



Earlham Student Government (ESG) Constitution

Revised in 2023

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 of promoting student interests, facilitating discourse and better communication among the student body and the larger Earlham College community.

Article I. Declaration

The name of this organization shall be the Earlham Student Government, hereinafter referred to as ESG.

The purpose of this constitution is to define the structure and membership of the ESG and provide a 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.

Article II. Object

The students of Earlham College have committed to respect for persons, integrity, community, simplicity, and peace and justice in their academic endeavors and community life. To ensure all voices are respected, the ESG will make decisions in accordance with the consensus process outlined in the EC Governance Manual. ESG represents the student body, promotes engagement, and facilitates discourse and better communication among the student body and the larger Earlham College community.

Article III. Membership

Section 1. General Conditions of Membership

- Members have the freedom to discontinue membership at any time.
- The organization will ensure that its members will not intentionally or unintentionally practice any physical or psychological abusive behaviors.

Article III. Membership

Section 1. General Conditions of Membership

- Members have the freedom to discontinue membership at any time.
- The organization will ensure that its members will not intentionally or unintentionally practice any physical or psychological abusive behaviors.

Section 2. Classes of Membership

- **ESG Executive Board:** The Executive Board is the main facilitator 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. It comprises all elected officers (the President, the Vice President, the Chief Financial Officer, the

Director of Communications, the Clerk, and the Treasurer).

- **Senate:** The Senators act as the direct voice of the student population they represent. A maximum of two (2) Senators will serve on each Standing Committee where students are permitted to serve; these committees include the following:
 - One year minimum role (exception for students in study abroad programs)
 - 1. Campus Life Advisory Committee
 - 2. Admission and Financial Advisory Committees
 - 3. Athletics Advisory Committee
 - 4. Curricular Policy Committee
 - 5. Budget Advisory Committee
 - 6. Committee on Assessment and Accreditation
 - 7. Diversity Progress Advisory Committee
 - 8. Student Faculty Affairs Committee
 - 9. Student Search and Interview
 - 10. Sustainability and Progress
 - 11. Grievance Council
- **Advisor:** An Earlham College faculty or professional staff member. The advisor shall be a non-voting member.

Section 3. Qualifications for Membership

Forms for membership application shall be made available through My Epic Journey online by the Executive Board to the prospective ESG members. Qualifications for Membership are defined in the Bylaws.

Section 4. Removal and Resignation

- A member in good standing may resign by sending a letter of resignation to the Clerk.
- Members absent from more than three (3) meetings per semester, unless for an excused reason (medical emergencies, family obligations, etc), shall be dropped from membership.

Article IV. Officers

Section 1. Officers

Each member has a right to be compensated as laid out in the Bylaws. The Executive Board shall have the power to conduct the business of the Student Government except that which is retained by the membership as provided by the Bylaws.

Section 2. Position Responsibilities & Duties

- **President**

- a) Preside at all meetings of the ESG, both regular and special.
- b) Maintain direct channels of communication with students, the President, and the Dean of Students
- c) Serve as a representative in the following meetings/committees: Faculty Meetings, Board of Trustees Meetings, Campus Life Advisory Committee (CLAC), and Diversity Progress Committee (DPC).
- d) Keep the President of Earlham and the Dean of Students updated on the student body and any issues that arise.
- e) Be ex officio a member of all committees;
- f) Partner with administrators to facilitate professional leadership development opportunities for the Executive Board of ESG.
- g) Hold regular weekly office hours in the ESG office.
- h) Serve as a student representative for the Earlham Board of Trustees.
- i) Perform such other duties as assigned by ESG.

- **Vice President**

- a) Responsible for conveying the nominations committee, the representative student groups and placing students in standing and ad hoc committees.
- b) Responsible for performing all logistics for all ESG elections.
- c) Creates and sends out applications to fill open Senate positions.
- d) Sits on the Campus Life Advisory Committee meetings.
- e) Schedule committee meetings if needed.
- f) Serve as a student representative for the Earlham Board of Trustees.
- g) Completes ad hoc tasks delegated by the Senate.

- **Director of Communications**

- a) Preside at all meetings of the ESG in the absence of the president.
- b) Send out email communications to the student body and campus partners
- c) Responsible for running ESG's social media sites and posting events and announcements (including creating new accounts), creating flyers and posters, and organizing their distribution across campus.
- d) Be the Program Chairman, which includes the duty of arranging a location for the general membership meetings;
- e) Facilitate the Student Government email address, professionally and promptly respond to incoming emails, and forward emails to appropriate board members (typically, but not limited to, ESG President and Vice President).
- f) Perform such other duties as assigned by ESG.

- **Chief Financial Officer**

- a) Responsible for regulating and providing financial assistance to student organizations on campus.
- b) Review budget proposals and approve budgets at the end of every semester.
- c) Responsible for reviewing and approving applications for new student group organizations, summarizing results from the Event Evaluation Form submitted for every event for each club.
- d) Organize the Involvement Fair every semester.
- e) Review and approve special allocation requests (about 20-25 every event for each club).
- f) Establish weekly SOC Power Meetings with the Assistant Director of Student Engagement.
- g) Complete ad hoc tasks delegated by the Senate.

- **Clerk**

- a) Keep a record of the proceedings of the meetings of the membership and the Executive Board and make available a copy of the minutes of the ESG and Executive Board meetings to the President in a timely manner;
- b) Serves as the process keeper for consensus decision-making, which entails having an intimate understanding of the rules for consensus; therefore, the Clerk must be trained in consensus in ESG general meetings.
- c) Produce and distribute all publicity for ESG events in collaboration with the Director of Communications.
- d) The Clerk does not participate in decision-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 represent a specific student group during the meetings.
- e) File and preserve all publicity materials from past events;
- f) Write official club correspondence under the direction of the President;
- g) Maintain contact information of all ESG elected members.
- i) Ensure that meetings abide by the Open Door Laws
- i) Perform such other duties as assigned by ESG.

- **Treasurer**

- a) Receive all money belonging to the club and handle all financial duties
- b) Review and approve club budgets at the end of every semester.
- c) Work in collaboration with the Senate.
- d) Pay bills approved by the executive board and render a written report at the club and executive board meetings;
- e) Present copies of all financial reports to the president and secretary;
- f) All documents shall have two signatures: the Treasurer and the Advisor.
- g) Perform such other duties as assigned by ESG.

Section 3. Election of Officers

- **Qualifications.** The Student Government shall have only full-time undergraduate students in good academic, conduct, and social standing according to Earlham College policies.
- **Timing.** All elected officers shall be elected by vote of the full student body as outlined in the Bylaws.
- **Additional ballots.** In the event that a candidate does not receive a majority of the votes cast, a second ballot listing only the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect.

Section 4. Vacancy in Office

A vacancy in office shall be filled at a meeting, for which a notice of the vacancy has been given. In the event of the resignation of the President, the Executive Board assumes the role of the President.

Section 5. Term of Office

Each member shall hold up to one office at a time, and members of the Executive Board shall serve no more than two (2) consecutive terms in the same office. The Executive Board shall serve two (2) semesters, Student Senators should serve one (1).

Article V. Meetings

Section 1. Regular Meetings

Regular meetings shall be held weekly while the school is in session unless otherwise ordered by the membership. The President shall determine the time and place of meetings.

Section 2. Special Meetings

Special meetings may be called by the President or upon the written request of five (5) members of ESG. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days notice shall be given to all members by telephone, in writing, or by electronic means.

Section 3. Quorum

The quorum for regular meetings and any special meetings of the Student Government shall be all the members of the Student Government.

The quorum for regular meetings and any special meetings of the Senate shall be sixty percent (60%) of the total membership.

Section 4. Meetings

- **Regular meetings.** Executive Board meetings shall be held at least once a month except for the months of June, July, and August, at a time and place to be determined by the President.
- **Special meetings.** Special executive board meetings may be called by the President or any two other officers. Except in cases of emergency, at least five (5) days notice shall be given to all executive board members by telephone, in writing, or by electronic means.

Article VI. Committees

Section 1. Creation

The membership and the executive board may create standing or special committees as necessary.

Section 2. Appointment

Except as provided elsewhere in the Bylaws, the Vice President shall appoint the Chairmen and the members of the Standing and Special Committees with the Executive Board's approval.

Article VIII. Amendments/Revisions

Section 1. Amendments

- ESG agrees to abide by the policies of Earlham College as well as federal, state, and local laws. The Recognition Committee must approve these bylaws and any amendments before implementation.
- These bylaws may be amended by a two-thirds vote at any regular meeting, providing the amendment has been submitted to the membership at a previous meeting.

Section 2. Effective Date of Amendment

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

Section 3. Ratification

The ESG Constitution can be reviewed at any time; the student government bears the responsibility of ratification every four years or in accordance with the Principles and Practices every four years.