

The Constitution of the Associated Students of Lewis & Clark



Constitution **The Associated Students of Lewis & Clark** Est. 1904 0615 S.W. Palatine Hill Road MSC 105 Portland, OR 97219-7899

Note:

The Associated Students of Lewis & Clark is the representative governing body of all students who are enrolled at Lewis & Clark's College of Arts and Sciences (CAS).

Preamble

We, the students of Lewis & Clark, recognize the Associated Students of Lewis & Clark (hereinafter referred to as ASLC) as the official body to facilitate better communication between students, the faculty, the administration, and the Lewis & Clark community at large. The ASLC, in its various forms and bodies, shall assist student organizations in their efforts by providing financial resources and institutional support, as well as provide an open forum for students to actively address their concerns and grievances. The ASLC, in conjunction with the larger college community, shall maintain the standards of the student community.

Article I – Rights of Students

1. All students have the right to a student government that strives to be responsive, fair, and to advocate for their needs.
 - a. All ASLC activities shall aim to be diverse, representative and transparent in their programs and business.
 - b. All boards, commissions, and committees shall have open procedures for applicants and an equitable procedure for selection of applicants.
2. All of the pursuits of the ASLC shall strive to serve the student body while upholding these rights.
 - a. Members of the Senate's committees, boards, and commissions are considered agents of the Senate. These members cannot vote in the Senate unless they are also duly elected or appointed Senators or Representatives.

Article II – The ASLC Senate

1. The ASLC Senate (hereafter: the Senate) shall serve as the legislative and representative body for the College of Arts and Sciences

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- a. All other rules and regulations of elections shall be enumerated within the ASLC Elections Bylaws or, where appropriate or not constitutionally proscribed, delegated to the Director of Elections
 - b. A Senator shall be elected upon receiving the greatest number of votes, and for each additional open seat the candidate with the subsequent highest vote count shall claim said seat
 - c. A sitting Senator's term shall expire upon the last day of the spring academic term stipulated within each annual Lewis & Clark CAS calendar
2. The Senate shall be comprised of twelve (12) elected senators from the Lewis & Clark College of Arts and Sciences, each of whom shall have one (1) vote in the Senate
3. Special representatives may serve in Senate as voting members, specified as follows
 - a. Special Representatives, each of whom will have one (1) vote in Senate, include: Asian Student Union Representative, Black Student Union Representative, Disabled Student Union Representative, Feminist Student Union Representative, Gente Latina Unida Representative, International Students of Lewis & Clark Representative, Native Student Union Representative, Queer Student Union Representative, and Student Athlete Advisory Committee Representative
 - b. Special Representatives shall serve for a term of one (1) academic year
 - i. A sitting Representative's term shall expire upon the last day of the spring academic term stipulated within each annual Lewis & Clark CAS calendar
4. It is the prerogative and responsibility of each senator to represent their constituents within the legislative body
 - a. Each Senator and Representative shall be allotted \$100 to hold outreach events and activities for their constituents
5. The Senate shall be vested with the sole power to:
 - a. Propose legislation
 - b. Approve resolutions on behalf of the student body
 - c. Approve amendments to the ASLC Constitution
 - d. Approve amendments to any and all ASLC bylaws
 - e. Provide advice and consent for Cabinet appointments unless otherwise stipulated within this Constitution
 - f. Control the 4300 Account
6. The Vice President shall appoint Senators to serve on one or more ASLC Committees
7. Senators must fulfill their responsibilities and remain in good standing for the duration of their term

Article III – The Cabinet

1. The Cabinet is responsible for the implementation of ASLC policy and representation of the student body in regards to their respective responsibilities outlined within this Constitution, the Bylaws, and the Rules of Order (hereafter referred to as the Governing Documents)
 - a. Shall include the following members: President, Vice President, Treasurer, SAAB Chair, CAB Chair, SOC Coordinator, EOC Coordinator, EIJC Chair, SRC Coordinator, Auditor, Chief Justice, and Director of Elections
 - b. Shall serve as non-voting members of the ASLC Senate, with the exception of the Vice President

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- c. Shall serve for a regular term of one academic year upon election, appointment, or selection, assuming office on May 20th, and departing office on May 20th of the following year
 - i. All members filling a vacant Cabinet seat shall serve for the remainder of the previous office holder's term
 - d. Shall promote college and community relations, assist recognized student organizations with on- and off-campus outreach and publicity, organize means of engaging student opinion, maintain open dialogue between the students of Lewis & Clark and the Portland community, and all other activities as related to communication
 - e. Shall discuss goals and objectives prior to the start of each semester
 - f. Shall attend and participate in sessions with the Executive Council when called by the President
 - g. Shall serve as the representative voice of the students when the Senate is not in session or in cases of emergency when less than seventy-two (72) hours is available to convene a meeting of the Senate
 - i. All decisions of the Cabinet in emergency must be approved by a majority vote ($> \frac{1}{2}$) of the Cabinet
2. The President shall serve as the Chief Executive of the ASLC, shall oversee the Cabinet, and shall act in accordance with the following powers and responsibilities:
 - a. Shall preside over the Cabinet, accorded one (1) vote only in the event of a tie
 - b. Shall nominate and appoint individuals to positions as expressly stipulated within this Constitution and all ASLC bylaws
 - c. Shall act as a liaison between the ASLC, student body, and the Lewis & Clark College Administration
 - i. Shall articulate student body concerns and work with the college administrators to effectuate student initiatives
 - d. May unilaterally establish *ad hoc* committees and appoint a chair
 - e. Shall address the student body at-large in an annual "State of Lewis & Clark Address"
 - f. Shall be elected by the student body upon receiving a plurality of the votes cast
 - g. Must be a fully enrolled student at the College of Arts and Sciences with at least two (2) prior semesters of experience on the Senate or the Cabinet to be eligible
 - h. Shall coordinate ASLC appointed student representatives on appropriate college governance standing committees, institutional committees, and college *ad hoc* committees
3. The Vice President shall chair the Senate and serve as assistant to the President, and shall act in accordance with the following powers and responsibilities:
 - a. Shall preside over the Senate and function as chair
 - i. Shall have one (1) vote in the Senate only in the event of a tie
 - ii. Shall appoint senators to committees as required by the Constitution and committee bylaws
 - iii. Shall chair the Senate in accordance with the Senate Bylaws and the ASLC Rules of Order
 - b. Shall serve as a voting member of the Cabinet, accorded one (1) vote

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- c. Shall temporarily assume the powers and responsibilities of the Presidency in the event of a vacancy in the office of President or if the President is unable
 - i. Shall relinquish said powers and responsibilities upon election of a new President
 - d. Shall be elected by the student body upon receiving a plurality of the votes cast
 - e. Must be a fully enrolled student at the College of Arts and Sciences with at least two (2) prior semesters of experience on the Senate to be eligible
 - f. Shall, in conjunction with the CSRC and the Auditor, oversee the ASLC website
 - g. Shall be responsible for recording, tracking, and enforcing the attendance policy of the Senate and Cabinet
 - h. Shall provide training for Senators and Representatives to take place during the first Senate meeting of the academic year
 - i. The training may be conducted in person, or online in emergency circumstances
 - 1. the training materials should be made available to all Senators and Representatives for the remainder of their term;
 - ii. If the ASLC Cabinet decides that there are matters pressing enough that they need to be addressed in the first Senate meeting, they can delay Senate training no later than the second Senate meeting of the year
 - iii. The training may include, but not be limited to:
 - 1. a summary of cabinet positions and their duties;
 - 2. a summary of all of ASLC committees, their duties, and potentially past projects for context;
 - 3. a rundown of what Senate can do and how they do it (both inside and outside the Senate space);
 - 4. the Rules of Order, and other applicable ASLC governing documents;
 - 5. Lewis & Clark College structure, including offices, their leaders, and their roles;
 - 6. the ASLC Values Statement and Code of Conduct;
 - iv. For Senators and Representatives entering Senate at a time other than the beginning of the academic year:
 - 1. the Vice President must hold a training consisting of the same content specified in Article III, Section 3, Subsection h iii by the second Senate meeting of the new member;
 - 2. This training should be held outside of the Senate space unless the Vice President deems this to be the most appropriate setting;
4. The Treasurer shall manage the financial affairs of the ASLC
- a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee and chair the Finance Committee, accorded one (1) vote only in the event of a tie
 - c. Shall be elected by the student body upon receiving a plurality of the votes cast
 - d. Must be a fully enrolled student at the College of Arts and Sciences with at least one prior (1) semester of experience on the Finance Committee to be eligible

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5. The Student Academic Affairs Board Chair (hereafter: SAAB Chair) shall oversee all matters relating to the Student Academic Affairs Board (hereafter: SAAB)
 - a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee and chair SAAB
 - c. Shall sit on the Curriculum Committee
 - d. Shall nominate the Honor Board Chair at the beginning of each year, subject to a majority (>1/2) vote of the Senate
 - e. Shall be elected by the student body upon receiving a plurality of the votes cast
 - f. Must be a fully enrolled student at the College of Arts and Sciences with at least two (2) prior semesters of experience within SAAB to be eligible
6. The Campus Activities Board Chair (hereafter: CAB Chair) shall oversee and facilitate all matters pertaining to the Campus Activities Board
 - a. Shall oversee, organize, and chair the Campus Activities Board (hereafter: CAB),
 - b. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - c. Shall be elected by the student body upon receiving a plurality of the votes cast
 - d. Must be a fully enrolled student at the College of Arts & Sciences with at least one (1) prior year of experience on the CAB to be eligible
7. The Student Organizations Committee Coordinator (hereafter: SOC Coordinator) shall oversee matters pertaining to student organizations and their financing
 - a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee and chair the Student Organizations Committee (hereafter: SOC)
 - c. Shall be elected by the student body upon receiving a plurality of the votes cast
 - d. Must be a fully enrolled student at the College of Arts and Sciences with at least one (1) prior semester of experience on the SOC to be eligible
8. The Engagement & Outreach Coordinator (hereafter: EOC Coordinator) shall oversee and facilitate matters pertaining to communication and relations at the College of Arts & Sciences
 - a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee, organize, and chair the Engagement & Outreach Committee (hereafter: EOC)
 - c. Shall, in conjunction with the Auditor, oversee the ASLC website
 - d. Shall be responsible for overseeing communication with the Collins View Neighborhood Association and wider Portland community
 - e. Shall be elected by the student body upon receiving a plurality of the votes cast
 - f. Must be a fully enrolled student at the College of Arts & Sciences with at least one (1) prior semester of experience on the EOC to be eligible
 - i. For the 2020-2021 academic year, membership in the CSRC for at least one (1) semester will be sufficient qualification
2. The Student Resources Coordinator (hereafter: SRC Coordinator) shall oversee and facilitate the Student Resources Committee
 - a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee, organize, and chair the ASLC Student Resources Committee (hereafter: SRC)
 - c. Shall be elected by the student body upon receiving a plurality of the votes cast
 - d. Must be a fully enrolled student at the College of Arts & Sciences with at least one (1) prior semester of experience on the SRC to be eligible

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- i. For 2020-2021 academic year, membership in the CSRC for at least one (1) semester will be sufficient qualification
9. The Equity, Inclusion, and Justice Committee Chair (hereafter: EIJC Chair) shall oversee and facilitate the Equity, Inclusion, and Justice Committee
 - a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee and chair the ASLC Equity, Inclusion, and Justice Committee
 - c. Shall be selected by a Review Board as established within and operating under the ASLC Equity, Inclusion, and Justice Committee Bylaws
 - d. Must be a fully enrolled student at the College of Arts and Sciences with at least two (2) prior semesters of experience serving on the Equity, Inclusion, and Justice Committee
 - e. Shall be limited to a term of one (1) continuous academic year
 - i. A continuous academic year is defined as beginning in a given Fall semester and terminating at the end of the corresponding Spring semester
10. The Auditor shall be responsible for the collection of data and oversight of the Auditory
 - a. Shall serve as a non-voting member of the Cabinet
 - b. Shall oversee and manage the Auditory as its head
 - c. Shall, in conjunction with the CSRC Coordinator and the Vice President, oversee the ASLC website
 - d. Shall be nominated by the President-Elect and confirmed by a two-thirds ($\frac{2}{3}$) vote of the Senate no later than May 1 to serve in the following academic year
 - e. Must be a fully enrolled student at the College of Arts and Sciences
 - f. Shall be responsible for the creation and distribution of all meeting minutes and audio recordings in accordance with the Constitution
11. The Chief Justice shall oversee Student Policy Advisory Committee (hereafter: SPAC)
 - a. Must be a fully enrolled student at the College of Arts and Sciences with at least one (1) prior semester of experience on the SPAC to be eligible
 - b. Shall serve as a non-voting member of the Cabinet
 - c. Shall chair the SPAC
 - d. Shall serve as an advisor to the Senate, Cabinet, and all committees on matters of interpretation of the Governing Documents
 - e. Shall serve as Chief Parliamentarian of the Associated Students of Lewis & Clark, unless otherwise designated by the Chief Justice
12. The Director of Elections shall facilitate and administer all elections of the ASLC
 - a. Shall serve as a non-voting member of the Cabinet
 - b. Shall oversee and manage the Elections Committee
 - c. Shall be nominated by the President-elect of the ASLC following the election of the following year's Cabinet and confirmed by a two-thirds ($\frac{2}{3}$) vote of the Senate no later than May 1 to serve in the following academic year
 - d. Must be a fully enrolled student at the College of Arts and Sciences to be eligible
13. The ASLC Advisor shall be a faculty or staff member to serve in an advisory capacity to the ASLC
 - a. Advisors shall be nominated by Senators and confirmed by a two-thirds ($\frac{2}{3}$) vote of the Senate to serve for a continuing term until a new Advisor is confirmed
 - b. The Advisor shall serve as a non-voting member of the Cabinet

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- c. The Advisor may serve as a non-voting member of any committee at their discretion
14. Vacancies within the Cabinet, with the exception of the position of President, shall be filled with a plurality of a vote of the Senate,
- a. If a Cabinet seat is vacated, the President or the Director of Elections shall send out an application for the vacated seat within one (1) week of the vacancy, and the applicants will be voted on by the Senate within three (3) Senate meetings of the application going out,
 - i. If the vacancy is planned, meaning the Cabinet member vacating their seat gives at least a month's notice, then the application shall be sent out at least three (3) weeks before the seat is vacated and applicants will be voted on within three (3) Senate meetings of the application going out,
 - 1. The President and/or Director of Elections shall plan the timeline for the appointment such that the outgoing Cabinet member has sufficient time to train their successor,
 - ii. If the vacancy is unplanned, meaning the Cabinet member vacating their seat does not give at least a month's notice, then the application shall be sent out within one (1) week of the vacancy, and the applicants will be voted on within three (3) Senate meetings of the application going out,
 - iii. If the vacated seat is a non-elected Cabinet position, then the President shall nominate one (1) applicant for the seat who is then confirmed with a two-thirds ($\frac{2}{3}$) vote of the Senate,
 - b. If there are multiple applicants for a vacant seat, each voting member of the Senate can either:
 - i. Vote for one applicant by stating the applicant's name, or
 - ii. Abstain from the vote with an "Oi" vote,
 - c. If there is a single applicant for a vacant seat, each voting member of the Senate can either vote with an "Aye" vote, a "Nay" vote, or an "Oi" vote,
 - d. If there are more abstentions than votes for candidates, then the process starts over with the President or Director of Elections sending out the application again with the same time constraints of sending out the application and voting,
 - e. In the event of a vacancy in the position of President, the Vice President shall assume the position of President until a special election can be held for the position of President within two (2) weeks of the vacancy,
 - f. All applicants must meet eligibility requirements for their respective office,
 - i. A two-thirds ($\frac{2}{3}$) vote of Elections Committee may waive any eligibility requirements if approved by the Chief Justice,
 - g. In the absence of a Senate, the President may appoint an interim Cabinet member with the approval of a majority ($>\frac{1}{2}$) vote of the Cabinet,
 - i. The terms of all interim Cabinet members expire upon the first convening of the impending Senate,
15. The ASLC Cabinet shall consist of ten (10) standing committees, charged with administering action within their purview and headed by a Cabinet member, which shall operate and conduct business in accordance with their respective bylaws unless otherwise stipulated within this Constitution, and shall be organized as follows
- a. Finance Committee
 - i. Shall be chaired and managed by the Treasurer

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- ii. Shall be composed of three (3) Senators and other members as designated within the Finance Committee Bylaws
 - iii. Shall operate in accordance with the Finance Committee Bylaws
 - iv. Shall be responsible for the allocation of funds to student initiatives for the benefit of the Lewis & Clark community
- b. Student Academic Affairs Board
 - i. Shall be chaired and managed by the SAAB Chair
 - ii. Shall be composed of one (1) Grants Director, one (1) Tutoring Director, one (1) SAAB Historian, one (1) officially declared Representative from each academic department, one (1) Advisor as a non-voting ex officio member
 - iii. Shall operate in accordance with the SAAB Bylaws
 - iv. Shall be responsible for considering academic issues, for soliciting, evaluating, and supporting proposals submitted by students for grants to support academic projects, and for overseeing and maintaining the SAAB Tutoring Program
- c. Campus Activities Board
 - i. Shall be chaired and managed by the CAB Chair
 - ii. Shall be composed of four (4) members: one (1) Chair, one (1) Vice Chair, one (1) Director of Marketing, and one (1) Director of Administration
 - iii. Shall operate in accordance with CAB Bylaws
 - iv. Shall create, organize, and implement inclusive events for the students of Lewis & Clark and offer event consultation and support to individual students and student organizations
- d. Student Organizations Committee
 - i. Shall be chaired and managed by the SOC Coordinator
 - ii. Shall be composed of three (3) Senators and other members as designated within the SOC Bylaws.
 - iii. Shall be responsible for facilitating clinics, orientations, and information sessions for student organizations and maintaining dialogue with said organizations
 - iv. Shall operate in accordance with the SOC Bylaws
 - v. Shall have authority over club registration, acceptance, and budget applications
 - vi. Shall allocate the entirety of the Student Body Fee to student organizations and ASLC committees, subject to approval by a two-thirds (⅔) vote of the Senate
- e. Engagement & Outreach Committee
 - i. Shall be chaired and managed by the Engagement & Outreach Coordinator
 - ii. Shall be comprised of two (2) Senators and other members as designated within the EOC Bylaws
 - iii. Shall operate in accordance with the EOC Bylaws
 - iv. Shall promote college and community relations, assist recognized student organizations with on- and off-campus outreach and publicity, organize

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means of engaging student opinion, maintain open dialogue between the students of Lewis & Clark and the Portland community, and all other activities as related to communication

- v. Shall promote events and advertise every public meeting of ASLC using all available and reasonable media
- f. Equity, Inclusion, and Justice Committee
 - i. Shall be chaired and managed by the EIJC Chair
 - ii. Shall be comprised of four (4) Student Confidants, one (1) of whom must be a student senator
 - iii. Shall protect and promote the diverse identities and ideologies on campus, represent marginalized or otherwise underrepresented student groups, and acknowledge and provide services that student unions, student organizations, academic departments, extracurriculars, and the ASLC otherwise cannot
 - iv. Must respond to hate and bias related incidents in a timely and widely-disseminated manner
 - v. Shall be responsible for overseeing and distributing grant funding for diversity-based initiatives to students and student groups on campus
 - vi. Shall operate in accordance with the Equity, Inclusion, and Justice Committee Bylaws
- g. Student Resources Committee
 - i. Shall be chaired and managed by the Student Resources Coordinator
 - ii. Shall be comprised of one (1) Senator and other members as designated within the SRC Bylaws
 - iii. Shall operate in accordance with the SRC Bylaws
 - iv. Shall be responsible for the allocation of a discretionary funds for students with preference given to low-income students
- h. The Auditory
 - i. Shall be overseen and managed by the Auditor
 - ii. Shall be comprised of Assistant Auditors as deemed necessary by the Auditor, who may circulate and accept applications
 - iii. Shall be responsible for all data and information management of the ASLC, and maintain a library of all relevant information
 - iv. Shall be responsible for the collection, presentation, and retention of quantitative and qualitative data regarding ASLC and Lewis & Clark College
 - v. Shall, in concert with the CSRC, be responsible for public education on topics that they research
 - vi. Shall be an open and available resource to all members of ASLC for data collection and compilation
 - vii. Shall operate in accordance with the Auditory Bylaws
- i. The Elections Committee
 - i. Shall be overseen and managed by the Director of Elections

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- ii. Shall be composed of Associate Directors of Elections as deemed necessary by the Director of Elections, who may circulate and accept applications
- iii. Shall oversee the implementation and effectuation of free and fair elections
- iv. Shall enforce all elections rules and regulations
- v. Shall operate in accordance with Article V of this Constitution and the Elections Bylaws
- j. Student Policy Advisory Committee
 - i. Shall be overseen and managed by the Chief Justice
 - ii. Shall be composed of
 - 1. The Chief Justice, who shall serve as the chair
 - 2. At least five (5) members drawn from CAS Student Body, including two (2) Senators and two (2) Associate Justices, who shall be nominated by the Chief Justice and approved by a two-thirds (2/3) confirmation vote of the Senate
 - iii. Shall serve as the final arbiter regarding Constitutional, bylaw, and ASLC document interpretation
 - iv. May invalidate legislation that violates the ASLC Constitution, or review ASLC Cabinet or Senate members who aren't performing their duties
 - v. May render advisory opinions on legislation, the Constitution, or Bylaws, which shall be submitted to the Senate
 - vi. Shall serve as the ASLC-provided student resource for information and guidance regarding the Code of Conduct and the rights of students
 - vii. Shall operate in accordance with the SPAC Bylaws
 - viii. May decide with a two-thirds ($\frac{2}{3}$) vote to temporarily suspend a portion of any governing document provided that:
 - 1. There are exigent or emergency circumstances, including but not limited to time-sensitive deadlines or election processes,
 - 2. A concluding report written by SPAC summarizing the events and actions taken and the rationale for doing so using specific examples of present circumstances will be sent to the ASLC Senate and Cabinet within forty-eight (48) hours of the decision,
 - 3. The ASLC Cabinet or Senate may choose to veto the suspending of the portion with a majority ($>\frac{1}{2}$) vote,

Article IV – Elections

1. Elections are the democratic mechanism by which the Lewis & Clark student body selects their ASLC representatives
 - a. All other rules and regulations of elections shall be enumerated within the ASLC Elections Bylaws, or where appropriate or not constitutionally proscribed, delegated to the Director of Elections
2. All students enrolled in the College of Arts and Sciences and in good academic standing shall be eligible to run as a senatorial representative
3. Cabinet elections shall be held the 8th week of every Spring Semester
 - a. All students enrolled in the College of Arts and Sciences in good academic standing and meeting all stipulated requirements for each respective office shall be eligible to run for President, Vice President, Chief Justice, EOC Coordinator, SRC Coordinator, Treasurer, SOC Coordinator, SAAB Chair, CAB Chair, and EIJC Chair

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- b. All enrolled CAS students may vote for one candidate per position, excluding the Equity, Inclusion, and Justice Committee Chair
- 4. Elections shall be held in a manner that is fair and equitable to all candidates and eligible voters
 - a. There shall be equal access to public discourse and presentation whilst on campus
- 5. The administrative power to facilitate and oversee elections shall be vested in the Director of Elections and their Committee
 - a. Administrative powers shall extend to the enforcement of fair elections
 - i. The Director of Elections, in accordance with the Chief Justice and the Auditor, may enact suitable punishment, including, but not limited to disqualification, as necessary.
 - b. The Director of Elections shall be nominated by the incoming President of the ASLC in concurrence with the election of the Cabinet
 - c. The nominee shall be confirmed by a two-thirds (2/3) vote of the sitting Senate
 - d. In the event of a vacancy the President must nominate a new Director of Elections in a timely manner to confirmed by a two-thirds (2/3) vote of the sitting Senate
 - e. In the absence of a Senate, the President shall nominate an Interim Director of Elections
 - i. The Interim Director of Elections shall be confirmed by a majority (>1/2) vote of the Cabinet
 - ii. The Interim Director's term expires upon the next convening of the Senate whereupon the President must nominate a new Director of Elections
 - f. The Director of Elections shall be responsible for initiating and overseeing applications for Associate Directors
 - i. Associates are obliged to follow duties and roles set out by the Director, in line with their needs and the enumerated responsibilities of the Committee
- 6. In the event of a Senate seat vacancy:
 - a. A Senate seat shall be considered vacant in the event:
 - i. A senator submits a formal resignation to the ASLC Senate,
 - ii. A senator is no longer taking courses at the College of Arts and Sciences,
 - iii. A senator is recalled by their respective constituency as provided for within this Constitution,
 - b. In the event of the vacancies of one (1) or two (2) Senate seats,
 - i. The President shall notify the student body of the existence of open seats and available applications with twenty-four (24) hours unless,
 - 1. The Elections Committee unanimously votes to extend the timeframe,
 - ii. All applications shall be submitted to the Elections Committee,
 - iii. All senators must assist the Elections Committee in circulating applications and publicizing the vacancy,
 - iv. Applicants who have submitted an application earlier in the same academic year may opt to reuse that application instead of submitting a new one,
 - v. Applicants shall present themselves to the Senate and will be elected by a plurality of the Senate,
 - c. In the event of the vacancies of three (3) or more Senate seats, a Special Election is the means by which these seats are filled,
 - i. The Director of Elections must initiate a special election any time:

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1. Three (3) or more Senate seats are vacant,
 2. Excepting the recall of a Senate seat, in which case a special election is automatically initiated for one (1) vacancy,
 - ii. The Director of Elections is not required to fill three (3) or more Senate seats via Special Election if both:
 1. The Elections Committee (Including the Director of Elections) unanimously votes to abstain from a Special Election,
 2. The Senate concurs with a four-fifths (4/5) majority to abstain from a Special Election
 - iii. In the event that a Special Election is abstained from, Elections Committee will fill the vacancies as enumerated in Article IV, subsection 1, sub-section b of the Elections Bylaws,
 - d. The special elections process must be initiated within seven (7) days after a third Senate seat becomes vacant or the position of President is left vacant,
 - e. Once initiated, special elections follow the same procedures, regulations, and guidelines as standard elections, as laid out within this Constitution and the ASLC Elections Bylaws,
7. A recall may be forced as necessitated by the student body, requiring a specific elected official to vacate their seat, thereby opening the seat in question to contestation
- a. In order for a recall to be forced it must be substantiated that the ASLC officer in question has:
 - i. Violated a bylaw, regulation, or constitutional provision of ASLC or
 - ii. Violated the Student Code of Conduct or
 - iii. Demonstrably failed to fulfill the duties of their office
 - b. The SPAC shall receive and review all claims, papers, and documentation for the purpose of forcing a recall of an elected official
 - c. A recall may only be initiated against an officer by a member of their constituency

Article V – Obligations for Communication

1. Communication with College Officials, Faculty, Staff, Administration and Trustees.
 - a. The President shall act as a formal liaison between the student body and the faculty, staff, and administration, and monitor their actions to ensure that students' rights are preserved.
 - b. The President of the ASLC shall meet at least two (2) times in a semester with the President of Lewis & Clark regularly, and report on these interactions to the Senate.
 - c. The President shall meet one-on-one with the Dean of Students weekly, and report on these interactions to the Senate.
 - d. The President and a member of ASLC appointed by the Senate by a two-thirds (2/3) vote shall be the two (2) student representatives to the Lewis & Clark College Board of Trustees.
 - e. The Treasurer shall be a liaison to the Business Office and will advise recognized student organizations on the status of their individual accounts when necessary.
 - f. All officers of the ASLC that meet with faculty, staff, administrators, or Trustees within the context of their role in ASLC, must report all matters concerning the student body that arise from these open discussions, excepting conversations held

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in confidence, which should be minimal. These reports should be written and distributed at meetings and online within one (1) week of the meeting taking place.

- g. A simple majority (>1/2) of senators may call any officer of the ASLC to the floor to report on specific meetings that occurred within their role as an ASLC officer, and to answer questions.
2. Communication with the Student Body
 - a. The President shall address the student body at-large in a well-publicized "State of the Student Body" address by the end of the spring semester.
 - b. The Auditor and the EOC Coordinator shall be responsible for maintaining the ASLC and Senate websites up-to-date.
 - c. The SOC shall be responsible for the facilitation of clinics, orientations, and information sessions for leaders of student organizations and maintaining dialogue with those organizations.
 - d. The EOC shall promote events, and advertise every public meeting of the student government using all available and reasonable media.
 - e. The SAAB Chair shall ensure that each academic department in the College of Arts & Sciences shall be represented on the Student Academic Affairs Board.
 - f. The SAAB Chair shall appoint the Honor Board Chair at the beginning of each year, subject to a majority (>1/2) vote.
 - g. All meeting agendas, proposed legislation, and information items must be made available to the public and presented to the student body forty-eight (48) hours in advance of a meeting
 3. Communication within Student Government
 - a. ASLC Senate and Cabinet members shall provide constituency reports as detailed below
 - i. The purpose of constituency reports is to provide Senate and Cabinet members with a chance to write down plans to engage their constituency over the course of their term,
 - ii. Constituency reports shall contain goals for how members plan to engage their constituency, and a mechanism for assessing their success, including but not limited to: outreach tabling, holding a certain amount of open meetings, helping constituents, or goals related to the ASLC Values Statement
 - iii. Reports shall be submitted to the ASLC Vice President within two (2) weeks of the member taking office (May 20th for Cabinet members, 1st Senate meeting for Senate members), at the end of Fall semester, and at the end of Spring semester
 1. Senators, representatives and Cabinet members who have been elected mid-semester can peruse their predecessor's constituency reports when writing their own
 - iv. Reports shall be presented on the ASLC website
 - b. The Vice President shall ensure that every voting member of the Senate has access to all proposed legislation forty-eight (48) hours prior to the scheduled start of the Senate meeting at which said proposed legislation shall be presented.
 - c. All meetings of Senate and Cabinet shall be audio recorded, and minutes taken.
 - i. Meeting minutes of the Senate must be posted to the ASLC website within one (1) week of the meeting's occurrence.

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- ii. Audio recordings of Senate meetings must be made available to the public upon request to the Auditor within two (2) days of the request.
- iii. Members of Senate may request that portions of written Senate meeting minutes or Senate meeting audio recordings be struck out of concern for confidentiality issues. Three-fourths ($\frac{3}{4}$) approval within the Senate must be reached for any portion of the minutes or audio recording to be struck. Confidential issues discussed that are legally required to remain unpublished shall not require request or consensus to be struck.
- iv. Meeting minutes of the Cabinet must be made available to the public upon request to the Auditor within one (1) week of the request.
- v. Audio recordings of Cabinet meetings may be made available to the public upon request to the Auditor within two (2) days if majority approval in the Cabinet is reached.
- vi. Members of Cabinet may request that portions of written Cabinet meeting minutes or Cabinet meeting audio recordings be struck out of concern for confidentiality issues. Three-fourths ($\frac{3}{4}$) approval within the Cabinet must be reached for any portion of the minutes or audio recordings to be struck. Confidential issues discussed that are legally required to remain unpublished shall not require request or consensus to be struck.
- d. Members of the Cabinet are each required to give reports at every Senate meeting, excluding emergency meetings, or submit a written report to Senate regarding the activity of their committee(s), the Cabinet as a whole, and any other activity related to ASLC involving themselves outside of these contexts
 - i. A majority ($>\frac{1}{2}$) vote is required by the Senate during a meeting to bypass these reports
- e. Senate meetings must contain a "General Discussion" period, during which Senate members, Cabinet members, the public, and anyone else present can openly bring issues, ask questions, or discuss anything regarding any and all ASLC-related issues
 - i. A majority ($>\frac{1}{2}$) vote is required by the Senate during a meeting to bypass this discussion period

Article VI – Student Fee

1. Authority

- a. The Student Senate has the authority to recommend changes to the annual undergraduate student fee outside of the established Consumer Price Index (CPI) increase.
- b. Adjustments may not come into effect during the current academic year.
- c. Student Organizations may not use their budgets to seek reimbursement for alcohol, tobacco, or illegal purchases.
- d. Student Organizations may not use their budgets to donate to charity.

2. Adjustment Process

- a. In order to adjust the student fee, the recommendation for adjustment must accord to the following timeline:
 - i. The ASLC President must formally notify the Dean of Students and the Vice President of Business and Finance that the Student Senate will be seeking an adjustment in student fees no later than November 1st each year.

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- ii. The Student Senate must pass a resolution with its recommendation for adjustments no later than December 1st of that same year so it can be incorporated into the annual budget.
3. Description and Purpose
 - a. The Student Body Fee is a fee collected from each student to fund student driven initiatives to better the student experience at Lewis & Clark.
 - b. The funds raised by the Student Body Fee must be accessible to any student by budget allocation or grant through ASLC.
 - c. The funds raised by the Student Body Fee shall be allocated to student driven groups and initiatives that seek to improve or offer services to the larger Lewis & Clark community and that are inclusive to the entire student body.
4. Allocation
 - a. The Student Body Fee may be allocated by any entity designated to do so by this Constitution.
5. Management of Funds
 - a. The Treasurer shall authorize all expenditures by recognized student organizations.
 - b. The Treasurer shall be responsible for maintaining all Senate financial records and coordinating the management and disbursement of all funds allocated to the Associated Students of Lewis & Clark.
 - c. The Treasurer may impose an immediate interim freeze on the budgeted funds for any recognized student organization, subject to a two-thirds (2/3) vote of approval by the Senate.
 - d. The Senate may impose a freeze on the funds for any recognized student organization with a two-thirds (2/3) vote.
 - i. The duration of this freeze shall be determined by the Senate at the time the freeze is initiated.
 - e. The Treasurer shall close all ASLC allocated accounts and submit a final report to the Senate and Business Office.
 - f. The Treasurer shall serve as a non-voting member on the Student Organizations Committee, and prepare the Senate's funding proposals.
 - g. The Treasurer shall grant any request made by a member of the student body to view the finance and expenditures of the ASLC Cabinet and Senate.
 - h. The Treasurer shall make a report at the end of the semester, or as requested, on the finances and expenditures of ASLC Cabinet and Senate.
 - i. The Treasurer shall maintain, and provide to the public via the ASLC website, a list of all expenditures, attributing the amount spent, the purpose of the expenditure, and the organization making the expenditure.
6. Annual Stipends
 - a. The President shall be paid \$3,000
 - b. The Vice President, Chief Justice, Treasurer, SAAB Chair, SOC Coordinator, EOC Coordinator, SRC Coordinator, EIJC Chair, and Auditor shall each be paid \$2,000
 - c. The EOC Coordinator, SRC Coordinator, and CAB Chair shall each be paid \$1,500
 - d. The Director of Elections shall be paid \$1,000
 - e. Senators and Representatives shall each be paid \$100

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- f. All payment will be withdrawn from the Student Body Fee prior to any other allocations, excepting that of the Elections Committee budget, and placed in a "officer reimbursements account"
- g. Cabinet members shall be paid in installments by month, with each stipulated amount paid on the 20th of the month
 - i. 5% of the annual stipend will be paid each month on June 20th, July 20th, August 20th, and January 20th
 - ii. 10% of the annual stipend will be paid each month on September 20th, October 20th, November 20th, December 20th, February 20th, March 20th, April 20th, and May 20th
- h. Senators and Representatives shall be paid in installments by semester, with half at the end of the first semester, and half at the end of the second
- i. All stipends must be listed in official election or application materials as well as advertisements requesting people's candidacies.
- j. Alterations to stipend amounts of members of the Senate or Cabinet shall not enter into effect until the term of the position in question has expired

Article VII – Financial Holdings

1. Purpose
 - a. This section contains the details and guidelines for the maintenance, allocation, and expenditure of ASLC-controlled financial holdings.
2. Authority of Funds
 - a. The 4300 Account is comprised of Student Body Fee money allocated by the Student Organizations Committee left unused by student organizations at the end of the previous academic year and rolls over each year.
 - b. The 4300 Account shall only be accessible by the Student Organizations Committee for the appeals and new club funding in accordance with their bylaws at their discretion.
 - c. The committee shall not access more than 40% of the money in the account until after the approval of allocations of club funds for the upcoming academic year.
 - i. The amount to be accessed shall be provided to the Student Organizations Coordinator by the ASLC Treasurer in coordination with Student Activities and the Business Office.
3. Emergency Use of The 4300 Account
 - a. The entirety of The 4300 Account may be made freely accessible to the Student Senate under limited emergency situations, including:
 - i. Under-enrollment of students within the College of Arts & Sciences resulting in an over-allocation of Student Body Fee money by the Student Organizations Committee
 - ii. A budget deficit within the ASLC Operations Account resulting in an inability to pay stipended positions as specified by the Constitution
 - iii. An inability on the part of the College to pay for a vital service as expressed by the CAS Student Body through a survey conducted by the ASLC Auditor
 1. If results indicate a majority support for an issue, Senate will discuss solutions to the issue including accessing the 4300 Account in accordance with this article.

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- iv. Emergency expenditure of funds may be allocated with a three-fourths ($\frac{3}{4}$) vote within the Senate
- v. Extenuating circumstances not listed above in which a nine-tenths ($\frac{9}{10}$) vote can be reached within the Senate may warrant an emergency expenditure of funds
- b. Upon emergency expenditure of any amount within The 4300 Account, an internal review encompassing the entirety of ASLC shall occur in order to prevent similar errors from occurring in the future
 - i. This internal review shall be conducted by the ASLC Auditor, with assistance from the ASLC Treasurer
 - ii. At the conclusion of the review process, a report summarizing the events that occurred, including the actions of institutional bodies and ASLC, shall be uploaded to the ASLC website by the ASLC Auditor and circulated to all students in the College of Arts & Sciences by the ASLC President

Article VIII - Amendments to This Constitution

1. Bills may be proposed by any voting member of the Senate to amend this Constitution.
 - a. Amendments to this Constitution require a three-fourths ($\frac{3}{4}$) vote of the Senate to pass and enter into effect.
 - b. Formatting or typographical errors in the ASLC governing documents may be remedied by the Chief Justice without Senate bills or approval provided that they do not change the meaning of the altered material.

Article IX - Enabling

1. The following two points shall not take effect until the first day of classes of the Spring 2014 term.
2. This Constitution and subsequent Bylaws, once adopted, hereby replace all other previously dated Constitutions, Bylaws, Rules of Procedure and other official Governing Documents of ASLC, and is the final authority regarding all Senate procedures. Once adopted, constitutional elections will be held in a timely manner to fill all appropriate positions. This Constitution will come into effect immediately.
3. In the event that any provision of this Constitution and subsequent Bylaws are suspected to be inconsistent with any Lewis & Clark policy or applicable laws, such provision will be reviewed by the Advisor of ASLC and SPAC for inconsistencies. If the provision is inconsistent with Lewis & Clark policy or applicable laws, the SPAC will modify the provision to the extent necessary to be consistent with the policy outlined by Lewis & Clark or applicable laws through a standard Senate bill.