

The Earlham Student Government Constitution

Earlham Student Senate (ESS)

All of the following representatives are expected to attend senate meetings and help organize and carry out at least one (1) ESS activity that occurs outside of the senate's meeting time.

Student Executive Council (SEC) (4), Paid Positions

Two (2) Co-Presidents, Two (2) Vice Presidents. This council will meet weekly to discuss the direction and agenda of the ESS. One president will attend senate meetings and the other will be responsible for convening CCL and attending Faculty Meeting. The presidents may switch roles if they so choose. They will both have access to All Student Emails.

The Vice President of Nominations will convene the *nominations committee* (~6). This committee will be responsible for nominating all student representatives on standing committees and on ad-hoc committees. They will meet weekly to nominate students and bring recommendations to the senate for approval.

The Vice President of Communications will convene the *communications committee* (~5). This committee will manage the communications of ESG by consistently updating the websites, managing the list-serves, informing individuals of their approval or disapproval of committee membership, putting event information into Around The Heart, making and posting fliers, managing the suggestion box and suggestion board, and updating the ESG box in The Word. This committee will be drawn from interested members of the ESS and participating on this committee will fulfill the one ESS activity requirement.

The following representatives have preexisting charges that can be found in the Student Government Manual.

Student Activities Board (SAB): Paid Positions. Two (2) student representatives elected from the student body. Only one (1) member of SAB is expected to be the

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representative to the ESS, and this member may or may not be the convener.

Student Organizations Council (SOC): Paid Positions. Two (2) student conveners elected from the student body.

Secretary of Finance: Paid Position. One (1) secretary of finance elected from the student body.

Recording Clerk: Paid Position. One (1) recording clerk elected from the student body.

The following representatives are new additions to ESG.

Clerk

The SEC will appoint a student from a pool of applicants to serve as the clerk of the ESS for one (1) calendar year. The agenda will be set by the SEC and the clerk. The clerk will conduct the order of the ESS meetings. The clerk will not have a voice in the consensus process and will be expected to serve as a non-participatory member of the ESS discussions. The clerk will receive training in proper clerking practices from the ESS advisers as well as a member of the Earlham faculty. If the clerk chooses to step down from his or her position, the ESS must be informed, and the SEC will appoint a new clerk to fill the role until the end of that SEC's term.

Student Residence Council (10): This committee will meet biweekly to plan discussions and reflections throughout their respective residential areas regarding current campus issues. Their charge is to increase the involvement of students in ESG as well as increase communication between the greater student body and the ESS in an effective manner. Members of the SRC will be elected for a full academic year by their respective residences. Elections will occur at the beginning of each academic year and will be organized by the current ESS representatives. There is no minimum amount of votes required to be elected. Elections should not occur until there is at least one (1) representative running for each of the mentioned positions. The members of the SRC will select their own convener.

The members of the SRC will be elected from Olvey-Andis, Earlham Hall, Barrett, Bundy, Hoerner (one (1) from each dorm), three (3) members from the U, one (1) member living in a house located on National Road West and one (1) member living in a house located on College Avenue or Miller Farm. All ten (10) members, including the convener, will have a consensus voice in the senate. If a student changes residences while serving his or her term it is his or her responsibility to inform the senate and step down from his or her elected position. A new member will be appointed by the Nominations Committee.

Committee Representatives (CR): Appointed members from standing committees will be strongly encouraged to attend ESS meetings. In order to be recognized on the ESS,

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each committee must return to the VP of Nominations a signed pledge, endorsing its representative's commitment to the ESS. The representative from the committee should be decided within the committee and may be the convener, if he or she is a student. They will act as representatives of the charge of the committee that they serve on when possible, yet are encouraged to represent themselves as individuals and Earlham Students.

If a representative decides to leave the committee that he or she is representing or step down from his or her position on the ESS, he or she needs to inform the senate. A new representative should be appointed by the committee once the committee has a willing and able member.

Organization Representatives (OR): A member representing a club or organization can have a position on the ESS. The representative from the organization should be decided within the organization and may be the convener, if he or she is a student. Applications brought to the VP of Nominations will be reviewed for approval by the senate body. Organizations Representatives will act as representatives of the mission of their respective organization when possible, yet are encouraged to represent themselves as individuals and Earlham Students.

If a representative decides to leave the organization that he or she represents or step down from his or her position on the ESS, he or she needs to inform the senate and a new representative will be appointed by the organization. If an organization no longer desires representation in the ESS, or if the organization no longer has willing and able student members, the ESS must be informed and a new application should be submitted once the organization has a willing and able member.

At-Large Representatives: If students find that they cannot serve a role within the Earlham Student Senate through any other means (their residence, club or organization are already represented) and they still desire to participate, they may apply for an at-large position. The Nominations Committee will approve at-large representatives before seeking the approval of the Senate. At-large representatives are capped at six (6) people.

ESS Advisers: The Director of Student Activities and the Vice President and Dean of Student Development will serve as advisers to the ESS. They have a standing invitation to all ESS meetings.

Summary of ESS Terms

Total senate membership will be 24 people, not including the committee and organization representatives. Including committee and organization representatives, the total membership will be capped at 50 people. No one individual can fill two (2) official positions of the senate. Terms for all committee and organization representatives will last as long as their respective committee or organization allows, with a minimum of one semester. The representation from the committees and organizations will be decided each semester as the term of the representative ends. SRC will have elections each academic year. SEC, SOC, SAB, Secretary of Finance and the Recording Clerk will be elected each

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calendar year. The Clerk of the ESS will serve for one (1) calendar year. If members are not consistently attending the senate meetings (3 or more unexcused absences), they may be removed from the senate by the SEC and replaced by the Nominations Committee.

Removal of ESS Members

If an individual has a concern about the capabilities of any members of the senate to adequately perform the duties of their positions or to abide by Earlham's Principles and Practices, this concern should be brought to the SEC. A meeting will be held between the concerned individual, the member(s) of concern and a third-party mediator, the SEC. The SEC makes the final consensus decision regarding the potential removal of the offending member(s).

If there is a concern regarding a member of the SEC, this concern should be brought to the other members of the SEC or the ESS advisers. A meeting will be held between the concerned individual, the member(s) of concern and a previously agreed upon third-party mediator, who could be the advisers. The third-party mediator makes the final consensus decision regarding the potential removal of the offending member(s).

Summary of ESS Meeting Protocol

A quorum of 50% +1 will be required to hold a meeting. Regular business decisions will be made through consensus by present members. In order for changes to be made to the ESS constitution, three quarters (75%) of the members must be present.

Every present member will have a voice in the discussion and a consensus decision-making process will be followed. There will be a set period every meeting for non-senate members to speak to the ESS.

The policies and procedures of Earlham Student Government, Earlham Student Senate, Student Organizations Council, and the Student Activities Board are contained in the Student Government operations manual. Changes to these procedures may be made with consensus decision of the Student Executive Council.