

The Constitution of the Associated Student Body



Constitution **The Associated Student Body** Est. 1904 615 S Palatine Hill Road MSC 105 Portland, OR 97219-7899

Note:

The Associated Student Body 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 Student Body (hereinafter referred to as ASB) as the official body to facilitate better communication between students, the faculty, the administration, and the Lewis & Clark community at large. The ASB, 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 ASB, 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 ASB 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 ASB 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.
3. Organization Membership & the Code of Conduct
 - a. All members of Lewis & Clark College registered organizations are required to follow the undergraduate Code of Conduct and College Policies. If our organization becomes aware of any potential violations of the Code of Conduct or college policies, the organization will consult with the Office of Student Engagement about the appropriate next steps, including the possibility of filing a formal report with the College. In cases of possible violations of the Interim Sex Discrimination,

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Harassment, and Misconduct Policy (Title IX), College employees are required to report concerns to the College's Title IX Coordinator.

- b. Members may not be permanently removed from our organization for allegedly violating a college policy, including concerns involving possible Title IX violations, without receiving instructions to do so from the appropriate College office after a student is found responsible for the violation. However, our organization may work to support members who have been impacted by another member's behavior while awaiting further instruction. An example of this might be ensuring members do not need to sit near each other at events, etc.
- c. In the case that a member exhibits violent, abusive, or threatening behavior at an organization meeting or event, that member may be asked to leave, and/or College staff or Campus Safety may be contacted. This includes any attempted, threatened, or actual conduct that endangers or is likely to endanger a person's physical health or safety, or that would reasonably cause a person to feel their physical health or safety would be at risk. If they are contacted, Campus Safety will provide a report to the Office of Community Accountability & Conflict Education in regard to possible additional policy violations, such as the Violent, Abusive or Threatening Conduct Policy.

Article II – The ASB Senate

1. The ASB Senate (hereafter: the Senate) shall serve as the legislative and representative body for the College of Arts and Sciences
 - a. All other rules and regulations of elections shall be enumerated within the ASB 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 within their cohort, the candidate with the subsequent highest vote count shall claim said seat
 - c. The Senate shall begin convening no later than the second (2nd) week of the fall academic term stipulated within each annual Lewis & Clark CAS calendar
 - i. All other rules and regulations regarding the standard method of operation for formal Senate meetings shall be enumerated within The Rules of Order
 - d. A sitting Senator's term shall expire upon the last day of the spring academic term stipulated within each annual Lewis & Clark CAS calendar, departing office on the last day of final exams of the spring semester of their term
 - e. Candidates may still be eligible for Senate positions if planning to study abroad, given that their expected term is not the same as their abroad term
2. The Senate shall be comprised of twelve (12) elected senators, divided into two (2) cohorts, from the Lewis & Clark College of Arts and Sciences, each of whom shall have one (1) vote in the Senate
 - a. The first cohort of senators shall be comprised of nine (9) senators
 - i. Shall the entire cohort of 9 seats not be elected, the remaining seats shall move to the fall election and be open to all continuing and new CAS students
 - b. The second cohort shall be comprised of three (3) senators
3. Special representatives may serve in Senate as voting members, specified as follows

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- 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, Neurodivergent Student Union Representative, Queer Student Union Representative, Student Athlete Advisory Committee Representative, and Mixed LC 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 ASB Constitution
 - d. Approve amendments to any and all ASB 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 ASB 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 ASB 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, Director of Allocations, EOC Coordinator, EIJC Chair, Auditor, and Chief Justice;
 - b. Shall serve as non-voting members of the ASB Senate, with the exception of the Vice President
 - c. Shall serve for a regular term of one calendar year upon election, appointment, or selection, assuming office on the last day of final exams for the spring semester in which an election was held, and departing office on the last day of final exams of the spring semester of their term;
 - i. All members filling a vacant Cabinet seat shall serve for the remainder of the previous office holder's term
 - d. Exempts Cabinet members elected, selected or appointed outside of normal ASB elections. All Cabinet members elected, selected or appointed during the middle of the calendar year will instead leave office alongside all other Cabinet members upon the last day of spring final exams, which marks the end of their term in office

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- e. 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
- f. Shall discuss goals and objectives prior to the start of each semester
- g. Shall attend and participate in sessions with the Executive Council when called by the President
- h. 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
- i. In order to serve, members of the cabinet must be present on campus and not abroad for the entirety of a school year
- 2. The President shall serve as the Chief Executive of the ASB, 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 ASB bylaws
 - c. Shall act as a liaison between the ASB, 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 pursuant to the Rules of Order
 - 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 ASB appointed student representatives on appropriate college governance standing committees, institutional committees, and college *ad hoc* committees
 - i. Candidates may still be eligible for appointed positions if planning to study abroad, given that their expected term is not the same as their abroad term
 - i. The President shall be granted veto power to refuse the approval of any bill or resolution's enactment within the ASB Senate
 - i. The President will have up to two weeks to approve or veto any bill or resolution passed by the Senate.
 - 1. Any veto issued must be accompanied by a reason from the President.
 - ii. This veto can be overturned by a $\frac{2}{3}$ majority vote by the Senate.
 - iii. The president must pass or veto any bill or resolution passed by the Senate

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1. All bills and vetoes must be resolved by the end of the final Senate forum for that school year
- j. May, on extraordinary circumstances, call the Senate into a special session with at least 72 hours of notice
- k. In the event of a vacancy in the Presidency due to resignation, recall, removal, or any other reason, the following process shall occur:
 - i. The Vice President shall assume the powers and responsibilities of the Presidency on an interim basis until a new President is elected.
 - ii. The ASB Director of Elections must initiate a Special Presidential Election within seven (7) days of the vacancy.
 - iii. This Special Election must occur no later than twenty-one (21) days from the date the vacancy was declared. The election shall follow all standard election procedures as outlined in the ASB Elections Bylaws.
 - iv. The interim President (Vice President) shall not be considered a permanent President but may run for the Presidency in the special election if eligible.
 - v. If the vacancy occurs during a period in which a Senate cannot be convened, the Cabinet shall continue operating with the Vice President acting as interim President until the Senate reconvenes and a Special Election can be facilitated.
 1. Upon the reconvening of the senate, the timelines established in clauses ii, and iii, will commence
 - vi. Once the Special Election concludes and a President is elected, the Vice President shall resume their original role.
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 ASB Rules of Order
 - b. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - 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 EOC Coordinator and the Auditor, oversee the ASB website
 - g. Shall be responsible for recording, tracking, and enforcing the attendance policy of the Senate and Cabinet

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- 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. Prior to the Vice President being trained, the Vice President will be given access to and distribute the previous version of the Senate Handbook to newly elected senators prior to proper training
 - ii. If the ASB 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 ASB 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 ASB governing documents;
 - 5. Lewis & Clark College structure, including offices, their leaders, and their roles;
 - 6. the ASB 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, Clause 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 ASB
 - a. Shall serve as a voting member of the Cabinet, accorded one (1) vote
 - b. Shall oversee and co-chair the Finance Committee (hereafter, FIN), alongside the Director of Allocations, 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 FIN to be eligible
- 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 nominate the Honor Board Chair at the beginning of each year, subject to a majority (>1/2) vote of the Senate
 - 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 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

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- 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 Director of Allocations shall oversee matters pertaining to student organizations and their financing
 - a. Shall oversee and co-chair FIN alongside the Treasurer,
 - b. Shall be elected by the student body upon receiving a plurality of the votes cast
 - c. Must be a fully enrolled student at the College of Arts and Sciences with at least one (1) prior semester of experience on FIN to be eligible
8. The Engagement & Outreach Coordinator (hereafter: EOC Coordinator) shall oversee and facilitate matters pertaining to communication, relations, and student engagement 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 ASB website
 - d. Shall, in conjunction with the director of elections, help promote all election deadlines, events, and announcements
 - 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
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 ASB Equity, Inclusion, and Justice Committee
 - c. Shall be selected by a Review Board as established within and operating under the ASB Equity, Inclusion, and Justice Committee Bylaws
 - d. Must have served on the ASB Cabinet, Senate, the EIJC, or in a comparable role for no less than one (1) semester;
 - 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 EOC Coordinator and the Vice President, oversee the ASB 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 until the Auditory minutes taker is selected in accordance with the Constitution
11. The Chief Justice shall oversee Student Policy Advisory Committee (hereafter: SPAC)

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- 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 Student Body, unless otherwise designated by the Chief Justice
 - f. May be called upon by Student Rights and Responsibilities to serve on the Student Rights and Responsibilities Board
- 12. Health & Wellness chair
 - a. Shall serve as a voting member of the cabinet
 - b. Shall oversee and manage the Health & Wellness Committee
 - c. 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
 - i. Outgoing chair shall be responsible for the training of the new chair, primarily via going over the HWC Bylaws together
 - d. Must be one (1) fully enrolled students at the College of Arts and Sciences
- 13. ISLC Cabinet representative
 - a. Shall serve as a voting member of the cabinet
 - b. Shall be elected by ISLC in accordance with the Election Bylaws
 - c. Shall keep Cabinet informed on the business of ISLC
- 14. The ASB Advisor shall be a faculty or staff member to serve in an advisory capacity to the ASB
 - 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
 - c. The Advisor may serve as a non-voting member of any committee at their discretion
- 15. 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,

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- 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 that there is a tie between the two candidates for the plurality of votes and the ASB Vice President has a conflict of interest in the election, a run-off election will occur in which all other candidates that received a number of votes below the plurality will be disqualified from the race, and the race will be between the two or more candidates;
 - i. If the following run-off election results in a tie again, then the Chief Justice will be the tiebreaker; if the Chief Justice has a conflict of interest, then the ASB President will be the tiebreaker; if the ASB President has a conflict of interest, then the following list of successors to the tiebreaker will be consulted to find one — to succeed as a tiebreaker, the person above on the list must have a conflict of interest in the election or be absent from the Senate meeting and pass the responsibility down the list:
 1. EIJC Chair,
 2. Director of Allocations,
 3. Treasurer,
 4. SAAB Chair,
 5. EOC Chair,
 6. CAB Chair,
 7. Auditor,
 8. Any Associate Justice who is not a voting member of the ASB Senate;
 - ii. This applies to any election or vote in which the ASB Vice President is the tiebreaker;
 - iii. Shall be responsible for the allocation of a discretionary funds for students with preference given to low-income students;
 - f. All applicants must meet eligibility requirements for their respective office,
 - i. A two-thirds ($\frac{2}{3}$) vote of The Cabinet may waive any eligibility requirements if seconded 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,
- 16. The ASB 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

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within this Constitution, and shall be organized as follows

- a. Finance Committee
 - i. Shall be co-chaired and managed by the Treasurer and the Director of Allocations
 - ii. Shall be composed of three (3) Senators and other members as designated within the FIN Bylaws
 - iii. Shall operate in accordance with the FIN 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. SAAB is composed of the one (1) Grants Director, one (1) SAAB Historian, one (1) officially declared Representative from each academic department, one (1) Senator, one (1) Curriculum Committee Student Representative, and one (1) Advisor as a non-voting 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
 - v. Campus Activities Board
 - vi. Shall be chaired and managed by the CAB Chair
 - vii. Shall be composed of two (2) Senators and other members as designated within the CAB Bylaws
 - viii. Shall operate in accordance with CAB Bylaws
 - ix. Shall create, organize, and implement inclusive events for the students of the CAS and offer event consultation and support to individual students and student organizations
- c. Engagement & Outreach Committee
 - i. Shall be chaired and managed by the Engagement & Outreach Coordinator
 - ii. Shall be comprised of one (1) Senator, the Director of Elections, and other members as designated within the EOC Bylaws
 - iii. Shall operate in accordance with the EOC Bylaws and Election Bylaws
 - iv. 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
 - v. Shall promote events and advertise every public meeting of ASB using all available and reasonable media
 - vi. Shall oversee the implementation and effectuation of free and fair elections
- d. Equity, Inclusion, and Justice Committee
 - i. Shall be chaired and managed by the EIJC Chair

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- 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 ASB 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
- e. 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 ASB, and maintain a library of all relevant information
 - iv. Shall be responsible for the collection, presentation, and retention of quantitative and qualitative data regarding ASB and Lewis & Clark College
 - v. Shall, in concert with the EOC Coordinator, be responsible for public education on topics that they research
 - vi. Shall be an open and available resource to all members of ASB for data collection and compilation
 - vii. Shall operate in accordance with the Auditory Bylaws
- f. 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 ASB document interpretation
 - iv. May invalidate legislation that violates the ASB Constitution, or review ASB 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 ASB-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

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- 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 ASB Senate and Cabinet within forty-eight (48) hours of the decision,
 - 3. The ASB Cabinet or Senate may choose to veto the suspending of the portion with a majority ($>\frac{1}{2}$) vote,
- ix. Shall enforce all elections rules and regulations
- g. Health & Wellness Committee
 - i. Shall be overseen and managed by the Health & Wellness chair
 - ii. Shall be composed of committee members as deemed necessary by the health & wellness Chair who may circulate and accept applications and (2) senators
 - iii. Shall serve as the ASB-provided student resource for information and guidance regarding health/wellness issues on campus
 - iv. Shall operate in accordance with the HWC Bylaws

Article IV – Elections

1. Elections are the democratic mechanism by which the Lewis & Clark student body selects their ASB representatives
 - a. All other rules and regulations of elections shall be enumerated within the ASB 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. Candidates running for President and Vice President are required to run on a joint President/Vice President ticket in all ASB elections;
4. Spring 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, Treasurer, Director of Allocations, SAAB Chair, CAB Chair, and EIJC Chair
 - b. All enrolled CAS students may vote for one candidate per position, excluding the Equity, Inclusion, and Justice Committee Chair
5. 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
6. The administrative power to facilitate and oversee elections shall be vested in the Director of Elections and their Committee
 - a. Administrative powers shall not extend to the enforcement of fair elections
 - i. The Director of Elections shall report any election rule violation to the Student Policy Advisory Committee through a petition of review to determine suitable punishment.
 - b.

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- c. The Director of Elections shall be nominated by the incoming President of the ASB in concurrence with the election of the Cabinet
 - d. The nominee shall be confirmed by a two-thirds (2/3) vote of the sitting Senate
 - e. 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
 - f. 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
 - g. The Director of Elections shall be responsible for managing any software used in the administration of elections, including systems where ballots are sent and votes are counted
7. 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 ASB 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:
 - 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,

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- 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 ASB Elections Bylaws,
- 8. 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 ASB officer in question has:
 - i. Violated a bylaw, regulation, or constitutional provision of ASB 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 ASB 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 ASB 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 ASB that meet with faculty, staff, administrators, or Trustees within the context of their role in ASB, must report all matters concerning the student body that arise from these open discussions, excepting conversations held 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 ASB to the floor to report on specific meetings that occurred within their role as an ASB 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 ASB and Senate websites up-to-date.

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- c. FIN 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. 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. ASB 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 number of open meetings, helping constituents, or goals related to the ASB Values Statement
 - iii. Reports shall be submitted to the ASB 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 ASB 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 ASB website within one (1) week of the meeting's occurrence.
 - 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. Senate members shall vote on approval of the minutes from the prior meeting at the beginning of each meeting
 - 1. Approval counts as a $\frac{1}{2}$ majority vote
 - a. Upon passage, the approved minute shall be sent to The ASB Auditor to be made publicly available
 - b. Upon failure, Senate shall move into an Editing Session
 - 2. Any edit that extends beyond a typo, grammatical error, or minor correction shall be made in an "Editing Session"

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- a. Prior to the "Editing Session" The Auditory Minutes Taker may reject edits at their discretion that they deem too significant to change without a vote.
 3. If the Senate doesn't pass an initial minutes approval, the Senate shall move to an "Editing Session"
 - a. Voting members can propose and discuss edits or changes to the minutes in this time
 - i. any edits that are proposed must be voted on and approved by a $\frac{2}{3}$ vote
 - b. After edits are made, Senate shall vote on the approval of the edited minutes for a second time
 - i. Upon passage, the senate shall no longer be in an editing session and the approved minute shall be sent to The ASB Auditor to be made publicly available
 - ii. Upon failure, the senate shall no longer be in an editing session and the minutes in their original form shall be sent to The ASB Auditor to be made publicly available
- 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. Cabinet members shall vote on approval of the minutes from the prior meeting at the beginning of each meeting
 1. Approval counts as a $\frac{1}{2}$ majority vote
 - a. Upon passage, the approved minute shall be sent to The ASB Auditor
 - b. Upon failure, Cabinet shall move into an Editing Session
 2. Any edit that extends beyond a typo, grammatical error, or minor correction shall be made in an "Editing Session"
 - a. Prior to the "Editing Session" The Auditory Minutes Taker may reject edits at their discretion that they deem too significant to change without a vote.
 3. If the Cabinet doesn't pass an initial minutes approval, Cabinet shall move to an "Editing Session"
 - a. Cabinet members can propose and discuss edits or changes to the minutes in this time
 - b. After edits are made, Cabinet shall vote on the approval of the edited minutes for a second time
 - i. Upon passage, Cabinet shall no longer be in an editing session and the approved minute shall be sent to The ASB Auditor
 - ii. Upon failure, Cabinet shall no longer be in an editing session and the minutes in their original form shall be sent to The ASB Auditor

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- vii. Confidential issues that are legally required to remain unpublished shall not require request or consensus to be struck from any minutes or audio recordings.
- 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 ASB 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 ASB-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, with the recommendation of FIN, has the authority to recommend changes to the annual undergraduate student fee. Adjustments may not come into effect during the academic year in which the recommendation is made.
2. Adjustment Process
 - a. In order to adjust the student fee, the recommendation for adjustment must accord to the following timeline:
 - i. When deemed necessary by the Treasurer and Director of Allocations, or by request of the Senate, FIN will discuss an increase in the student fee and collect relevant information in order to make an informed recommendation including but not limited to:
 1. Enrollment data, student organization allocations and returned funds, student organization funding needs, and peer school comparisons
 - ii. Once a recommendation has been formed, the Treasurer and Director of Allocations will present to the ASB Senate their committee's recommendation for an increase in the fee no later than March 20th.
 - iii. Upon hearing from FIN and after considering the recommendation, if the Senate wishes to recommend a change, the Senate must pass a resolution with its recommendation for adjustment no later than April 20th of that same year so it can be included in coordination with the College's annual tuition and fees recommendation
 - iv. The ASB President must formally notify the Vice President of Student Life (VPSL)/Dean of Students (DOS) that the Senate will be seeking an adjustment in student fees no later than April 30th each year

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- v. The ASB President and/or designee will work with the VPSL/DOS to present the student fee adjustment to the Board of Trustees at its annual October meeting
 - vi. Upon approval from the Board of Trustees, the revised fee will go into effect the following academic year.
- 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 ASB.
 - 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 Student Body.
 - 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.
 - i. Should the Treasurer be notified by Student Rights & Responsibilities that a student organization has received a conduct outcome that revokes funding, the Treasurer shall impose an immediate freeze on the budgeted funds of the student organization
 - 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 ASB allocated accounts and submit a final report to the Senate and Business Office.
 - f. The Treasurer shall serve as a non-voting member on FIN, 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 ASB 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 ASB Cabinet and Senate.
 - i. The Treasurer shall maintain, and provide to the public via the ASB website, a list of all expenditures, attributing the amount spent, the purpose of the expenditure, and the organization making the expenditure.

Article VII – Financial Holdings

- 1. Purpose

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- a. This section contains the details and guidelines for the maintenance, allocation, and expenditure of ASB-controlled financial holdings.
2. Authority of Funds
 - a. The 4300 Account is comprised of Student Body Fee money allocated by FIN 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 FIN 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 Director of Allocations by the ASB Treasurer in coordination with Student Engagement 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 FIN
 - ii. A budget deficit within the ASB Operations Account resulting in an inability to pay honoraria 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 ASB 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.
 - 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 ASB shall occur in order to prevent similar errors from occurring in the future
 - i. This internal review shall be conducted by the ASB Auditor, with assistance from the ASB Treasurer
 - ii. At the conclusion of the review process, a report summarizing the events that occurred, including the actions of institutional bodies and ASB, shall be uploaded to the ASB website by the ASB Auditor and circulated to all students in the College of Arts & Sciences by the ASB President
4. The Officer Reimbursement Account
 - a. Only this Constitution shall define and determine honoraria amounts for positions within the Associated Student Body (ASB). Committee bylaws shall not contain provisions for honoraria.
 - b. Honoraria for the Cabinet and Senate shall be withdrawn from the Student Body Fee prior to any other allocations and placed in an "officer reimbursement account" for distribution according to the above timeline. Honoraria for other positions shall be taken from individual committee budgets.

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- c. The following positions shall receive the stipulated annual honoraria:
 - i. President: \$4,500
 - ii. Vice President, Chief Justice, Treasurer, Director of Allocations, Student Academic Affairs Board Chair, Equity, Inclusion and Justice Committee Chair, The Engagement and Outreach Coordinator, The Health and Wellness Committee Chair, and The Campus Activities Board Chair: \$3,000
 - iii. Director of Elections, Auditor, and SAAB Grants Director: \$2,000
 - iv. Senators, SAAB Treasurer, College Honor Board Director, and SAAB Historian, CAB Vice Chair, SAAB Executive Assistant, SAAB Director of Tutoring, SAAB Honor Board Chair, and Auditory Notetaker : \$1,000
 - v. CAB Social Media Manager: \$800
 - vi. CAB Director of Finance: \$750
 - vii. CAB Marketing Manager, EOC LiveWhale Assistant: \$700
 - viii. Affinity Group Representatives: \$500
 - ix. CAS CAB Board Members: \$400
 1. CAS Student Committee Members are student members of an ASB committee who do not hold a separately defined leadership role within that committee and fulfill their responsibilities such as committee attendance.
 - x. SAAB Program Assistant: \$300
 - xi. CAS EIJC Committee Members: \$200
 1. CAS Student Committee Members are student members of an ASB committee who do not hold a separately defined leadership role within that committee and fulfill their responsibilities such as committee attendance.
 - xii. SAAB Department Representatives, SAAB AES Representative: \$100
 - xiii. CAS Student Committee Member for SPAC and HWC: \$50
 - xiv. CAS Student Committee Members are student members of an ASB committee who do not hold a separately defined leadership role within that committee and fulfill their responsibilities such as committee attendance.
- d. Cabinet Member Honoraria shall be distributed in monthly installments on the 20th of each month.
 - i. 15% of the annual honoraria will be distributed on August 20th and December 20th.
 - ii. 10% of the annual honoraria will be distributed on September 20th, October 20th, November 20th, February 20th, March 20th, April 20th, and May 20th.
- e. Senator and Senate Affinity Group Representatives Honoraria shall be distributed in semester installments, with half on December 20th and the remaining half on April 20th.
- f. Individuals receiving honoraria not listed above shall follow the semesterly installment schedule.
- g. All honoraria amounts must be clearly listed on official election and application materials, as well as in advertisements soliciting candidates.
- h. Changes to honoraria amounts for any ASB position shall not take effect until the expiration of the current term for that position.

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- i. Honoraria for any ASB member recalled or resigning from their position shall be prorated to their last day in office.

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 (3/4) vote of the Senate to pass and enter into effect.
 - b. Formatting or typographical errors in the ASB 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 ASB, 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 ASB 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.