G. All requirements for membership and service are in force at all times unless a specific exemption from this policy has been granted by the Vice President for Student Services.

Section 2) SGB will consider matters related to academics, residence and commuter life, activities, organizations, activity funding and facilities concerns by:

- A. Reviewing the quality of student life;
- B. Directing the work of the members of the executive committee;
- C. Representing student needs and concerns to the administration of the University;
- D. Cooperating with the Office of Student Activities:
  - 1. In the initial process for recognition of new organizations, discipline of organizations, and in the evaluation of organizations seeking a renewal of recognition through the monitoring of group programs, budgetary responsibility, and adherence to the rules and regulations in the Student Organizational Manual,
  - 2. In the development of an activity program through the work of a standing committee (SAAC- Student Activity Advisory Committee),
  - 3. In review of student life for both resident and commuter students
- E. Providing and/or recommending membership for various University committees and boards.

Section 3) The Coordinator of Student Activities cooperates with the Students Governing Board in overseeing the daily activities of student organizations as related to organization recognition, organization review, the activity plan submission processes, and the assigning and monitoring of organizational budgets, and the placement of approved moderators.

- A. The Student Governing Board will review the Student Organization Manual each spring.
  - 1. The SGB Vice President in the cooperation with the SGB Treasurer will initiate this review.
    - a. Both the Executive Committee and the Assembly will forward its commentary and suggestions. Commentary and suggestions on Students Organization Manual policies is forwarded to the Coordinator of Student Activities and to the Vice President for Student Services before the Manual is approved.
      - i. The Student Organization Manual is produced by the Office of Student Activities and the Coordinator of Student Activities. The policies contained in the manual are approved by the Vice President for Student Services.

**Article IV. Forming the Assembly of the SGB, the election selection of the members of the Executive Committee, and selections of the Student Activity Advisory Committee, Service Review Committee, the Election Committee and Ad-Hoc Standing Committees**

Section 1) Membership on the SGB which represents the eight (8) Organizational Councils will be determined by the election procedures established by each council.

Section 2) All members of the Assembly are fully empowered to speak for and act in the name of the constituencies they represent. The votes of members represent the will of the constituency and the action of the SGB is binding on that constituency. If a representative needs to consult with his/her constituency then Parliamentary means should be utilized to allow for such consultation.

Section 3) Four (4) At-Large members are appointed by an Election Committee.

- A. The Election Committee will be composed of four (4) members of SGB Assembly (none of whom may be seeking an at-large position for the upcoming year) and three (3) faculty/staff members: the Vice President of Student Services, the Coordinator of Student Activities, the Director of Transcultural Student Services or their designee with the approval of the Vice President.
- B. The Election Committee oversee the election of the President and the Vice President of the SGB and the selection of the At-Large members.
- C. The Election Committee is charged with the investigation of any irregularities related to the election, appointment and seating of any member of the Assembly.

Section 4) Four Members of the Assembly are selected to serve as the Executive Committee: a President, Vice President, Secretary and Treasurer.

- A. The President and Vice President are elected by direct vote of the Assembly.
- B. The Secretary and Treasurer are appointed by the Vice President of Student Services in consultation with the members of the Assembly, the Executive Committee, the Moderator, the Associate Moderator and other members of the University Community.

Section 5) The election of the President and Vice President is supervised by the chairperson for elections appointed by the Elections Committee. The chair is not eligible to run for any position on the Executive Committee in the coming year. If possible, the chair should be a graduating student. Normally, the Election Committee is chaired by the outgoing President of the Executive Committee.

- A. Elections are to be held at a date determined by the Assembly during the Spring Semester to allow for sufficient overlap between the outgoing and incoming Executive Committees.
- B. Elections may also be held to fill the unexpired terms of members and officers according to the norms established in this Constitution.
- C. Election should not be held until all seats in the Assembly for the upcoming year have been filled, except when necessary due to Council Election schedules or because of the need to fill a vacated office.
- D. The rules governing the exercise of the vote for each seat in there elections are:
  - 1. Each seat at the SGB is entitled to one vote.
  - 2. Any member currently serving but who will not be the holder of the seat in the next academic year will exercise 1 whole vote in the elections.
  - 3. Any member currently serving but who will not be the holder of the seat in the next academic year will exercise ½ vote in the elections.
  - 4. All new members having been designated to hold a seat in the next academic year will exercise ½ vote.

Section 6) The Secretary and Treasurer will be appointed by the Vice President for Student Services in consultation with the members of the Assembly, the Executive Committee, the Associate Moderator, the Interview Committee and other members of the University Community

- A. The Vice President of Student Services will request nominations from the members of the Assembly.

- B. The Vice President of Student Services will follow the principles of the model utilized in the selection of At-Large members.
  - 1. He will consult with the President and Vice President, the Moderator, the Associate Moderator, the Coordinator of Activities, and other members of the University community in the selection of qualified officers who also balance representation on the Executive Committee, especially in regards to gender, ethnicity, and race.
  - 2. The Vice President of Student Services and an interview committee approved by him will interview all candidates for the office of Secretary and Treasurer, examine any pertinent records related to the candidates, and seek the counsel of other members of the University community in regard to their suitability for office.
- C. The appointment of the Secretary and Treasurer will take place after the election of the President and Vice President.

Section 7) The term of the President, Vice President, Treasurer, and Secretary will not exceed one year.

- A. Persons may be reelected for consecutive years.
- B. The normal term of office is one year. Those running for offices should normally do so with the intention of serving the entire year. However, for particular reasons, a nominee may make known to the SGB that he/she plans to hold the seat for only one semester at which time the body will need to hold a special election as per the rules established in this constitution.

Section 8) The Election Committee is normally chaired by the President of the Executive Committee unless the President intends to stand for reelection, or to seek another position on the Executive Committee unless the President intends to stand for reelection, or to seek another position on the Executive Committee. In such a case, the Election Committee shall elect its own Chair.

- A. The committee is composed of the Chair, and three other members elected by the Assembly. Any full time student is eligible to serve on the Election Committee.
- B. The Election Committee oversees the proper functioning of all elections in all councils and has authority to intervene when necessary in these elections especially where matters of fairness and due process are concerned.
- C. The Election Committee oversees the election of the President and the Vice President of the SGB and the selection of the At-Large members.
- D. The Election Committee is charged with the investigation of any irregularities related to the election, appointed and seating of any member of the Assembly.

Section 9) The Student Activity Advisory Committee (SAAC) is chaired by the Vice-President of the Executive Committee.

- A. The Vice-President shall ask the Assembly for nominations to this Committee. Any full time student is eligible to serve on SAAC. There shall be at least seven (7) members (the chair and six elected students).
- B. Sub-committees of SAAC will be needed for the Fall Informal, Spring Formal, Homecoming, and the End-of-the-Year activities.

Section 10) The Service Review Committee is chaired by the Treasurer of the Executive Committee. There will be eight members (Chair, President and Vice-President of RHC, President and Vice-President of CC, and three members-at-large).

- A. The Treasurer shall ask the Assembly for nominees for the at-large members. Any full-time student is eligible to serve on the SRC.

Section 11) Ad Hoc Committees may be created by the Assembly.

- A. Membership and chairmanship will be decided by the Assembly.
- B. Ad Hoc committees are appointed on an “as-needed” basis and continue to function as long as there is work for them to do.
- C. They report to the Assembly at each meeting.

## **Article V. Duties of SGB Assembly Members**

Section 1) Duties of all SGB Assembly Members:

- A. Uphold the ideals of the Lewis University Student Governing Board in accordance with the Mission of Lewis University.
- B. Attend and participate in weekly Assembly meetings of the SGB.
- C. Initiate actions, legislation, and discussion within the Assembly.
  - 1. As members of a deliberative body, the actions of the body require that the members uphold the judgments/decisions of the Assembly.
- D. Communicate actions of the SGB to their Councils or other constituencies.
  - 1. Members are empowered to speak for the constituencies which they represent at the Assembly.
  - 2. Members are empowered to represent the will of their constituencies by means of their voice and vote in the Assembly.
  - 3. When members must consult with their constituencies prior to action being taken in the Assembly, members must initiate the appropriate measures within the Assembly to allow for this consultation.
- E. Voice student concerns/issues and represent individual student and group needs.
  - 1. Members of the Assembly will normally bring requests for supplementary funding to the Treasurer of the Executive Committee.
  - 2. However, when the Executive Committee does not endorse a request for funding, members may submit that request directly to the assembly.
- F. All council Representatives, chairs of standing committees and chairs of ad hoc committees must submit a written report of activity and/or resolutions/motions to the Assembly. Those not doing so will not be recognized in the standing Order of Business at the Assembly and will not be permitted to make motions related to their council’s business.
- G. Serve on or nominate representative to serve on administrative committees.
- H. The assembly will be asked to consider and review members of the university staff for consideration as recipients of the monthly presidential service award, forwarded by the Vice-President for Student Services. A finalist list will be presented to the assembly for its comment at an August and a December meeting.

- I. The assembly will nominate a student to serve on each of the Board of Trustees Committees to which students are appointed. Preference will be given to members of the Assembly in filling these positions. Board of Trustee committee representatives along with all other committee representatives are finalized in April.
- J. Membership on the Student Organization Review Board, which is called by the Coordinator of Student Activities, will include at least two and not more than four members of the Assembly. These members will be nominated and elected by the Assembly. If desired by the Vice-President of Student Services, additional members may be recommended by the SGB.
- K. The assembly should gather a list of exceptional students who might be called upon to serve on other committees or to represent the student body as requested by the Office of Student Services. The list will be created after initial consultation with the Dean's List of each College.

## **Article VI. The Functioning of the Standing Committees**

### Section 1) The Executive Committee:

- A. Initiates actions to be taken to the Assembly and implements courses of action legislated by the Assembly.
- B. Discusses concerns and issues affecting student life at each meeting.
- C. Cooperates with the Coordinator of Student Activities in the recognition, review and discipline of student organizations.
- D. Sets weekly agenda for Assembly meetings.
- E. Meets regularly with the Moderator, and/or his/her designee.
- F. Maintains visibility through cafeteria walkabouts, presence at most student events, an up-to-date bulletin board, columns in the campus life newsletter, and regular office hours and phone contacts.
- G. Oversees the designation of funding for student organizations and reviews the effective operation of student organizations.
- H. Performs the duties established for each office. Duties of Executive Officers:
  1. President
    - a. Convenes and chairs Executive Committee meetings and Assembly meetings.
    - b. Sets the agenda for the Executive Committee meetings with the approval of the Moderator or his/her designee.
    - c. Provides information pertaining to the agenda for the Assembly meetings to all members.
    - d. Serves as official representative of the student body at public events and at various decision making and advising groups, and student spokesperson at University events.
    - e. Represents student interests in individual meetings with University Administrators.
    - f. Meets weekly with the moderator and/or his/her designee.
    - g. Serves as a standing member of the President Student Advisory Council (PSAC)
    - h. Serves as a standing member of the University Policy and Budgetary Review Advisory Council (UPBRAC).

- i. Chairs and the election committee and in that capacity oversees the designated electoral processes.
  - j. Oversees the organization and administration of the Executive Committee and its office.
  - k. Serves on a Board of Trustees Committee as appointed.
  - l. Serves as a member of the Student Organization Review Board unless a conflict of interests exists. In such cases, another Executive Committee member will be asked to serve.
2. Vice President
- a. Assists the President in performance of his/her duties; standing in for the President when he/she is absent or is required by parliamentary procedure to “pass the gavel” and facilitate the smooth running of the meeting.
  - b. Chairs the Student Activity Advisory Council (SAAC):
    - i. Creates and updates “the guide to SGB major events: a manual for running formals and large activities.
    - ii. Assists in annual revision and updating of the Student Organization Manual with the Coordinator of Student Activities.
    - iii. Primary liaison with Office of Student Activities in the creation, planning, and implementation of the Fall Formal, Spring Formal, organization recognition ceremony and other special events.
    - iv. Works with the Coordinator of Student Activities in facilitating the SAAC.
    - v. Requests, and gathers evaluative information from all assembly members, but especially from executive committee and SAAC members regarding the quality of student activities both general and those that are offered by student organizations.
    - vi. Conducts opinion samples, polls and surveys as needed in regard to the quality and kind of student activities.
    - vii. Coordinates assistance from the Coordinator of Student Activities and the Office of Transcultural Student Services for major student events as requested by its director through SAAC.
    - viii. Serves as a standing member of the President Student Advisory Council (PSAC).
  - c. Serves as a standing member of the University Policy and Budgetary Review Advisory Council (UPBRAC).
  - d. Serves on a Board of Trustees Committee, if appointed.
  - e. Serves as an official representative of the student body and spokesperson at University events.
  - f. Advises the Coordinator of Student Activities and Campus Life about student activities and programs.
3. Treasurer
- a. Oversees the finances of the SGB under supervision of the Vice President for Student Services.
  - b. Oversees and monitors distribution of funds for specific activities and the student organizations under the sponsorship of the Students

- i. Recommends supplementary funding as requests by organizations, other groups, or individuals to Executive Committee which can, in turn, recommend supplementary funding requests to the Assembly for its consideration.
  - c. Meets regularly with the Office of Student Activities' graduate student assigned to manage the student organizations whose budgets are approved by the SGB; to evaluate proposals for co-sponsored events requiring special funding from Student Activities; and to insure the smooth running of the SGB's financial procedures.
  - d. Prepares monthly financial reports for the Assembly evaluating the expenditure of Student Activity Funds by student organizations or as needed.
  - e. Reports on necessary financial matters related to student organizations to the Executive Committee.
  - f. Maintains the SGB office inventory ordering replacement materials as needed.
  - g. Chairs SRC.
  - h. Holds a seat on a Board of Trustees Committee, if appointed.
  - i. Assists the Vice President in review of the Organization Manual.
4. Secretary
- a. Records minutes of Assembly and Executive Committee meetings.
  - b. Keeps and prepares all minutes for Executive Committee, Assembly meeting. Minutes are emailed to the Executive Committee, Assembly, and Moderator members as appropriate within 24 hours. Written versions
  - c. Review major motions and actions by the Assembly before approval of the minutes by the assembly approved by the Assembly at the previous meeting.
  - d. Processes correspondence from the SGB executive committee and Assembly.
  - e. Works with the SGB President to set the agenda for Assembly meetings. Prepares the agenda for distribution to the members.
  - f. Maintains voice mail system, and other clerical duties as assigned.
  - g. Coordinates communication with the student body via columns in the Campus Life newsletter, and by maintaining the SGB Bulletin Board.
  - h. Chairs the Political Action Committee.
  - i. Creates and distributes necessary flyers and advertisement.
  - j. Coordinates reports from all the councils for Assembly meetings.
  - k. Serves on a Board of Trustees Committee, if appointed.

Section 2) Members of the Executive Committee of the SGB receive a stipend determined by the moderator for their service.

Section 3) The following articles govern when meetings are to be held.

- A. The SGB Executive Committee will meet weekly during the academic year and when necessary during the summer and winter breaks.
- B. The Assembly will meet weekly, and at other times when necessary to assist with organization disciplinary hearings, organization recognition, organization review, and activity and budget plan review. The executive committees will call such meetings as needed.

- C. If necessary between Assembly meetings, the Executive Committee may speak and act in SGB's name with the approval of the Vice President for Student Services.
- D. Neither the Assembly nor the Executive Committee will meet without the approval of the Vice President for Student Services or his/her designee.
- E. All committees may meet as necessary under the supervision of the designated officers who function as their chairs.

Section 4) The Election Committee is normally chaired by the President of the Executive Committee unless the President intends to stand for reelection, or to seek another position on the Executive Committee. In such a case, the Election Committee shall elect its own Chair. The committee is composed of the Chair, and three other members elected by the Assembly. Any full time student is eligible to serve on the Election Committee.

- A. The Election Committee oversees the election of the President and the Vice President of the SGB and the selection of the At-Large members.
- B. The Election Committee is charged with the investigation of any irregularities related to the election, appointment and seating of any member of the Assembly.
- C. The Election Committee will participate in the selection of the four (4) at-Large representatives in cooperation with the Offices of Student Services and Transcultural Student Services and under the supervision of the Vice-President for Student Services. The Committee will seek candidates for these positions by:
  - 1. Asking for nominations from faculty and professional staff by sending out a letter and nomination form one month prior to elections.
  - 2. Advertising the process of student nominations through a campus wide student mailing, articles in the Flyer and Campus Life newsletter, and posters.
  - 3. Asking for nominations from the student body by setting up nominating tables staffed by members of the Election Committee. These tables will be set up in the Dining Hall and in the hallway between the Academic and Science buildings. Nominations will be taken all day for two consecutive days.
    - a. Students may self nominate.
    - b. Nominees will complete an information form.
    - c. Insuring that the following criteria for nominees are adhered to.
- D. All nominees must:
  - 1. Be in good academic standing (a minimum cumulative GPA of 2.0)
  - 2. Be in good judicial standing (able to maintain, uphold and support University policies).
  - 3. Have the ability to devote time outside of personal commitments and academic responsibility.
  - 4. Have good communication skills.
  - 5. Have a positive working relationship with faculty, staff and students.
- E. Interviews with the Election Committee will be arranged by the Chair of the Election Committee. The Committee along with the Vice-President for Student Services, and a representative from the Office of Student Services and the Office of Transcultural Student Services will conduct interviews will all candidates.
  - 1. Selection will be by consensus based on suitability of the candidates with particular attention to maintaining balance of representation on the SGB.

2. The Election Committee recommends suitable candidates to the Vice-President for Student Services for appointment to the Assembly.
  3. The final selection of At-Large members is the prerogative of the Vice-President of Student Services.
- F. The Election Committee will supervise the election of the President and Vice-President of the Executive Committee.
1. Selection of the Executive Committee will be determined following the election of the Council representatives. This is to insure that the Student Governing Board is representative of all student populations it serves.
  2. The election of the President and Vice-President of the Executive Committee membership is voted on by all members of the SGB in the presence of the moderator or his/her designate after a brief presentation from each of the interested SGB members.
  3. These elections of the Executive Committee will be by Secret Ballot with election requiring an Absolute Majority of the Quorum. Returning members will receive a full (one) vote, new members and outgoing members will receive ½ vote.
  4. The Election Committee guards the process and integrity of all council elections and may assist and intervene those as necessary.

Section 5) The Student Activity Advisory Committee (SAAC) oversees the activity program provided by the SGB including the Fall Formal, the Spring Formal, the organization recognition ceremony, and other special events. The committee also assists in the evaluation of the activity program including activities sponsored by the Office of Student Activities and Organizations.

- A. SAAC is chaired by the Vice-President of the Executive Committee.
- B. SAAC has at least six additional members to be approved by the Assembly.
  1. Any full time student is eligible to serve on SAAC.
  2. The Coordinator of Student Activities will serve as the advisors of this group.
    - a. In this capacity he/she will work with the Vice-President of SGB in facilitating the work of SAAC (to include the evaluation of activities, the creation of “best practice” procedures, agenda setting, development of group task lists and supervision of appropriate projects).
    - b. SAAC will advise the Coordinator of Student Activities regarding the appropriateness and attractiveness of planned events; will assist in the review of the Activity Calendar to monitor potential conflicts and to insure proper support for events; and will suggest additional programs of high interest and value for sponsorship by the Activity Office and the Office of Transcultural Student Services or co-sponsorship with Student Organizations, or the SGB.
- C. SAAC is the principle planning group for those events which are under the particular sponsorship of SGB: the Fall Informal, Homecoming, the Spring Formal, and End of the Year Activities.
  1. Typically SAAC will name subcommittees for each of these events.

Section 6) The Service Review Committee (SRC) provides on-going reviews of the quality of service provided to the students of the University.

- A. Among the services to be reviewed are those related to Sodexo dining and housekeeping services, Physical Plant, the Bookstore, the Business Office, The Financial Aid Office, Campus Life, Security, and Physical Plant.
- B. The SRC will conduct a general survey of satisfaction with campus services through informal contacts by its members throughout the semester, and by the Treasurer of the Executive Committee in the Assembly and with the Executive Committee.
  - 1. The SRC considers both matters worthy of commendation and concern.
    - a. Commendations will be extended for exemplary service and recommendations will be made on ways to improve service.
    - b. These commendations and recommendations will be drafted by the SRC and submitted to the Executive Committee and Assembly for their review.
    - c. Commendations and recommendations approved by the Assembly will be forwarded to the Vice President of Student Services for his action.
- C. In addition, one office will be evaluated in depth by a subcommittee of SRC throughout the course of the year.
  - 1. The subcommittee will undertake an initial review of the office being examined utilizing surveys, interviews, and observation.
  - 2. Once an initial review is compiled, a representative from the office being evaluated will be invited to a meeting to discuss the results and give comments as well as a plan of action.
  - 3. These results and comments would be included in the initial draft of the report to be submitted to the Executive Committee for its review and resubmission to the SRC.
  - 4. A second draft will be reviewed by the Executive Committee.
  - 5. A final draft from the SRC will be submitted for review by the Assembly.
  - 6. A completed report will be approved by the Assembly to be submitted to the Vice President of Student Affairs
  - 7. A meeting will occur between the Vice President of Student Services, the Dean of Student Services, the President of the Residence Hall Council, the President of the Commuter Council, and the committee chair to consider to how best to implement the recommendations of the report
- D. Each semester the SRC will review all reports from SRC evaluations in the previous academic year.
  - 1. If necessary, action will be taken to insure that appropriate follow-up on recommendations which have not been acted upon takes place.
- E. For particular reason immediate action may be required. In that case, SRC may prepare particular proposals and motions for consideration by the Assembly.

Section 7) Political Action Committee (PAC) is chaired by the Secretary of the Executive Committee.

- A. Membership is open to any student interested and willing to serve.
- B. The Political Action Committee is a non-partisan committee; the main goal is to remind people of the importance of registering to vote and providing them the opportunities to do so.
  - 1. The Political Action Committee builds coalitions, achieves voter education, and institutionalizes voter registration. According to the 1998 Higher Education Act,

any post secondary institution is required to make a good faith effort by distributing voter registration forms to students prior to their state's voter registration deadline for all federal government and gubernational general elections.

2. The Student Governing Board's PAC exists to fulfill this requirement. The Illinois voter registration deadline is 29 days before the general election.

## **Article VII. Removal of Members, Replacement of Members, Resignation of Member**

Section 1) The President, Vice President, Secretary, and Treasurer hold their offices for as long as their service satisfies the Board.

- A. The President, Vice President, Treasurer, or Secretary may be recalled at any time by a 2/3 vote of the Board.
- B. In the event an Executive position is vacated, the Assembly under the supervision of the Election Committee will be called upon to elect a replacement as per the procedures established in this constitution.
- C. Removal from the Executive Committee does not constitute removal from the SGB.
- D. If the Assembly desires to remove the member from participation in the SGB, then a second recall must be initiated.

Section 2) Other members of the Board may be recalled in the same fashion for the same reasons.

- A. In the case of Council representatives, such recalls will require a recall vote within the Council as per its designated procedures followed by the election of a new SGB representative from the Council
- B. At large members may be recalled by a 2/3 vote in the Assembly with cause for removal being advance by any member of the Assembly.
- C. When at large vacancies exist, the Election Committee is asked to initiate the replacement process as per the procedures in this constitution.

Section 3) Attendance at Assembly meetings is a requirement of all members.

- A. After two unexcused absences, the representative and their council (if applicable) will be notified.
- B. After one additional unexcused absence the representative will be put on probation.
- C. One another additional unexcused absence is cause for immediate removal by the action of the assembly.
- D. Absences are excused at the discretion of the President acting as Chair of the Assembly.
  1. The ruling of the Chair in this matter may be appealed to the Assembly.

Section 4) SGB members may also be removed by the Vice-President for Student Services if the member is no longer in good judicial or academic standing or has not fulfilled his/her responsibilities as outlined in this constitution.

Section 5) Members of the Assembly generally commit to service to the SGB for one year. Exceptions to this must be approved by the Moderator and the current Executive Committee.

Section 6) Members who wish to resign from a position on the Assembly must submit their letters of resignation as soon as possible to the President of the Assembly. The member resigning must also inform the Council, or special group he or she represents of the planned resignation so a replacement for the seat can be found. In the case of at-large members notification provided to the President is sufficient.

Section 7) Member of the Executive Committee wishing to resign must consult with the Moderator before submitting a letter of resignation. The Moderator will direct the action of the officer in order to assure a smooth transition in office if the officer intends to resign from office. In all cases, a letter of resignation will ultimately be required.

### **Article VIII. Role of the Student Governing Board Moderator, Associate Moderator, and the Advisor**

Section 1) The Moderator or his/her designee serves as the University's administrative member of the Board.

- A. He/she reviews the development of the SGB's agenda,
- B. Assists in the creation of effective processes for decision making,
- C. And provides both the continuity and standards for SGB performance since Boards experience significant turnover each year.
- D. The moderator is appointed by the Vice-President for Student Services.

Section 2) The Vice-President for Student Services or his/her designee ordinarily serves as the Moderator of the SGB.

Section 3) The Moderator may, after consultation with the Vice President for Student Services and the Executive Committee, appoint an Associate Moderator and/or Advisor to assist the SGB in its development.

- A. The Associate Moderator is the ordinary designee for the Moderator when he/she is absent.
  1. The Associate Moderator is particularly charged with assisting with the Assembly in the maintenance of its Constitution and the utilization of parliamentary procedure.

Section 4) The Moderator or his/her designee supervises and approves all activities of the SGB.

### **Article IX. Conduct of Meetings**

Section 1) All meetings of the Assembly are chaired by the President of the Executive Committee, or, in his or her absence by the Vice-President

Section 2) Only undergraduate members of the Assembly exercise the right to vote.

Section 3) Order of the Assembly Meetings

- a. Call to Order
- b. Moment of Reflection
- c. Roll Call
- d. Acceptance of the Agenda

- e. Review and Approval of Minutes
- f. Old Business
- g. Standing Committee Reports
- h. Budget Report
- i. Council Reports
- j. New Business
- k. Adjournment

Section 4) Meetings will be governed by the rules of Parliamentary Procedure submitted to the Assembly by the Executive Committee for its approval each year.

- A. The Associate Moderator serves as Parliamentary Advisor for the Assembly and provides both training and coaching in parliamentary procedure.

Section 5) Neither proxy or absentee voting is permitted.

### **Article X. Amendments and Special Matters**

Section 1) This constitution may be amended.

- A. Amendments to this Constitution may be made by members with a resolution requiring a second, debate and a 2/3 vote of the Assembly. Amendments are then submitted to the Moderator for approval by the Vice President of Student Services.
- B. The Vice President of Student Services may, for the good of the University, directly amend the Constitution, and will do as is necessary to insure equitable representation and the smooth function of the SGB.

Section 2) When requested, the SGB will nominate students to serve on University Committees not enumerated in this Constitution.

- A. The students are not required to be members of the Assembly.

Section 3) Membership on the Assembly may be expanded or contracted in two forums.

- A. Additional At-Large seats may be added or contracted to balance General Representation with expanded Council Representation.
  - 1. Proposals for the expansion of the number of At-Large seats must be made by and Assembly Member, seconded, debated, and require a 2/3 Majority to pass.
  - 2. Proposals for the contraction of At-Large seats must be made by an Assembly Member, seconded, debated, and require a 2/3 Majority to pass.
- B. Council Representation may be expanded or contracted if the number of students represented by a particular Council either increases or decreases significantly. Council Representation may be increased or decreased as a result of the significance of the group in the life of the University.
  - 1. Proposals for the expansion of the number of Council seats must be made by an Assembly Member, seconded, debated, and require a 2/3 Majority to pass.
  - 2. Proposals for the contraction of Council seats must be made by an Assembly Member, seconded, debated, and require a 2/3 Majority to pass.

3. In the event that a seat is eliminated from the Assembly, then the individual who is representing that seat will be invited to finish out his/her term.
- C. Representatives may also be added to represent a Special Interest Group within the University.
1. Proposals for the expansion of the number of seats for a Council to create representation for a Special Interest Group must be made by an Assembly Member, seconded, debated, and require a 2/3 Majority to pass.
    - a. Special Interest Groups represent unique populations whose very nature and whose impact upon the life of the University require that their voices be heard on the SGB. Connection to the Mission will be considered as a significant factor in reviewing such proposals.
- D. Council Representatives may also be reduced if representation for the Special Interest Group is no longer necessary.
1. Proposals for the removal of the seats representing Special Interest Groups must be made by an Assembly Member, seconded, debated, and require a 2/3 Majority to pass.

Section 4) At a scheduled Assembly Meeting if a quorum for the Assembly to meet is not established, the Executive Committee may meet in the lieu of the Assembly with full power to act in its name.

- A. Any other member of the Assembly who is present will be invited to share in the deliberations of the Executive Committee serving as a representative of the rest of the Assembly and shall have active voice.

Section 5) At no time may an individual fill more than one seat (i.e. a member may not represent a Council and be an At-Large representative at the same time, thus holding two votes).