

**CONSTITUTION OF
THE LEWIS UNIVERSITY STUDENT SENATE**

UPDATED MARCH 16, 2022



Preamble

We the Students of Lewis University, do hereby establish this Constitution for the governance of the Lewis University Student Senate.

Article I: Formation

Section I: Name

1. The student government of Lewis University shall be known as the Lewis University Student Senate, hereafter referred to as LUSS.

Section II: Authority

1. This constitution shall serve as the governing document of LUSS.
2. The LUSS shall govern and represent the students of Lewis University only in those matters over which the authority has been designated to the LUSS by the administration of the University.
3. The LUSS shall have exclusive control and jurisdiction over its internal affairs while recognizing the authority of the University to oversee the work of the LUSS.

Section III: Mission Statement

1. The mission of the Lewis University Student Senate shall be to promote the development of the student body through the pursuit of wisdom, justice, knowledge, fidelity, and association. We shall exist to represent the voice of student opinions through representation of constituents, as well as the entire student body, in order to uphold, as well as improve the quality of life for students at Lewis University.

Section IV: University Diversity, Equity, and Inclusion Statement

1. *“In alignment with our Catholic identity and Lasallian heritage, diversity and inclusion are key to the Lewis University foundation. In the spirit of association and justice, two of Lewis’s five distinctive values, we are required and/or called to recognize and live out our institutional mission and commitment to diversity and inclusion as coexisting entities.*
2. *As a member of the Lewis University leadership team, collaborating with our stakeholders including the community is what makes the goal of being a welcoming and inclusive educational environment possible. Our collaborative efforts, both internal and external, promote diversity, equity, and inclusion in ways that aim to be transformative – inclusive excellence.*
3. *We celebrate diversity (i.e. culture, ethnicity, gender identity, intellectual ability, nationality, race, religion, sexual orientation, socioeconomic status and theological perspective) and seek to be inclusive by learning from and deep listening to students, faculty, and staff of our campus community.*
4. *Lewis, a teaching and learning community, declares itself a Sanctified Zone, one that treasures each member and values for human dignity.”*

Article II: Membership

Section I: Eligibility Requirements

1. The LUSS Executive Board and the LUSS Advisor are the sole judges of qualifications of members of the LUSS.
2. Students must be enrolled at Lewis University as a full time graduate or undergraduate during each semester of the term they will serve.
3. Students must maintain a 2.50 cumulative GPA in order to retain membership of the LUSS.
 - A. If a Senator's GPA falls below 2.50, the Senator will be put on academic probation. After one semester, if the Senator's GPA has yet to equal or exceed 2.50, he or she will be removed from the Student Senate.
 - B. Removal due to failure to maintain the GPA requirement will be handled by the advisor, bypassing the impeachment process.
4. Ability to attend LUSS functions in accordance with the attendance policy, as outlined in the LUSS Handbook.
5. Members of the Executive Board must have served for a minimum of one term as a LUSS Senator.
 - A. One term is defined as two semesters of service on LUSS.
 - B. Exceptions may be made at the discretion of the LUSS advisor.
6. The President must have served at least one term as an Executive Board member.
 - A. One term is defined as one semester of service on the LUSS Executive Board.
 - B. Exceptions can be made at the discretion of the LUSS Advisor
7. Members of the LUSS shall comply with all Lewis University policies, local ordinances, and state and federal laws.
8. All requirements for membership and service shall be enforced at all times unless a specific exemption from this policy has been granted by the LUSS Advisor or the LUSS Executive Board.

Section II: Executive Board

1. LUSS and its Advisor are the sole judges of qualifications of members of the Executive Board.
2. The Executive board shall be comprised of two [2] non-voting members: President and Vice President and two [2] voting members: Director of Communications and Director of Finance
3. The Duties and Powers of the President shall be:
 - A. To uphold this Constitution and other written policies as deemed necessary by LUSS
 - B. To serve as the official representative voice of the student body to the College Administration and the Board of Trustees
 - C. To set a vision for the Lewis University Student Senate at the beginning of each semester
 - D. To veto any act voted upon by a simple majority of the Lewis University Student Senate

- E. To oversee and ensure the proper management of the Lewis University Student Senate Meetings.
 - F. To, in conjunction with the Director of Finance, propose, manage and track the budget
 - G. The proposed budget shall be enacted by advice and consent of a simple majority of the entire LUSS
4. The Duties and Powers of the Vice President shall be:
- A. To uphold this Constitution and other written policies as deemed necessary by LUSS
 - B. To, in the absence of President, act as President
 - C. To oversee and partner with the office of Student Activities to facilitate the registration of all student organizations each semester
 - D. To cast the deciding vote in case of an equally divided LUSS
 - E. To maintain order in all Executive and Senate meetings
 - F. To assist President in all delegated endeavors
5. The Duties of the Director of Communications shall be:
- A. To uphold this Constitution and other written policies as deemed necessary by LUSS
 - B. To be a voting member of the Senate, with full rights to debate and motion making
 - C. To oversee absence policy and any other duties as detailed in Article V.
 - D. To orchestrate Lewis University community outreach
 - E. To oversee Student Senate Media source(s)
 - F. To keep and maintain all documents of deemed importance to the Lewis Student Senate
 - G. To provide copy of minutes to the Executive Board and the advisor
 - H. To delegate the taking of meeting minutes to the Director of Finance in the absence of the Director of Communications
 - I. To distribute agenda every meeting
6. The Duties of the Director of Finance shall be:
- A. To uphold this Constitution and other written policies as deemed necessary by LUSS
 - B. To be a voting member of the Senate, with full rights to debate and make motions
 - C. To oversee and facilitate the Finance Committee
 - D. To propose, manage and track the budget
 - a. The proposed budget shall be enacted by advice and consent of a simple majority of the entire LUSS
 - b. To create and maintain, with the LUSS President, the LUSS Budget
 - c. To propose and enact the budget through advice and consent of a simple majority of the entire LUSS
 - d. To manage and track the budget
 - e. To prepare monthly budget reports
7. Executive Board Compensation
- A. All members of the executive board shall be compensated per term of service, with the intention of the compensation being applied to room and board fees.
 - B. This clause is subject to change depending on extenuating circumstances.

- C. Executive Board members are able to serve in an Executive Board role without compensation

Section III: Student Senate

1. The voting body of the Lewis University Student Senate shall consist of the following members:
 - A. Director of Communications
 - B. Director of Finance
 - C. One Representative from the Freshman Class
 - D. One Representative from the Sophomore Class
 - E. One Representative from the Junior Class
 - F. One Representative from the Senior Class
 - G. One Representatives of Commuter Students
 - H. One Representative of Residential Students
 - I. One Representative of International Students
 - J. One Representative of Transfer Students
 - K. One Representative of Student Organizations
 - L. One Representative of Student Athletes
 - M. One Representative of Greek Organizations and Honors Societies
 - N. One Representatives from the College of Aviation, Science & Technology
 - O. One Representative from the College of Humanities, Fine Arts & Communications
 - P. One Representatives from the College of Nursing and Health Sciences
 - Q. One Representative from the College of Education & Social Sciences
 - R. One Representative from the College of Business
 - S. One Representative from the College of Graduate, Professional, and Continued Learning
 - T. One At-Large Representative
 - U. One Representative of University Mission, Diversity, and Inclusion
 - V. One Representative from the Armed Forces/Veterans/ROTC
 - W. One Representative from Campus Recreation
2. More seats may be added in the future as needed by an act of $\frac{2}{3}$ majority of the LUSS.
3. Duties and Powers of the Senators shall be:
 - A. To listen to and represent their constituents
 - B. To present issues at senate meetings that their constituents have brought to them
 - C. To propose resolutions and legislation
 - D. To vote on legislation proposed in senate meetings
 - E. To debate proposed resolutions, legislation, and campus activities
 - F. To attend and participate in all LUSS meetings
 - G. To overturn a Presidential veto with a $\frac{3}{4}$ majority of Student Senate

Section III: Succession

1. Executive Vacancies
 - A. Should the Presidency fall vacant, the Vice President shall assume the role of President, resulting in a Vice-Presidential vacancy.
 - B. If the Vice President declines the position, the Director of Communication is next in the line of succession, followed by the Director of Finance
 - C. Should the Vice President, Director of Finance, or Director of Communication positions fall vacant, sitting members of LUSS who have served at least one full term - by the beginning of the following term - will self-nominate and then, upon a plurality confirmation by a quorum of the voting body of the LUSS be appointed to fulfill the vacant role.
 - D. Should both the President and Vice President positions become vacant, the Director of Communication will assume the role of President upon a simple majority confirmation by a quorum of the voting body of the LUSS. If the Director of Communication declines, then the Director of Finance shall fill the vacancy.

Section IV: Committees

1. The formation of committees will be formed by a simple majority of a quorum of the LUSS.
2. The Constitutional Review Committee shall consist of one [1] member of the Executive Board - who will serve as the chairperson - the Freshman Senator, Sophomore Senator, Junior Senator, Senior Senator, Mission Senator, and Senator At-Large.
 - A. Additional members may be added at the discretion of the Executive Board.
3. The Judicial Committee shall consist of The LUSS Advisor and the Executive Board.

Section V: Meetings

1. LUSS meetings will be open to all members of LUSS, Executive Board, advisors, invited guests, and members of Lewis University Administration; meetings will be held to conduct official LUSS business.
 - A. Meetings shall be scheduled every Wednesday from 4:00 p.m. to 6:00 p.m. during the fall and spring semesters while classes are in session.
 - B. LUSS meetings shall not exceed a length of two hours.
2. Executive Board Meetings shall consist of the LUSS Executive Board and the LUSS advisor. Meetings will be open to invited guests and Lewis University Administrators; meetings shall occur at least once per week during a time agreed upon by the LUSS Executive Board and the LUSS advisor.
3. General Assembly meetings will be open to all members of the Lewis University Community and are held for the LUSS to communicate with the Lewis Community and shall be held at the discretion of the Executive Board.

4. Committee meetings shall be held at the discretion of the Executive Board immediately after the weekly LUSS general meeting has adjourned.
5. LUSS Attendance Policy:
 - A. Members of the LUSS and executive board shall report anticipated absences to the Director of Communication for approval no later than 24 hours prior to a LUSS function. In the event of an emergency, members shall notify the Director of Communication as soon as possible.
 - B. In the event that any E-board member cannot attend an event, they shall notify the President or advisor of their absence
 - C. An absence is defined as fifteen or more minutes late or no attendance whatsoever. Members must stay for the duration of the function unless an early departure has been approved by the Director of Communications 24 hours in advance. Leaving a LUSS function without prior approval will be counted as one unexcused absence.
 - D. Members of the LUSS are allowed 1 unexcused absence at LUSS functions. A second unexcused absence shall result in impeachment hearings by the Judicial Review committee.
 - E. Excused absences are limited to illness, a mental health day, and family emergencies. Members of the LUSS are allowed 1 excused absence at LUSS functions. Any other absence shall be labeled as unexcused unless approved by the Director of Communications. Appeals of unexcused absences may be brought to the LUSS advisor.
 - F. Absences are approved by the Director of Communications.
 - G. Campus Outreach committee must give two weeks' notice on functions.
6. LUSS Tardy Policy:
 - A. Tardiness is defined as more than 1 and less than 15 minutes late to a LUSS function.
 - B. Tardiness must be excused by the Director of Communications.
 - C. Tardiness at three LUSS functions is equivalent to one unexcused absence.
7. Agenda Topics:
 - A. Topics for discussion at LUSS meetings must be submitted for approval to the Director of Communications a minimum of 48 hours prior to the meeting.
 - B. The Director of Communications shall provide the meeting agenda to the LUSS and remaining three members of the Executive Board no less than 24 hours prior to each meeting.

Section VI: Voting

1. A quorum is defined as 50% +1 of the total voting members of the LUSS.
2. A simple majority will be defined as 50% +1 of the voting members present.
3. All votes will require a simple majority unless otherwise explicitly stated in this document.

Article III: Resolutions

Section I: Proposal of Resolutions

1. All Resolutions must be proposed by a voting member of the LUSS or executive board.
2. Resolutions must be submitted to the Director of Communications at least 72 hours in advance to be voted on in an LUSS meeting.

Section II: Adoption of Resolutions

1. Resolutions must receive a simple majority vote to be adopted
 - A. VP Breaks any ties when there is an even number of senators in that year's LUSS.
2. An adopted resolution is a recommendation of the LUSS as representatives of the Lewis University student body.
3. Absentee voting is permitted until 6pm the day the resolution is voted upon and must be sent to the Director of Communications

Article IV: Elections

Section I: Student Senators

1. Student Senators shall be elected by vote of the entire student body, including undergraduate and graduate students.
2. Elections shall occur during the month of April for all senate seats, with the exception of Freshman and Transfer senator seats to be filled in the Fall.
 - a. Any other vacant seats shall also be filled in the fall.
3. Election processes must be laid out and approved by the Executive Board and Advisor, with advice and consent of the Student Senate no later than the month of March

Section II: Executive Board

1. The Executive Board shall be elected during the month of April.
 - A. Executive Board nominees must currently be serving on the LUSS or Executive Board.
 - B. Nominees for Vice President, and the Directors of Communication and Finance must have served at least one completed semester on the LUSS
 - C. Nominees for President must have served at least one term on the LUSS Executive Board.
 - a. Exceptions can be made at the discretion of the advisor.
 - D. Candidates may self-nominate or be nominated by a member of LUSS or Executive Board.
2. Director of Finance and Director of Communications are elected by the voting body of the LUSS and President and Vice President are elected by the entire student body of Lewis University.
3. Terms of service can be severed by resignation or removal.

Section III: Terms of Service

1. Elections or appointments will be for one term of service.
 - A. A term runs from the beginning of Fall Semester and is concluded at the closure of the Spring Semester.
2. Positions elected in the Spring shall serve from the first meeting following election ratification, until the closure of the term.
3. Positions elected in the Fall shall serve for the entire academic year.
4. Terms of service can be severed by resignation or removal.
5. All LUSS members must re-run at the end of the Spring Semester in order to maintain their seat

Section IV: Campaigning

1. All campaign materials must be removed within 24 hours of the close of elections.
2. Any electronic distribution of campaign materials must go through the Office of Student Activities or official Student Senate social media channels.
3. Any student, senator or executive board member caught tampering or impeding with a candidate's campaign, flyers, or any sort of media shall be barred from the election and may be subject to impeachment proceedings.
4. Students may self fund their elections but the sum of the election may not exceed \$100.
 - A. Campaign funding must be disclosed to the Executive Board.

Section V: Oaths

1. The Oath Ceremony will take place the week after the first meeting.
2. Senator Oath
 - a. I, (state your name), do solemnly affirm that as the Senator of the (State your office/position), I will support and defend the Constitution of the Lewis University Student Senate. I promise to promote the development of the student body through the pursuit of wisdom, justice, knowledge, fidelity, and association, and I promise to represent my constituents as well as the entire student body, in order to uphold, as well as improve the quality of life for students at Lewis University.
3. Executive Board Oath
 - a. I, (State your name), do solemnly affirm that as the (State your office/position) of the Lewis University Student Senate, I promise that I will support and defend the Constitution of the Lewis University Student Senate, and I will promote the development of the student body through the pursuit of wisdom, justice, knowledge, fidelity, and association. I promise to represent the Student Senate of Lewis University, and the community as a whole in order to uphold, as well as improve the quality of life for students at Lewis University.

Article V: Code of Ethics

Section I: Replacement

1. A seat is considered vacant if it remains unfilled after an election, or if the person resigns or is removed from the position

2. Replacement of vacant senate seats is by Presidential appointment and must be approved by simple-majority vote of the LUSS.

Section II: Removal

1. Members shall comply with all Lewis University policies, local ordinances, and state and federal laws. Any internal infraction may be subject to Judicial Review by the Executive Board and Advisor. Any external infraction will be handled by LUSS Advisor and/or local authorities.
2. Members may be removed by the LUSS Advisor if they are no longer in good judicial or academic standing.
3. If a senator fails to uphold their duty as outlined in this constitution, any voting member of the LUSS may introduce an impeachment resolution as outlined in Article III.
 - a. A $\frac{3}{4}$ majority by the voting members of the LUSS is required to remove a LUSS or executive board member from their position.
4. All members are expected to maintain a cumulative GPA of 2.5 or greater. Should a member's cumulative GPA fall below 2.5, the student shall have one semester to raise their GPA to the required 2.5. Failure to do so will be subject to removal.
5. Any student not registered as a Lewis University student will automatically forfeit their seat.
 - A. This is inclusive of Fall Semester graduates

Article VI: Amendments

Section I: Proposal

1. All proposed amendments must be submitted to or drafted by the Constitution Review Committee. After review and majority approval by the committee, they are presented in writing to the LUSS.
2. Amendments must be distributed to all members of the LUSS and Executive Board at least 1 week prior to the LUSS meeting in order to be brought to a vote.

Section II: Ratification

1. Amendments require a $\frac{3}{4}$ majority by LUSS voting members and Advisor approval to pass.
2. Unless specified, all amendments take effect immediately upon ratification.

Article VII: Rules of Order

Section I: Roberts Rules

1. The LUSS shall operate under Roberts Rules outlined in the table below. V or R in parentheses indicate voice vote or recorded vote. .

2. Senators will be recognized by the presiding officer as motions and request for recognition are brought forward

MOTION (by order of precedence)	Interrupt	Second	Debatable	Amenable	Vote
Adjourn (V)	No	Yes	No	No	Majority
Recess (V)	No	Yes	Sometimes	Yes	Majority
Question of Privilege	Yes	No	No	No	Chair
Personal Privilege	Yes	No	No	No	Chair
Parliamentary Inquiry	Yes	No	No	No	Chair
Request for Information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table (R)	No	Yes	No	No	Majority
Previous Question (R)	No	Yes	No	No	2/3
Limit or extend debate (R)	No	Yes	No	Yes	2/3
Postpone to a certain time (V)	No	Yes	Yes	Yes	Majority
Refer to committee (R)	No	Yes	Yes	Yes	Majority
Amend (R)	No	Yes	If motion is	Yes	Majority
Postpone Indefinitely (R)	No	Yes	Yes	No	Majority
Main Motion (R)	No	Yes	Yes	Yes	Majority
Reconsider (R)	Yes	Yes	If motion is	No	Majority
Rescind (R)	No	Yes	Yes	No	2/3
Amend Motion Adopted (R)	No	Yes	Yes	Yes	2/3