



Earlham Student Government (ESG) Constitution

Revised 2015/2016

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Preamble

We, the students of Earlham College (hereafter referenced as “EC” or “the College”), in strong adherence with our Principles and Practices, hold that our student body must have a role in the decisions that affect our community. We commit ourselves to respect for persons, integrity, community, simplicity, and peace and justice in our academic endeavors and community life. When an action is taken by the Earlham Student Government (hereafter referred to as “ESG” or “Student Government”), that action is taken in the name of all EC students. To ensure all voices are respected, the ESG will make decisions in accordance with the consensus process outlined in the EC Governance Manual. Therefore, we adopt this Constitution in order to establish our student government with the hopes to promote student interests, facilitate discourse and better the communication among the student body and the larger Earlham College community.

Purpose

The purpose of this constitution is to define the structure and membership of the ESG and provide reference for its procedures. The present constitution establishes the ESG as the primary representative body of the students of Earlham College. When in conflict, the constitution takes precedence over all other documents of the ESG.

Abbreviations used in constitution

CLAC - Campus Life Advisory Committee

DPC - Diversity Progress Committee

EC - Earlham College

ESG - Earlham Student Government

ESS - Earlham Student Senate

SEC - Student Executive Council

SOC - Students Organization Council

SRC - Students Representative Council

Article 1: Structure and Function of ESG

Section 1: Student Executive Council

1. The Student Executive Council (SEC) functions as the main facilitators of ESG. It serves as the primary channel of communication with the College administration, and directly engages in matters that impact the student body and the Earlham community.
2. The SEC is comprised of all elected officials and one appointed official. The elected officials are the two Co-Presidents, the Vice President of Communications, the Vice President of Nominations, the two co-conveners of the Student Organizations Council (SOC), the Secretary of Finance and the Events Coordinator. The Senate Clerk is appointed by the elected officials.
3. Members and duties:
 - a. Co-Presidents
 - i. Responsible for maintaining direct channels of communications with students, the President and Vice Presidents of the Earlham College Administration
 - ii. Either or both attend faculty and Board of Trustees meetings
 - iii. One joins the Campus Life Advisory Committee while the other joins the Diversity Progress Committee
 - b. Vice President of Communications
 - i. Responsible for the communication of current ongoing discussions and debates between ESG and the student body
 - ii. Responsible for making flyers, posters, and using social media platforms as well as other necessary means to communicate information about ESG events
 - iii. Completes ad hoc tasks delegated by the SEC
 - c. Vice President of Nominations
 - i. Responsible for convening the nominations committee, convening the student representatives group, and placing students in standing and ad hoc committees
 - ii. Responsible for performing logistics for all ESG elections
 - iii. Completes ad hoc tasks delegated by the SEC
 - d. Co-Conveners of Student Organizations Council (SOC)
 - i. Responsible for regulating and providing financial assistance to student organizations on campus
 - ii. Responsible for reviewing and approving applications for new student group formation
 - iii. Completes ad hoc tasks delegated by the SEC
 - e. Secretary of Finance
 - i. Responsible for keeping track of the ESG budget and all funding that is given out to students and/or student organizations
 - ii. Secretary of Finance sits on the Student Organizations Council

- iii. Completes ad hoc tasks delegated by the SEC
 - f. Events Coordinator
 - i. Responsible for planning and executing ESG events in coordination with the rest of SEC as well as working with the Student Activities Board, and the Events Office.
 - ii. Completes ad hoc tasks delegated by the SEC
 - g. Senate Clerk
 - i. Responsible for running SEC and Student Senate meetings in coordination with the Co-Presidents.
The Senate Clerk does not participate in consensus making. They must remain neutral to ensure all views are confidently expressed. Hence, the clerk cannot share statements that can influence decision-making or share their personal stance on an issue. They cannot be representing a student group during senate meetings.
 - ii. Coordinating with the Recording Clerk to send out minutes of senate meetings to people signed up on the senate mailing list
 - iii. Completes ad hoc tasks delegated by the SEC
4. All elected officials meet biweekly as the SEC. SOC has an additional separate meeting. All members are required to attend Earlham Student Senate. One of the vice presidents and one of the co-presidents represent ESG on the Campus Life Advisory Committee. One of the co-presidents represents ESG on the Diversity Progress Committee (DPC).
 5. No elected member of the Earlham Student Government may serve as a convener or business manager of any student organization recognized by the Student Organizations Council. They can, however, be members of student organizations recognized by the SOC.

Section 2: Earlham Student Senate

The Earlham Student Senate (hereafter referred to as “ESS” or “Senate”) functions as the primary decision making body of ESG.

1. Members
 - a. All elected council members (see Section 1)
 - b. Recording Clerk of the Senate
 - i. Responsible for taking notes for ESS meetings and CLAC, and posting minutes to Community Documents, and the college archives.
 - c. Student Residence Council (SRC)
 - i. Representatives elected by their residence halls and college houses have the responsibility to sit and participate in the Student Senate.
 - d. Organization Representatives
 - i. One student from each student organization funded by Earlham College is required to participate in ESS. Representative(s) can be determined at the discretion of the club and can alternate representatives in attendance.

- ii. One of the Student Activities Board (co)conveners has the responsibility to participate in ESS.
 - e. Athletic Representatives
 - i. Each Varsity team has a seat on ESS.
 - ii. Each Club team has a seat on ESS.
 - f. Committee Representatives
 - i. One student from each committee is responsible to communication with ESS.
 - g. At Large Student Representatives
 - i. Up to 10 students may be nominated to be at large representatives who participate in ESS. Students must apply and be approved to sit on Senate.
 - h. Senate Advisors
 - i. The Director of Student Leadership and the Vice President of Student Life & Dean of Students will serve as advisors to the ESS. At least one co-advisor attends every ESS meeting.
- 2. Terms of Membership
 - a. Each member of ESS, with the exception of the Senate Clerk who must remain a neutral voice, has a vote towards ESG consensus process or passing resolutions.
 - b. All elected and appointed students in the ESS must be in good academic standing with a minimum GPA of 2.5. Members must have consistent attendance to ESS meetings.
 - c. All elected and appointed officials in ESS must maintain good conduct and eligibility socially and disciplinarily, while in office.
 - d. Any member of the ESS who violates these rules will meet ESS Advisors to discuss the student's future with the ESS.
- 3. Open Meetings

Senate is open to all students, faculty, staff, and community members as a place to receive information of current events, voice concerns, and provide community updates.

Section 3: Committees

- 1. Nominations Committee
 - a. Members
 - i. The Nominations Committee is made up of the Vice President of Nominations as well as four to six appointed student representatives. The Nominations Committee appoints representatives internally to serve one-year terms.
 - b. Responsibilities
 - i. The Nominations Committee directly receives applications from candidates and reserves the right to request additional information from

candidates or references. Once consensus is reached, this is then approved by ESS.

2. Student Organizations Council (SOC)
 - a. The Student Organizations Council functions in accordance with the SOC Constitution. The SOC constitution is recognized as an ESG Fundamental Text.
 - b. Members: Two (2) SOC co-conveners and the Secretary of Finance.
 - c. Responsibilities: The SOC grants recognition to student organizations, determines the amount of funding each receives and oversees all activities financed through those funds. SOC will meet on a weekly basis.

Article 2: Campus Communication

Section 1: All Student Forums

All-Student Forums must occur at least twice a semester; one in the first half and one in the second half of the semester. The agenda of the forum can be designated beforehand or be set as an open discussion.

All-Student Forums are organized by ESG, the body responsible for publicizing and organizing all logistics of the meeting. These tasks may be delegated within SEC.

The forums are convened by a moderator appointed by SEC. All student representatives of ESG committees must be present at these events. All members of the student body are strongly encouraged to participate.

Student Forums serve the following purposes:

1. Initiate direct communication between ESG and the student body about current issues
2. Collect student opinions about relevant issues discussed at the student forum
3. Channel the students' opinions to the appropriate college body or use them for ESG's decision-making processes

Section 2: Official Documents

All documents signed in the name of ESG are considered ESG Official Documents. A copy of all student government documents will be housed online for student access, in Community Documents under "Campus Links" on the Moodle server. Copies must be submitted to the ESG archives.

Section 3: Senate Meetings

Senate meetings must occur once every week. During these meetings, representatives from various clubs, societies and committees are expected to update the senate body on progress that has been made within their various groups. Feedback can also be solicited on issues that require further deliberation. All students are welcome to attend senate meetings. If students

have specific issues of discussion, they are required to check in with the senate clerk to get on the agenda. Minutes from senate meetings are uploaded to Community Documents on Moodle.

Article 3: Elections and Appointments

Section 1: Elections within the Earlham Student Government

1. The Vice President of Nominations and the Nominations Committee are responsible for managing the required logistics of the elections.
2. Elections should take place and results should be announced before the end of the fall semester, which marks the end the term of current SEC members.
3. Newly elected members begin their office tenure in the following spring semester, unless they are off-campus for that semester. They are also required to shadow the incumbent SEC members. Both candidates who run on a single ticket must shadow the current SEC member.
4. Newly elected members are expected to attend all of the Senate meetings for the rest of the semester.
5. A student who is off-campus during the fall semester can run for a position in the upcoming year by contacting the Vice President of Nominations.

Section 2: Nomination of Elected Candidates

Candidates must acquire twenty-five (25) Earlham student signatures in support of their candidacy.

1. If a pair are running on the same ticket, each candidate is required to individually obtain signatures from twenty-five (25) different Earlham students. Thus, a pair should obtain a total of fifty (50) different signatures. If a candidate running for a position is studying abroad or off-campus, the candidate must submit signatures via email or through a proxy representative.
2. In addition to completion of nomination petitions, candidates must submit a personal biography. Signature petitions and biographies must be submitted to the Vice-President of Nominations five days prior to the election.

Section 3: The Election Process for the Student Executive Council

1. The two Co-Presidents run as a single ticket, and commit to serving for the whole year.
2. All other positions run on independent tickets. Only candidates planning to be off-campus for either semester can commit to serving for one semester and must have a running partner.
3. Senate Clerk and Recording Clerk are appointed by the newly elected SEC by the beginning of their term. Applications must be available to the student body before an appointment is made.
4. No elected member of SEC may serve in the same position for more than two years.

Section 4: Voting Procedure

1. All ballots include two voting options: “confidence” or “no confidence.” A “confidence” vote counts as plus one (+1), whereas a “no confidence” vote counts as minus one (-1). Students may vote “confidence” or “no confidence” for more than one candidate running for the same position.
2. One ballot is permitted per student within an election
 - a. If only a single candidate has submitted a biography and a signature petition for a position, then submissions may continue to be received until three days before the election.
 - b. If only one candidate has submitted a biography and signature petition by this point, then the elections will proceed as normal.
 - c. If there are no candidates who have submitted a biography and signature petition by five days before the election, the submission period will be extended by one week.
 - d. If no candidates remain for a position after a week has passed, elections will proceed. After this point, the newly-elected Student Executive Council will use its discretion to recommend a nominee for the position who will either be accepted or rejected by the Earlham Student Senate.
3. Candidates are only eligible for election if twenty percent (20%) of all Earlham students on campus submit a vote in their name, whether it is “confidence” or “no confidence.”
 - a. In multi-candidate races, the candidate eligible for election is the one with the highest number of net "confidence" votes. Winners will be elected based on the sum of “confidence” and “no confidence” votes.
 - b. If there is only one candidate eligible for a position, and their “confidence” votes exceed their “no confidence” votes, they are thereby elected.
 - c. If all candidates running for a specific office have fewer than twenty percent (20%) of all Earlham students on campus submit a vote in their name, or if all of the candidates “no confidence” votes exceed their “confidence” votes, another election shall occur within one week of the previous election.
 - d. If the semester ends without a candidate being designated by election, the vacant office shall be filled by appointment. The newly-elected Student Executive Council will use its discretion to recommend a nominee for the position who will either be accepted or rejected by the Earlham Student Senate.
4. Any infraction of these rules should be brought to the attention of the Elections Sub-Committee no later than three days after the election.
 - a. If any election is invalidated, a new election will be held within one week of the preceding election.
 - b. The election shall be among the same candidates.

Section 5: Terms for Resignations

Decisions to resign by any member of the Student Government should be turned into a member of the Student Executive Council and the Officer resigning should place a written announcement of their resignation on the Earlham Student Government bulletin board. This written resignation is an Official Document of the ESG and shall be filed in the ESG archives.

Section 6: Removal of an Earlham Student Government Officer

Grounds for removal from office of an elected Earlham Student Government officer are neglect of normal duties and obligations (including regular attendance at meetings) and/or gross impropriety in executing duties of office. Removal from any official positions, elected or appointed, requires an initial, formal complaint to the current ESG co-Presidents and co-advisors. After filing the complaint, the official subject to removal must attend a mediation session with the party who filed the complaint as well as a third, neutral party. If either party is not pleased with the outcome of the mediation session, the issue will be brought to the subsequent Senate meeting for further discussion in which all members reach consensus as to whether or not the official should be removed from their position. If the complaint pertains to a co-president of ESG, the need for a mediation session should be brought to the other attention of the other president and the co-advisors. Any officer who becomes ineligible academically, socially or disciplinarily, will be contacted by the co-advisors for discussions on the status of their roles in ESG.

Article 4: Decision Making and Reviewing

Section 1: Decision Making within SEC and Senate

All decisions reached in Senate and SEC meetings are based on the consensus process. Student organizations are encouraged to submit resolutions to Senate seeking their endorsement in order to gain accreditation of the student governance body. Reaching decisions on resolutions may take as many meetings as necessary, however before a turnover in governance. Therefore, resolutions must be submitted at least three weeks before the end of a semester.

When a decision is reached by consensus, the decision becomes the official stance of ESG and upcoming student governments have to abide by this stance. It is the responsibility of Senate to publicize this decision to the Earlham community and make it available via an official document. A copy shall be filed to ESG's folder in the college archives. In addition, ESG bares the responsibility in advancing the organization's agenda and must offer publicity support.

ESG can change their stance, if another resolution is introduced and agreed on by consensus.

Section 2: Grounds for Reviewing Consensus Decisions

If any decision made by the Earlham Student Senate appears to be contrary to Earlham's Principles and Practices or the proper duties, procedures, and processes described within the

present constitution, students have the right to request a review of the decision. The decision should be brought up for a review through consensus by the Earlham Student Senate within two weeks from the time that the decision was made public. The exercise of this right is meant to hold ESG accountable to the Student Government Constitution, and therefore to the Earlham student body as a whole. If a new decision is reached through the review process, the Student Executive Council is to ensure that necessary measures are taken to implement the new decision.

Section 3: Procedure for Reviewing a Consensus Decision

The party requesting a review must submit a petition signed by twenty percent (20%) of the student body on campus, based on official records of enrollment in the Registrar's Office, in support of the proposed review. The petition should be submitted to the Student Executive Council.

If the twenty percent (20%) threshold is passed, the Senate must hold a meeting to consider the content of the petition. The Senate must reach consensus on changing or maintaining the previous decision, taking into account the arguments presented in the petition.

Article 5: Processes of Constitutional Amendments

Section 1: Amending the Constitution

Amendments to the present Constitution can be initiated at any time by any Earlham College student. Proposed amendments are approved by consensus in the Senate before being presented to the student body for a vote. A minimum of twenty percent (20%) of the student body must vote, and two-thirds majority of the students voting must approve the amendments for them to be accepted.

Section 2: Rewriting the Constitution

If the Senate decides to rewrite the present Constitution, the Senate, in consultation with the advisors, shall create a Constitutional sub-committee of members to draft the new Constitution. The final draft of the new constitution must be approved through consensus by the following bodies in the following order:

1. Earlham Student Senate
2. Campus Life Advisory Committee
3. Student Body (with 20% of the student body voting and 75% of these students voting in support of the new constitution)
4. Board of Trustees