

CONSTITUTION OF THE STUDENT ASSOCIATION OF LAKELAND COLLEGE

PREAMBLE

We, the students of Lakeland College, in order to further and enhance the goals and objectives of Lakeland College; to further communication between students, faculty and administration; to provide a representative body through which we may participate in the formulation of institutional policy affecting students do ordain and establish this constitution of the Student Association of Lakeland College.

ARTICLE I: NAME AND PURPOSE

SECTION 1. The name of this organization shall be the Student Association (SA) of Lakeland College.

SECTION 2. PURPOSE

The purpose of the SA is to serve as the official representative of the student population before all other segments of the College community and the wider community outside the College. The purpose and function of the Student Association shall be to work to improve the quality of life in the College community and to preserve and promote high ideals and values. SA shall function as a not-for-profit organization.

SECTION 3. NONDISCRIMINATION

The Student Association of Lakeland College shall not shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a Vietnam era or disabled Veteran. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

ARTICLE II: DUTIES AND RESPONSIBILITIES

SECTION 1. The SA shall represent the student population of Lakeland College in all facets of student life.

SECTION 2. The SA shall maintain efficient and open communication between students of Lakeland College and all other college constituencies.

SECTION 3. The SA shall legislate within the regulations and policies of Lakeland College and local, state, and federal laws on all matters concerning student life.

SECTION 4. The SA shall initiate recommendations and proposal for changing college policies.

SECTION 5. This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE III: ORGANIZATION AND MEMBERSHIP

SECTION 1. ELIGIBILITY REQUIREMENTS

All full-time students of Lakeland College shall be members of the Student Association of Lakeland College, and shall be represented by the Student Association Executive Board and Cabinet members. Students serving as Executive Board & Cabinet members must have the minimum required cumulative grade point average of a 2.25 and be in good standing with the College.

SECTION 2. SUSPENSION

Any member of the Student Association of Lakeland College may be suspended or removed from office following a hearing by the membership of the organization. Suspension or removal may result from being involved in disorderly conduct, a gross misdemeanor, falling below the required cumulative GPA, as stated in SECTION 1, other behaviors considered unacceptable to the organization, or being only part-time student status.

SECTION 3. THE EXECUTIVE BOARD

Shall consist of: President
Vice President
Secretary

Treasurer

- Clause A. The President and Vice-President shall have served at least two academic semesters as a voting member on SA and meet the standard requirements as stated in SECTION 1.
- Clause B. The Secretary and Treasurer shall have served at least one academic semester as a voting member on SA and meet the standard requirements as stated in SECTION 1.

SECTION 4. THE CABINET

Shall consist of: Academic Affairs Coordinator
Athletic Affairs Coordinator
Campus Safety Coordinator
Commuter Student Coordinator
Graduating Class Representative
Greek Affairs Coordinator
Health & Wellness Coordinator
Incoming Student Representative
Multi-cultural Affairs Coordinator
Non-Traditional Student Coordinator
Public Relations Coordinator
Publications Coordinator
Residence Life Coordinator
Student Services Coordinator
Women's Issues Coordinator

ARTICLE IV: DUTIES OF THE EXECUTIVE BOARD

SECTION 1. THE PRESIDENT

- Clause A. The President shall be the chief executive officer and official representative of the SA.
- Clause B. The President shall call and preside at all sessions of the Executive Board.
- Clause C. The President shall prepare and present an agenda for all sessions of the Executive Board.
- Clause D. The President shall be the official representative of the Student Association and shall be the official voice of the student body to the faculty, the administration, the trustees and the general community.
- Clause E. The President shall be the official delegate of the SA to the Wisconsin Independent Colleges and Universities Student Association (WICUSA) and all other like organizations.
- Clause F. The President shall be accountable to the SA for the proper functioning of the SA.
- Clause G. The President shall report to the Dean of Campus Life of the status of the Student Association on a regular basis.
- Clause H. The President shall submit to the Executive Council an annual budget for the Executive Council's approval.
- Clause I. The President shall be the student member of the College Appeals Board.
- Clause J. The President shall be the chairperson for the Traffic Appeals Committee.
- Clause K. The President shall perform such other tasks that pertain to his/her office.

SECTION 2. THE VICE PRESIDENT

- Clause A. The Vice President shall assume the duties of the President in the absence or inability of the President.
- Clause B. The Vice President shall be the student representing SA on the Committee on Student Life and shall provide SA with minutes.
- Clause C. The Vice President shall be a member of LC-CAB and shall provide SA with weekly minutes.

SECTION 3. THE SECRETARY

- Clause A. The Secretary shall check and record the attendance for all sessions of the Executive Council and shall notify the members and the President of excessive absences.
- Clause B. The Secretary shall compile and maintain an annual historical record of all activities of the SA and shall make it available to all interested parties.

- Clause C. The Secretary shall be the channel for reception of all nomination petitions for elected offices.
- Clause D. The Secretary shall notify the Executive council of all meetings at least 72 hours in advance.
- Clause E. The Secretary shall assist the President in all significant correspondence and shall expedite these communications.
- Clause F. The Secretary shall be the trustee of all official documents of the SA.

SECTION 4. THE TREASURER

- Clause A. The Treasurer shall attend all meetings of the Executive Council communicating the financial status of the SA on a regular basis.
- Clause B. The Treasurer shall establish procedure with a system of checks and balances, and shall maintain a permanent record of all SA financial activities.
- Clause C. The Treasurer shall supervise and coordinate the budgetary process.
- Clause D. The Treasurer shall be responsible for recording all receipts and disbursements of moneys pertaining to SA.
- Clause E. The Treasurer shall prepare and submit financial reports to the SA Executive Council at the end of each semester.

ARTICLE V: THE DUTIES OF THE CABINET

SECTION 1. THE ACADEMIC AFFAIRS COORDINATOR

- Clause A. Shall meet with the Curriculum Committee of Lakeland College.
- Clause B. Shall meet with students and get their reactions and feelings regarding the curriculum.
- Clause C. Shall assist with and evaluate tutoring program.
- Clause D. Shall keep students informed of academic changes that will have a direct impact on them.
- Clause E. Shall serve as an advocate for the students, relaying student feelings, opinions, and ideals to faculty and administration.
- Clause F. Shall evaluate computer needs on campus.
- Clause G. Shall evaluate Library services and address Library issues regarding students on campus.
- Clause H. Shall serve as the primary representative with faculty and administration regarding issues that effect the academic life of students at Lakeland College.
- Clause I. Shall strive to make improvements in the academic life of students at Lakeland College.

SECTION 2. THE ATHLETIC AFFAIRS COORDINATOR

- Clause A. Shall sit on student athletic advisory committee (SAAC).
- Clause B. Shall meet regularly with the Director of Athletics.
- Clause C. Shall evaluate athletic needs and keep students informed about athletics on campus.

SECTION 3. THE CAMPUS SAFETY COORDINATOR

- Clause A. Shall look at and evaluate the physical conditions of the campus grounds and buildings.
- Clause B. Shall continue to evaluate the outdoor lighting on campus.
- Clause C. Shall serve as a member on the Traffic Appeals Committee.
- Clause D. Shall communicate with Maintenance and Campus Security regarding student issues and concerns regarding safety.
- Clause E. Shall assist in educating the student population regarding campus safety, (i.e. poster campaigns and programs on such topics as: date rape, fire, theft, alcohol, drinking and driving, etc.)

SECTION 4. THE COMMUTER STUDENT COORDINATOR

- Clause A. Shall assist in encouraging commuter student involvement on campus.
- Clause B. Shall keep commuter students informed of campus activities and events via meetings, newsletters, calendars, a message board, etc.
- Clause C. Shall listen to commuter students and help address their particular needs and concerns such as parking and daycare.
- Clause D. Shall serve as the official voice of the commuter students with faculty and administration.

- SECTION 5. The Graduating Class Representative
- Clause A. Shall be the official representation of the Graduating Class.
 - Clause B. Shall present a speech at the Commencement Ceremony, upon approval of the Graduation Marshall.
 - Clause C. Shall be responsible for coordinating the purchase of the Class Gift.
 - Clause D. Shall serve on the committee responsible for Graduation.
 - Clause E. Shall be responsible for informing the graduating students on information relating to the graduation ceremony and graduation requirements.
- SECTION 6. The Greek Affairs Coordinator
- Clause A. Shall constantly evaluate the quality of Greek Life on the Lakeland College campus.
 - Clause B. Shall constantly keep up with the latest trends and information regarding Greek Life.
 - Clause C. Shall address issues and concerns regarding Greek Life.
 - Clause D. Shall promote the involvement of Greeks in campus life.
 - Clause E. Shall hold occasional meetings with the presidents of each Greek organization and the president of IGC.
 - Clause F. Shall represent the Greek community along with the President of IGC to the faculty and administration.
 - Clause G. Shall publicize the positive contributions made by the Greek community on and off campus.
- SECTION 7. The Health & Wellness Coordinator
- Clause A. Shall keep up with the latest trends and information regarding health concerns for college age students.
 - Clause B. Shall assist in educating the students regarding health issues and concerns facing college age students by organizing workshops, poster campaigns, newsletters, etc.
 - Clause C. Shall promote a healthy wellness centered college community.
 - Clause D. Shall organize and facilitate alcohol and drug education.
 - Clause E. Shall chair the Lakeland College Food Advisory Board and keep in constant communication with the Food Service staff.
 - Clause F. Shall work with the Wehr Center staff to assist with an exercise and fitness program.
 - Clause G. Shall help organize campus-wide fitness programs.
 - Clause H. Shall address student concerns regarding Food Service.
- SECTION 8. The Incoming Student Representative
- Clause A. Shall be the official representation of the incoming students of Lakeland.
 - Clause B. Shall assist with the planning of Orientation for the following year.
- SECTION 9. The Multi-Cultural Affairs Coordinator
- Clause A. Shall promote awareness of the various cultural groups on the Lakeland College campus.
 - Clause B. Shall help ensure that the needs of our culturally diverse student population are being met.
 - Clause C. Shall seek to promote the exchange of ideas and interaction among the many culturally diverse groups on campus.
 - Clause D. Shall work with organizations concerning diversity issues.
 - Clause E. Shall work with the curriculum committee to ensure that more culturally diverse classes are offered and that culturally diverse viewpoints are addressed in various classes offered on the Lakeland College campus.
 - Clause F. Shall offer unique educational opportunities to open the minds and motivate students who wish to break through cultural barriers through a wide variety of programs and activities.
 - Clause G. Shall provide information about issues and services pertaining to multi-cultural students.
 - Clause I. Shall act as a voice for the multi-cultural students on campus.
 - Clause J. Shall help students air for the awareness that ethnic interaction is a mutually enriching experience for all Lakeland College students.
 - Clause K. Shall address the specific issues concerning the gay/lesbian community.
- SECTION 10. The Residence Life Representative

- Clause A. Shall live in a residence facility on the Lakeland College Campus.
- Clause B. Shall meet weekly with the Director of Residence Life on concerns of the department and students.
- Clause C. Shall serve as the coordinator of Residence Life Association.
- Clause D. Shall serve as the official voice of the residents of Lakeland College.
- Clause E. Shall report to SA on the concerns of the Residence Life department.

SECTION 11. Non-Traditional Student Coordinator

- Clause A. Shall promote involvement of our non-traditional students.
- Clause B. Shall be a voice for the non-traditional students.
- Clause C. Shall provide support and organize support groups for non-traditional students to help address their specific needs.
- Clause D. Shall help address daycare needs.
- Clause E. Shall make special efforts to keep this student population informed of campus events and activities, i.e. message board.
- Clause F. Shall hold meetings with this specific group.
- Clause G. Shall facilitate special help sessions and activities for this student population (i.e. orientation, back to school, study skills, financial aid, time management, etc.).

SECTION 12. Public Relations Director

- Clause A. Shall promote the involvement of students in the Lakeland College Student Association.
- Clause B. Shall promote the students' use of Student Association's services and programs.
- Clause C. Shall publicize the work, activities, programs and services of the Student Association by letting the Lakeland community know what SA is working on.
- Clause D. Shall conduct surveys seeking information from the student population.
- Clause E. Shall create promotional materials like booklets, pamphlets, and flyers regarding Student Association.
- Clause F. Shall work closely with the Communications Office on the Lakeland College campus keeping them informed as to what Student Association is working on.
- Clause G. Shall communicate with the Mirror.
- Clause H. Shall publicize minutes to Student Association meetings.

SECTION 13. Student Services Coordinator

- Clause A. Shall assist in the evaluation of the overall quality of life for students on the Lakeland College campus.
- Clause B. Shall assist in looking for ways of improving student services to all students on and off campus.
- Clause C. Shall be concerned with the areas of: student activities, organizations, counseling services, health services, and orientation.

SECTION 14. Women's Issues Coordinator

- Clause A. Shall inform and educate students, faculty, and administration regarding women's issues.
- Clause B. Shall arrange and facilitate programs, activities, and speakers concerning women's issues.
- Clause C. Shall increase awareness of health and safety issues concerning women.
- Clause D. Shall assure that women are treated fairly and equally on campus.
- Clause E. Shall make the campus more aware of current issues facing women today.
- Clause F. Shall conduct forums on date rape, self-defense, etc.
- Clause G. Shall organize Women's History/Awareness Month activities in March.

SECTION 15. Publications Coordinator

- Clause A. Shall be responsible for coordinating efforts between Student Association and The Mirror, the Spectrum and any other publications funded by Student Association.
- Clause B. Shall assist with budget development for all publications.
- Clause C. Shall coordinate the selection process for the selection of editors for all publications.
- Clause D. Shall be responsible for keeping Student Association informed of the current status of all funded publications.

- Clause E. Shall be responsible for evaluating all publications on a semester basis, as to how well they are serving the needs of the student body.
- Clause F. Shall be responsible for working closely with the advisors to all publications funded by Student Association.

ARTICLE VI: NOMINATIONS, ELECTIONS, APPOINTMENTS

SECTION 1. The EXECUTIVE BOARD

- Clause A. The four Executive Board members shall be elected by the student body in a general election to be held Monday through Wednesday of the first full academic week of April.
- Clause B. The candidate for each position who receives the most votes shall be the winner of the election.
- Clause C. Full election results shall be posted throughout the campus on the Friday following the elections.
- Clause D. The election process shall be conducted by a committee formed of those members of the Executive Committee and Cabinet who are not seeking election to a position on the Executive Board.
- Clause E. Any student, who has good academic standing, meets the requirements as stated in Article III, and who wishes to run for an office must file for nomination two weeks prior to the election. To file, the student must submit to the Election Committee an application listing the desired office, his/her qualifications for that office, and 25 signatures supporting him/her for this office.
- Clause F. Official notice of nomination shall be published by the Executive Board one week prior to the election.
- Clause G. The officers-elect shall take office at the conclusion of the second meeting following elections of Student Association during the spring semester.
- Clause H. The officers-elect shall meet with the present officers for a transition period to last from the Monday following the elections until the officers-elect take office as stated in Clause G.

SECTION 2. The CABINET

- Clause A. The student representatives for the cabinet positions shall be appointed by the Executive Board following the spring elections, except as provided. The cabinet positions shall be appointed no earlier than the time the officers-elect take office during the spring semester and no later than 21 days following the start of classes during the fall semester.
- Clause B. Student Representatives on the Cabinet shall be required to give a report to the SA at every meeting.
- Clause C. Appointed members will be posted throughout the campus within a 72-hour period.

ARTICLE VII: VACANCIES

SECTION 1. Any vacancy of the Executive Board will be filled by a member of the SA appointed by the Executive Board, upon approval of the SA by closed ballot unless otherwise provided.

SECTION 2.. Any vacancies of the Cabinet will be filled by a student appointed by the Executive Board.

ARTICLE VIII: MEETINGS

SECTION 1. Meetings of the Student Association may be called by the President whenever, in that officer's judgment, a meeting is warranted.

SECTION 2. All Executive Board members and Cabinet members must attend all meetings. Attendance at all meetings is very important. Any more than two (2) unexcused absences will result in removal from Student Association. Any more than three (3) excused absences may result in removal from Student Association. Attendance records shall be kept per academic year.

SECTION 3. A meeting shall be considered warranted when the President receives a petition, signed by a simple majority of the Student Association of Lakeland College membership requesting such a meeting.

- SECTION 4. Regular meetings of the Executive Board shall be set for at least once in a month during the academic year.
- SECTION 5. Special meetings of the Executive Board may be called by the President whenever, in that officer's judgement a meeting seems desirable or when at least one-half of the voting membership calls for such a meeting.
- SECTION 6. A simple majority of the voting membership shall constitute a quorum for the Student Association.
- SECTION 7. Meetings of the Student Association shall be conducted according to Robert's Rules of Order.
- SECTION 8. Voting on all resolutions shall be done by hand count or by ballot, if requested, by any member.
- SECTION 9. The minutes of all Student Association meetings shall be distributed to all voting members, the college media, the Dean of Students and to the Lakeland College community.
- SECTION 10. Table Motions: When a motion is tabled by a committee or member, unless it is reconsidered at the same or next meeting, the motion shall be considered dead.
- SECTION 11. The Executive Board and Cabinet Members shall be considered the voting membership of SA.

ARTICLE VIII: GENERAL PROVISIONS

- SECTION 1. All proposals must be submitted via a voting member of Student Association. Students wishing to present proposals must do so through a student representative.
- SECTION 2. All proposals must be passed by a simple majority of the voting members of SA to become effective.
- SECTION 3. Students have the right to present an advisory referendum to Student Association upon submission of a petition containing signatures of 10 per cent of the student body.

ARTICLE IX: RECALL

- SECTION 1. In the event that a petition containing a number of signatures equal to 10 per cent of the voting constituency of an officer is submitted to the Student Association calling for his/her removal of office, the Student Association shall initiate recall proceedings. If the Student Association approves by a simple majority, said officer shall be removed from office.
- SECTION 2. In the case that a number equal to 10 per cent of the voting constituency of a representative submits a recall petition and the Student Association approves the petition by a simple majority, a special recall election shall be held in the area affected.
- SECTION 3. In the event of submission of a petition containing the signatures 10 per cent of the student body voting in the last election requesting the dismissal of a representative on Student Association, said representative shall be dismissed.
- SECTION 4. In the case that a simple majority of the Student Association approves the removal of a voting member, that member shall be dismissed from his/her position.

ARTICLE X: AMENDMENTS

- SECTION 1. Any additions to, or revisions of this constitution shall be made in the form of amendments.
- SECTION 2. Proposed amendments may be initiated by a majority vote of the voting members of Student Association or a petition of 10 per cent of the individual members of the student body.
- SECTION 3. All proposed amendments are to be submitted in writing to the Executive Board, who in turn shall refer the proposal to the voting members of Student Association.

- SECTION 4. The proposed amendment shall then be placed on a referendum ballot for a vote by the student body. A simple majority of the student body is needed to have the amendment passed. If the proposed amendment does not receive a simple majority, it shall be considered defeated.
- SECTION 5. The time elapsed between the point of submittance to the Executive Board and the point of the referendum vote shall be no longer than eight weeks.
- SECTION 6. The result of the decision shall be published in the next issue of the student newspapers, and if affirmative, the amendment shall become effective upon publication.

Approved: February, 1993
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