

STUDENT INVOLVEMENT OPPORTUNITIES

STUDENT GOVERNMENT

ASSOCIATED STUDENTS OF LEWIS & CLARK COLLEGE (ASLC)

Templeton main level, x7152, MSC 140, www.lclark.edu/org/aslc

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All students of the College of Arts & Sciences are members of ASLC. The Executive Council is a group of elected and appointed students who work to improve the student experience at Lewis & Clark College. To accomplish this, the Council distributes student fees fairly and responsibly, and to represent students' concerns to the faculty, staff, administration, and Board of Trustees.

ASLC currently supports over 85 chartered organizations. This includes: College Outdoors; Activities Congress; Nine student media publications; Student Academic Affairs Board (SAAB), which sponsors a competitive grant program for student motivated research, attendance at conferences, visiting scholar programs, and performances or artistic displays.

ASLC is responsible for allocating over \$350,000 of your student fees. If you are interested in knowing how this money is allocated, refer to a summary of ASLC's budget outlined in this section of the Pathfinder, or you may request a copy of the budget from the ASLC President or the ASLC VP for Budget and Finance.

The Bylaws under which ASLC operates are part of the College governance structure. These were revised and amended in Spring 2007, and may be found on the web at www.lclark.edu/org/aslc.

ASLC EXECUTIVE COUNCIL

The Executive Council is responsible for coordinating student government functions and reviewing policy and funding decisions made by the various boards, committees, and commissions in the governance structure. The broad range of these responsibilities allows the Council to respond to a large variety of student concerns and needs. The Executive Council also serves as a liaison between students, administration, and the Board of Trustees.

Any student can become involved in Executive Council. Elections are held each spring and are run by the Chief Elections Officer. Positions last for one academic year, beginning the day after Commencement. All elected positions are open to any full-time undergraduate Lewis & Clark College student who is in academic good standing, as defined in the "College Policies & Prohibited Conduct" section of the *Pathfinder*.

ASLC BOARDS AND COMMITTEES

Students interested in serving on any committee should contact the ASLC President at ext. 7152 or visit the ASLC website, http://www.lclark.edu/college/student_life/associated_students/.

Campus Committees

One of the responsibilities of Executive Council is to appoint students to trustee and faculty committees. Most committees have at least one student representative, insuring that students have the opportunity to actively voice their opinions concerning College policy.

Faculty committees report to the faculty and play a major role in determining curricular and co-curricular policy, programs, and procedures. The following are a few of the committees that include students:

Admissions, Awards, and Academic Standing (AAAS): serves as the general faculty academic, admissions, and awards committee (two students).

Bookstore Advisory: reviews issues pertaining to operation of the College bookstore (two to five students).

Bon Appétit Advisory: reviews issues pertaining to operation of the College's food service.

Curriculum: reviews and discusses educational programs and courses, degrees, establishment of departments, academic calendar schedule, and departmental and program reviews (one student; plus the Vice President for SAA).

Educational Technology: reviews campus policy regarding the use of technology (one student).

Sustainability Council: acts as a clearing house and recommends policies and initiatives for environmentally sound practices at the College (two students).

Library: formulates library policies, departmental collection development, and fiscal allocation (one student).

Templeton Advisory: formulates and reviews Templeton Student Center policies and procedures.

Chartering and Budgeting Board (CBB)

This board is charged with reviewing the charters, establishing the budgets, and evaluating the effectiveness of all ASLC-chartered organizations. A charter provides a group with formal recognition as a student organization by ASLC and ultimately the College, and enables them to receive a budget and other benefits. Through a process of evaluation and review, CBB awards charters and budgets to those student groups, which have fulfilled the criteria and successfully completed the chartering process. A charter can be revoked, or a budget frozen, if a student organization does not follow specific guidelines.

The Charter and Budget Commission is composed of 10-14 students representing a variety of constituencies from across campus life. It is co-chaired by the ASLC VP for Student Organizations and the ASLC VP for Budget & Finance. The Director of Student Activities is a non-voting advisor.

General Allocation Board (GAB)

This board is responsible for allocating funds for non-chartered groups and events as the need arises and is comprised entirely of students. Students wishing to bring a speaker or performer to campus or put on a new program or event may apply to GAB at any time during the school year. During the annual budgeting process, funds are set aside for the Board to allocate to student groups and individuals for events by application throughout the year. The Board meets and reviews applications at least five times a semester. GAB is chaired by the VP for Budget and Finance.

Honor Board

All allegations of academic integrity policy violations are required to be brought before the College's Honor Board. The Board is chaired by a student and consists of a faculty and student representative from each of the three divisions of the

College. During spring semester, board members are selected for the following academic year. If you are interested in becoming a member of the Honor Board, contact whd@lclark.edu the Board's advisor, Houston Dougharty, Dean of Students. For further information about issues of academic integrity, consult the "College Policies & Prohibited Conduct" section of the *Pathfinder* or contact the Dean of Students at ext. 7110.

International Students of Lewis & Clark (ISLC)

ISLC is an organization designed to promote international awareness at Lewis & Clark. Its main purpose is to increase interaction between international students and American students. ISLC achieves its purpose by organizing various activities throughout the year.

A typical misconception about ISLC is that it is only meant for international students. This is not true. Although the ISLC board is primarily a governing board of international students, American students are strongly encouraged to become involved with ISLC activities. ISLC activities are open to all Lewis & Clark students.

The ISLC President, along with the International Student Representative for ASLC, and the ISLC Vice President, are elected by members of ISLC. International students are automatically members of ISLC. American students should contact the ISLC President in the ISLC office on the main level of Templeton Student Center, or call ext. 7148 to get information about joining ISLC.

Peer Review Authority (PRA)

Established in 1993 as the Peer Review Board, modified to become part of ASLC in 1994, and re-named the Peer Review Authority in 2005, the PRA consists of 12 students selected by the Chief Justice and appointed by Executive Council to adjudicate Community Standards violations and settle disputes involving ASLC Bylaws and actions. This board works closely with the ASLC Chief Justice, the Director of Student Activities, and the Associate Dean of Students. For further information about issues of student conduct, consult the "Student Code of Conduct" section of the *Pathfinder*, or contact the ASLC Chief Justice at ext. 7157, the Director of Student Activities at ext. 7122, or the Associate Dean of Students at ext. 7178.

Student Academic Affairs Board (SAAB)

SAAB is a unique part of student government at Lewis & Clark, and it is quite possibly the only board of its kind in the United States. The board was created in 1982, and is chaired by the Vice President for Student Academic Affairs and consists of one representative from every academic department on campus. The board meets weekly to discuss issues of academic importance to you: curriculum, the academic calendar, the senior capstone/keystone experience, faculty retention, and much more. In addition, SAAB grants funds for student-motivated research, answering student requests to bring noted scholars to Lewis & Clark, sending students to conferences to present academic work and papers, loaning equipment to students for academic projects, and managing a peer academic advising program, and coordinating a student tutoring program. For more information, contact your advisor, a SAAB board member, or any SAAB board officer can be reached at x7155 or saab@lclark.edu.

Community Relations Board (CRB)

The Community Relations Board (CRB) was created to act as a diplomatic link between students, administration and the organizations of Lewis & Clark College. The CRB is responsible for addressing student needs and concerns with regard to those bodies. This includes everything from helping students determine who to contact to address their needs, to investigating student grievances. The CRB is chaired by the Vice President for Community Relations and consists of five other student members. Each member of the CRB is in charge of one of the following areas: Academics, Administration, Campus Well Being & Safety, Contracted Employment, Housing & Student Life, and Student Employment. When invited by the aggrieved student or party the CRB can investigate whether an aspect of the administration or an organization of Lewis & Clark College is operating beneath or beyond its parameters. The CRB is also responsible for setting student policy with regards to outside vendors with approval from the Executive Council. For more information please contact the VP for Community Relations at x7148 or e-mail crb@lclark.edu.

Student Media Board

This board includes the student leaders of all the campus media: KLC Studios, Literary Review, Living Mosaic, The Meridian, (pause), The Pioneer Log, Polyglot, Synergia and Print Shop. The Board is funded by ASLC but acts independently, thereby assuring autonomy of all media. The SMB makes budget recommendations, as well as policy and other administrative decisions for the campus media. It is also an active team for sharing ideas, information, and resources. All media offices are located in Templeton Student Center. The Board consists of a chair, the editors or managers of each media organization, faculty advisors, and student representatives.

ASLC ACTIVITIES CONGRESS

The Activities Congress is the programming board of ASLC Government and consists of representatives from each residence hall, as well as proportional representation for off-campus students. This board is the central organizing force for student activities and all students are welcome to attend meetings and share their ideas for events on campus. The individual committees within the Congress address specific student interests in order to provide more comprehensive programming for the campus.

In addition to programming, the Congress is a diverse group of students who can address student issues and provide a forum for the student body. All students are welcome to attend the general meetings of the Congress. Please see the school calendar on the front of the Lewis & Clark webpage for more information about meeting times, dates and locations.

Elections for the 2007-2008 Activities Congress will be held during September 2007. If you are interested in being part of the Activities Congress please contact your RA or e-mail: congress@lclark.edu.

Description of Each Commission:

The Student Audits and Oversight Commission (SAOC) is responsible for the audits and oversight of monetary matters of ASLC. The commission is not responsible for the distribution of funds or the processing of money. Each year, the commission will conduct an audit of all student activities and student government. Additionally, it has disciplinary purview over the Congress members.

The General Accounting Commission (GAC) is responsible for the distribution of funds within the Congress and the keeping of financial records for the Congress.

The Special Events Commission is responsible for the planning and implementation of non-traditional events such as comedy, spoken word, novelty acts, hypnotists, magicians, etc.

The Traditional Events Commission is responsible for the logistical implementation of events coordinated by the Congress. These events include traditional programs such as Homecoming, LC Olympics, and Casino Night.

The Lewis & Clark Music Coalition (LCMC) is responsible for the on-campus booking and publicity of all musical performances.

The Congressional Movie Library Commission is responsible for the acquisition and maintenance of the Congressional Movie Library. The Congressional Movie Library will hold movies of public interest for individual viewing. All students of Lewis and Clark will be able to check out movies during certain times that will be posted outside of the Congress office.

The Publicity Commission is responsible for the production and delivery of all publicity material promoting Congress events or commissions. This may include web format, posters, mailings and coordinating with campus publicity.

The Representation Review Committee (RRC) shall review the status of representation once a year in the spring. Any proposal recommended by the committee must be approved by a two-thirds vote in Congress.

STUDENT ORGANIZATIONS

The Office of Student Activities provides many opportunities for involvement. Whether you are participating formally or informally, you can help to shape your college environment through a variety of co-curricular activities.

Please visit <http://www.lclark.edu/dept/activity/> for a list of student organizations, along with contact information, and other areas of student involvement on campus. For information on groups, attend PIO FAIR in early September and the Activities Fair in late January. Representatives from groups will be present to explain in detail what their group can offer you. If you don't see a group that fits your needs or interests, you can create one yourself. Every year, many groups start around a core nucleus of interested students. For information regarding how to start a club, just drop by the Office of Student Activities, Templeton Rm. 249.

REGISTRATION OF STUDENT ORGANIZATIONS

Starting a student group on campus is easy! If you have a specific hobby or interest that does not fit with a group already in existence on campus, visit the Office of Student Activities, Templeton Main Level. You will receive tips on recruiting people to join your new club, help finding an advisor, and information about funding for student groups, if applicable. You will be asked to complete a student group registration form. As an officially registered group, you will be able to reserve rooms on campus for your meetings and events.

As a registered student group, you will also receive information on the annual

chartering and budgeting process that occurs each spring. To apply for an ASLC Charter, your organization must fulfill the following requirements:

1. There must be at least five active Lewis & Clark College undergraduate student members.
2. Your group must have held an event or meeting within the ten weeks prior to submitting a charter proposal.
3. If applicable, you must attend the mandatory fall and spring meetings for student group leaders.
4. Your group must be registered with the Office of Student Activities.
5. If you are requesting a charter for a new club, it must be a group that fulfills a unique purpose on campus.
6. If you are starting a new Club Sports team, you must be competing against other teams. Contact the PE / Athletics department for more information on Club Sports.

PUBLICITY POLICIES FOR STUDENT ORGANIZATIONS

If you have questions about the College's publicity policies, visit the Office of Student Activities (main level of Templeton Student Center).

General Banner and Poster Guidelines

1. Size limit is 11" x 17" for posters and 36" x 60" for banners.
2. Publicity materials are to be adhered with thumb tacks (staples and tape are not allowed). Anything stapled or taped to bulletin boards or wooden walls will be removed immediately.
3. Please do not post on any official signs (e.g. a STOP sign), windows, doors, walls (unless designated for posting), or any painted surface.
4. Outside banners must be created with weather resistant material (e.g. permanent pens or professionally printed).
5. All posting must state the organization sponsoring the event and, if applicable, "sponsored by ASLC."
6. Be respectful of others—remove your flyers within 24 hours after your event. Limit your postings to one per designated area.

Designated Campus Areas for Publicity

Appropriate areas for **posters** include:

- Above campus mailboxes in Templeton
- Outside Fields dining room
- Designated areas outside buildings
- Watzek Library

Appropriate areas for **banners** include*:

Inside Fields dining room

* All banners in any location must be approved by Student Activities and, if applicable, Facilities Services or Bon Appétit

- Please consult with individual departments before posting anything on their bulletin boards.
- The Physical Education and Athletic Department allows no outside posting in Pamplin. Only postings related to Physical Education or Athletic events are

- permitted.
- Lamp posts, walls, trash cans, etc. are off limits unless specific permission is granted from Facilities Services and Student Activities.

Publicity in Residence Halls

The Campus Living Coordinators must first clear any publicity posted in public areas of the residence halls. If approved, the sponsoring group must abide by all requests for placement and method of posting. You may drop off flyers (in quantities of 40) at the Campus Living Office, Lower Templeton.

EVENT PLANNING

Student organizations planning events on campus should contact the Student Activities office at ext. 7122. Student Activities will help student groups complete the Student Event Planning (SEP) Form, and coordinate arrangement for rooms, AV equipment, etc. They will also help student groups make requests for:

Rooms

Tables in a hallway

Outdoor spaces

The staff can also guide students on how to make event arrangements with Media Services and Facilities Services.