

Luther College Student Senate Constitution

Last Updated 03-12-2026

Preamble

In order to enhance the student community at Luther College, and recognize that the responsibility of organized student governance at Luther currently rests with the Student Senate and its officers, we hereby establish this constitution for the Luther College Student Senate. Student Senate is the primary means for student participation in the governance of the Luther College community.

Introduction

The Luther College Student Senate Constitution lays out the general framework for the Senate. Procedural mechanisms related to the general operations of the Senate are detailed in the Senate bylaws. The Senate may pass any amendment it deems necessary and proper to accomplish and facilitate the responsibilities set forth in the Constitution, as long as the amendment is not inconsistent with the Constitution. The Constitution shall dictate the actions and operations of the Senate and supersedes [Robert's Rules of Order](#).

Article I: Student Senate Mission Statement

Our mission is to advocate and represent all students of Luther College so that we may create an equitable, inclusive, and productive learning environment to foster student engagement within our campus' diverse community.

Article II: Definitions

- A. **Luther College Student Senate:** The body consisting of Senators representing all students associated with Luther College.
- B. **Student:** Any individual enrolled in courses at Luther College.
- C. **Student Body:** The community composed of all students.
- D. **Senator:** A student elected or appointed to the Senate, in accordance with the Constitution.
- E. **Leadership Team:** The President, Vice President, Secretary, and Treasurer.

- F. **Team Lead:** A Senator elected to lead and serve on the Executive Board.
 - G. **Executive Board:** The leadership team in addition to the four Team Leads.
 - H. **Ad Hoc Committees:** Groups designed to carry out any initiatives, objectives, and projects of the Student Senate.
 - I. **Shared Governance:** A systematized structure in which students, staff, faculty, and administration work to oversee Luther College.
 - J. **Student Organization:** A body formed by and composed of students with shared interests and goals.
 - K. **Robert's Rules:** [A manual](#) of parliamentary procedure that the Senate follows for procedures.
 - L. **Luther College President's Cabinet:** The administrative body that consists of the Provost, Vice President for Communications, Vice President for Development, Vice President for Enrollment Management, Vice President for Finance and Administration, Chief Equity and Inclusion Officer and Assistant to the President for Community Engagement, and the Executive Assistant to the President.
 - M. **Luther Community:** The body composed of students, faculty, staff, and alumni of Luther College.
 - N. **Luther College:** A residential liberal arts college located in Decorah, Iowa.
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Article III: General Responsibilities

- A. Serve as a diverse body that addresses student concerns and opinions by empowering and supporting Luther's learning community.
- B. Serve as a consulting body to staff, faculty, administrators, shareholders, and governance committees on matters affecting the campus community with an emphasis on student life.
- C. Maintain an effective level of consistent engagement with the general Student Body, as determined by the Student Senate Executive Board and Student Senate Advisors.
- D. Appoint students to Shared Governance Committees as regulated by Luther College. See section [Shared Governance](#) for appointment procedures and elections.
- E. Invite the Luther College President or designee to the General Senate meeting when important college wide issues need to be discussed.

- F. Allocate funding for Senate and official Student Organizations.
 - G. Approve the appointment of Team Leads, Ad Hoc committees' composition, and take action on committee proposals.
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Article IV: Membership and Expectations

Membership

- A. The Student Senate shall have four elected officers: The President, Vice President, Secretary, and Treasurer. Other members shall be elected, selected or appointed to represent the Student Body as defined in the Constitution.
 - a. Students running for officer positions must intend on serving for the fall and spring semesters.
- B. The Student Senate shall have four elected Team Leads: Betterment Team Lead, Communication Team Lead, Organizational Team Lead, and Academic Team Lead.
 - a. Students running for officer positions must intend on serving for the fall and spring semesters.
- C. The Senate shall have at least two advisors, including the Dean of Student Engagement and the Director of Student Activities. These advisors serve as ex-officio, non-voting members. The advisors have no power to alter Student Senate votes or enact constitution revision outside of the methods outlined in Article X. The Student Senate may, with a three-fourths supermajority vote, appoint additional staff or faculty advisors to provide assistance and support if needed.
 - a. In the event of a conflict between the members of Student Senate and the advisors of the Student Senate, the involved senators are advised to consult Cabinet members.

Expectations

A. Expectations for All Senators

- a. All Senators must abide by Luther College's [Non-Discrimination Statement](#), [Code of Conduct](#).
- b. All Senators must uphold the Senate Constitution and its bylaws.
- c. All Senators must retain and uphold the Senate Mission Statement.
- d. All Senators must serve on at least one Ad Hoc Committee after Ad Hocs are first created in the early fall semester.
- e. All Senators must adhere to the Attendance Policy Stated in Article VII.
- f. All Senators must gather issues, ideas, and concerns from appropriate constituents and relay them to the Student Senate.
- g. All Senators must facilitate the yearly transition of power in line with guidelines

created by the Leadership Team.

B. Expectations for Executive Board Senators

- a. All Executive Board Senators are encouraged to meet over the first week back on campus for training and strategic planning, as necessary. This meeting functions as an Executive Board Retreat and should be planned and chaired by the President of the Student Senate.
 - b. The Executive Board must meet once per week, at a time determined by the Senate President.
 - c. Each executive board member, besides the President, must serve on an ad hoc committee as the organizer and representative of said committee to the rest of the executive board members.
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Article V: Positions

The Luther College Student Senate shall be composed of the following student members who are responsible for carrying out their duties as outlined in Article VI.

Elected Representatives

A. Leadership Team

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

B. Team Leads

- a. Betterment
- b. Communication
- c. Student Organization
- d. Academic

C. Residential Representatives

- a. Brandt Hall Representative
- b. Ylvisaker Hall Representative
- c. Farwell Hall Representative
- d. Miller Hall Representative
- e. Dieseth Hall Representative
- f. Larsen Hall Representative
- g. College Apartments, Prairie Houses, and Commuter Representative
- h. Baker Village Representative

D. Class Representatives

- a. First-Year Class Representative

- b. Sophomore Class Representative
- c. Junior Class Representative
- d. Senior Class Representative

E. Diversity Representatives

- a. Race and Ethnicity (2)
- b. Culture and Religion (2)
- c. Gender and Sexuality (2)
- d. Disability (2)

Appointed Senators

- A. Council for Faith and Life (CFAL) Representative
 - B. Sustainability Representative
 - C. Student-Athlete Advisory Committee Representative (SAAC)
 - D. International Student Association and Allies (ISAA) Representative
 - E. Wellness Representative
 - F. Inter-Greek Council Representative
 - G. Student Activities Council (SAC) Representative
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Article VI: Senator Duties

Elected Senator Duties

A. President

- a. Provide overall leadership and direction to the Senate.
- b. Serve as the primary student liaison on student issues to the administration.
- c. Meet monthly with the College president.
- d. Meet at least biweekly with the Senate advisors.
- e. Establish the weekly Senate meeting agenda with the Vice President; serve as the presiding officer and chair at Senate meetings.
- f. Maintain regular weekly contact with Team Leads.
- g. Be responsible for relaying all pertinent information to the Senate as a whole.
- h. Serve as the chair of the Executive Board.
- i. Serve on the Board of Regents Campus Life Committee.
- j. Serve on the Title IX Board.
- k. Serve on the Campus Appeals Board for Honor Council.
- l. Delegate Presidential task to the Executive Board.
- m. Maintain accessibility and transparency to the wider campus community.
- n. Perform other duties that pertain to the office of the Senate President.

B. Vice President

- a. Establish and prepare the agenda with the President.

- i. Prepare the slides for General Senate meeting each week.
- b. Serve as the presiding officer at Senate meetings in the absence of the President.
- c. Provide leadership to Ad Hoc Committees as needed.
- d. Assist the President in fulfilling their duties.
- e. Serve as the Senate Historian. This includes verifying the integrity of the Minutes and the documentation of actions taken; as well as passing all relevant Senate material to the Archives as requested.
- f. Perform other duties that pertain to the office of the Senate Vice President.

C. Secretary

- a. Keep and promptly publish minutes of all Senate meetings.
- b. Take attendance at Senate meetings and publish it as part of the minutes.
- c. Notify the Student Senate Executive Board who is absent from meetings. Refer to absence guidelines outlined in Article VII.
- d. Keep and store complete records of all Senate business.
- e. Maintain regular internal communication with the Senate body.
- f. Serve as the presiding officer at Senate meetings in the absence of the President and Vice President.
- g. Work with the Communication Team Lead to ensure that the appropriate communication methods, such as the Senate website, Instagram, Facebook, and the Student Bulletin are updated appropriately and regularly.
 - i. Meet with Communication Team Lead once a month to review and create a social media calendar.
- h. Perform other duties that pertain to the office of the Senate Secretary.

D. Treasurer

- a. Work with the Executive Board and advisors on matters pertaining to the budget.
- b. Create a budget at the beginning of each semester, monitor expenditures, and periodically update the Senate on income and expenses.
- c. Work with the Organizational Team Lead in establishing and communicating the funding timeline, application, funding criteria, and process for allocating funds to students and student organizations.
- d. Maintain contact with all groups awarded funds to ensure fiscal accountability.
- e. Serve as the contact for Senators who need funds for various Senate functions.
- f. Serve on the Financial Sustainability Committee for the Luther College Board of Regents.
- g. Perform other duties that pertain to the office of the Treasurer.

E. Team Leads

- a. In consultation with the Leadership team, work to supervise appropriate Ad Hoc Committees pertinent to their Standing Committee.
- b. Provide pertinent updates to the Senate on the progress of projects and proposals.
- c. Serve as members of the Executive Board.
- d. Attend secondary meetings and visit other organizations and offices on campus pertinent to their Standing Committees.
- e. Perform other duties that pertain to the office of Team Leads.

F. Campus Betterment Team Lead

- a. Work on all matters pertaining to residential life, campus infrastructure, policy review, wellness initiatives, and structural development.
- b. Be point of contact for Diversity Representatives
 - i. Assist Diversity Representatives in connecting with organizations where necessary.
- c. Ensure attendance to assigned committees and boards. Lead at least one Ad Hoc aimed at improving a campus issue.
- d. Attend Shared Governance meetings with the Campus Life Board.
- e. Recommend projects to the greater Senate aimed at bettering the infrastructure and social experience at Luther.

G. Student Organization Team Lead

- a. Work alongside the Treasurer in establishing and communicating the timeline, application, criteria, and allocation for Student Organization funding.
- b. Oversee applications for new Student Organizations.
 - i. Work with the Director of Student Activities and the Student Activities Office to review applications.
- c. Provide support and guidance for Student Organizations, including but not limited to:
 - i. Advising organizations on how amendments can be made to their constitution.
 - ii. Maintaining open communication.
 - iii. Being knowledgeable about Luther College policies as it pertains to organizations and their requirements.
- d. Meet with the Director of Student Activities and the Student Activities Office at the beginning of the year to understand the requirements of an organization's planning and receive the list of active organizations and their contact information.
 - i.
- e. Inform Senators of upcoming events on campus at every General Senate Meeting.
 - i. Send a list of activities to the VP once a week prior to General Senate meetings.

H. Communication Team Lead

- a. Manage social media and the Senate page on Luther's website.
 - i. Maintain a media presence.
 1. One post a week.
 2. Reposts, sharing stories, commenting on Luther pages, etc.
- b. Make posters and other promotional material using the Senate Canva Pro account.
- c. Update designated bulletin boards in the SAC Office and Marty's lobby at least twice a semester.
- d. Submit weekly entries to the Luther College Student Bulletin for the Student Senate section.
- e. Work with Senators on promoting their AdHocs.
- f. Promote open positions for special elections through social media outlets and the

bulletin.

- g. Act as a liaison with media outlets and work closely with Luther's marketing team.

I. Academic Team Lead

- a. Provide guidance, support, and representation for Students' academic success.
- b. Serve as the student representative in Academic Affairs.
- c. Serve on the Curriculum Committee as a non-voting student representative.
- d. Gather input on issues, ideas, and concerns from peers and the greater Senate to bring to meetings regarding the curriculum.
- e. Act as a standing member of Honor Council
 - i. Attend at least one meeting a month, more meetings if required for quorum.
 - ii. Serve as a voting member.
 - iii. Act as the liaison and advocate between Honor Council and Senate.

J. Class Representatives

- a. Gather input on issues, ideas, and concerns from peers to bring before the Senate.
- b. Utilize social networking and other communication means to engage classmates.
- c. Provide updates to classmates on Senate activities.
- d. Participate in and promote pertinent class-related activities (i.e. sophomore strides) on behalf of the Senate.
- e. Maintain accessibility and transparency with classmates regarding Senate activities.
- f. Perform other duties that pertain to the office of Class Representative.

K. Hall Representatives

a. Position Eligibility

- i. This position requires that the student live in the associated residence that they are representing.

b. Position Duties

- i. Gather input on issues, ideas, and concerns from residents of the respective halls to bring before the Senate.
- ii. Provide updates to the respective hall residents and staff on Senate activities when necessary.
- iii. Attend at least two R.A. meetings every semester to update them on Senate activities.
- iv. Meet with the Res-Life office at the beginning of each semester to discuss concerns and areas of improvement on behalf of the Senate.
- v. Maintain accessibility and transparency with residents regarding the activities and promotions of the Senate
- vi. Attend at least half of all hall activities and gatherings, and help run said activities as needed.
- vii. Perform other duties that pertain to the office of Hall Representative.

L. Diversity Representatives

a. General Duties

- i. Regularly attend meetings of organizations that fall under the positions' respective diversity categories, as outlined below.
 1. This includes meeting with departments and offices on campus that fall under the positions' responsibilities at least twice a semester.
- ii. Provide pertinent updates from their groups of interests to the Senate.
 1. This includes updating Campus Betterment Team Lead.
- iii. Report back to pertinent diversity groups on conversations happening
- iv. in the Senate.
- v. One Diversity Representative must serve on the Campus Life Committee via an internal election.
- vi. Two Diversity Representatives must serve on the Council for Equity and Inclusion via an internal election. These duties may also be served by the ISAA Representative.
- vii. Perform other duties that pertain to the office of Diversity Representative.

b. Relevant Organizations

i. Race and Ethnicity

1. ASAA, BSU, ISAA, Latines Unides, Identity Studies Department, CIES, and other pertinent groups related to the topic.

ii. Culture and Religion

1. Bible Study Groups (e.g. FOCUS), College Ministries, Food Council, CIES, Religion Department, TND, and other pertinent groups related to the topic.

iii. Gender and Sexuality

1. Pride, NASA, Identity Studies Department, IGC, and other pertinent groups related to the topic.

iv. Disability

1. Luther Disability Alliance, Office of Disability Services, Identity Studies Department, CIES, and other pertinent groups related to the topic.

Appointed Senator Duties

A. Council for Faith and Life (CFAL) Representative

- a. Attend Council for Faith and Life (CFAL) Meetings.
- b. Serve as a liaison between CFAL, College Ministries groups and Student Senate.
- c. Give weekly updates on different events of College Ministries/Luther Congregation.
 - i. This can be performed during announcements.
- d. This appointed position could run for one of the two openings to serve on the Council for Equity and Inclusion (Shared Governance).
- e. Perform other duties that pertain to the office of Council for Faith and Life Representative.

B. Sustainability Representative

- a. Attend Sustainability Council meetings.
- b.
- c. Be in consistent contact with CSC educators and advisors.
- d. Provide pertinent sustainability updates in Senate meetings.
- e. Report back to the Sustainability Council on conversations happening in the Senate.
- f. Give Senate updates on events based around sustainability.
 - i. This can be performed during announcements.
- g. Perform other duties that pertain to the office of Sustainability Representative.

C. Student-Athlete Advisory Committee Representative (SAAC)

- a. Serve as a liaison between the Student-Athlete Advisory Committee and Senate.
- b. Be an active member of the SAAC board and attend board meetings and regular SAAC meetings.
- c. Provide pertinent SAAC updates in Senate meetings.
- d. Report back to SAAC on conversations happening in the Senate.
- e. Inform the Senate of different events of athletic relations occurring.
 - i. This can be performed during announcements.
- f. Perform other duties that pertain to the office of the Student-Athlete Advisory Committee Representative.

D. International Student Association and Allies (ISAA) Representative

- a. Serve as a liaison between international Students and the Senate.
- b. Regularly attend ISAA meetings and inform members of conversations in the Senate.
- c. Report back to the Senate the issues discussed by those involved in ISAA.
- d. Elections for the position are to be handled by ISAA during their executive election cycle.
- e. Give Senate updates on events based around ISAA.
 - i. This can be performed during announcements.
- f. Positions can be filled by any member of ISAA including, but not limited to, executive board members, general members, or allies.
- g. This appointed position could run for one of the two openings to serve on the Council for Equity and Inclusion (Shared Governance).
- h. Perform other duties that pertain to the office of the International Association and Allies Representative.

E. Wellness Representative

- a. Attend the weekly Wellness Ambassadors meetings.
- b. Provide pertinent wellness updates in Senate meetings.
- c. Meet with the Director of Student Wellbeing, at least once per month.
- d. Report back to the Wellness Ambassadors on conversations happening in Senate.
- e. Give Senate updates on events based around Wellness.
 - i. This can be performed during announcements.
- f. Perform other duties that pertain to the office of the Wellness Representative.

F. Inter-Greek Council Representative

- a. Attend Inter-Greek Council meetings.
- b. Provide relevant Greek life updates in Senate meetings.
- c. Report back to Inter-Greek Council members on conversations happening in the Senate.
- d. Give Senate updates on events based around Greek Life.
 - i. This can be performed during announcements.
- e. Perform other duties that pertain to the office of the Inter-Greek Council Representative.

G. Student Activities Council (SAC) Representative

- a. Serve as a liaison between SAC and the Senate.
 - b. Regularly attend SAC meetings and inform members of conversations in the Senate.
 - c. Report back to the Senate on activities and information discussed at SAC meetings.
 - d. Appointments for this position will be handled by the SAC during their executive meetings.
 - e. Give Senate updates on events based around SAC activities and events.
 - i. This can be performed during announcements.
 - f. Assist at least one Ad Hoc pertaining to campus life.
 - g. Perform other duties that pertain to the office of the Student Activities Council Representative.
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Article VII: Meetings and Procedures

- A. The Senate shall, to the best of its ability, meet weekly during the months of September, October, November, December, February, March, April, and May, and at other times on the call of the College President, the Student Senate President, or by petition of ten or more Senators. Senators may petition to have a meeting through the collection of paper or electronic signatures.
- B. A quorum shall be necessary to conduct business; a simple majority (half plus one) of the Senate constitutes a quorum. The Senate may meet if a quorum is not present to discuss issues, but may not take an official vote on business before the Senate.
- C. All General Senate meetings shall be open to the Luther Community and time should be allowed for any guests who wish to speak on topics relating to items proposed on the agenda of the day. If a guest wishes to discuss a topic not on the agenda for the day, there are two viable options:
 1. A motion must be made by a Senator to add it to the agenda.
 2. Any guest wanting to add an agenda point in advance of a Senate meeting may do so by emailing senate@luther.edu 24 hours prior to the meeting time. It is the responsibility of the Student President and Vice-President to acknowledge and respond to all requests in a timely manner.

- D. The minutes of each meeting shall be made available to the Luther Community through the Luther College Student Senate website, the Luther College Student Bulletin, and per request.
- E. The Senate may form Ad Hoc committees at its discretion and there must be a minimum of two Ad Hoc committees formed at all times.
- F. Expenditures from the Senate budget are managed as follows:
 - 1. An Executive Senator may spend up to \$50 on behalf of the Senate without prior approval. All funding requests are processed by the Senate Treasurer. However, it is suggested that even small expenditures be brought before the Senate for approval.
 - 2. An expenditure of over \$50 requires approval by a majority vote of the Senate at a general meeting.
 - 3. If an expenditure of more than \$50 is necessary and cannot be acted upon at a Senate meeting because of time restrictions, the expenditure may be approved by two of the three following officers (President, Vice President, Treasurer) approving the expenditure. The Treasurer will report the expenditure at the next general Senate meeting.
- G. In any procedure not specified by this document, the Senate shall follow Robert's Rules of Order.

Attendance Guidelines

A. Guidelines for Executive Board Senators

- a. Senators on the Executive Board, as both representatives of the student body and leaders of Student Senate, are required to attend all Student Senate meetings, including both executive and general sessions. If a member of the Executive Board is unable to attend a meeting, whether executive or general, that member must notify Senate Leadership at senate@luther.edu of their absence at least 24 hours before the meeting. Exceptions to this will be at the discretion of the Leadership team. Executive Board Senators are allowed one unexcused absence and two excused absences in any given semester. Two tardies will be equal to an unexcused absence. If an Executive Board Senator exceeds these counts, the collective Senate Leadership team retains the right to request a meeting to discuss absences and a plan moving forward. This meeting will serve as a verbal warning. Should absences continue, Executive Board Senators may be at risk of losing Good Standing with the Student Senate. In this event, the Leadership Team may propose action up to, and including, removal from the Executive Board and/or General Senate.

B. Guidelines for General Senators

- a. General Senators, as representatives of the student body for their respective

constituency group(s), are required to attend all Student Senate meetings. When or if a member cannot attend a meeting, that member must notify Senate Leadership at senate@luther.edu of their absence at least 24 hours before the meeting. Exceptions to this will be at the discretion of the Leadership team. Senators are allowed one unexcused absence and three excused absences in any given semester. Two tardies will be equal to an unexcused absence. If a Senator exceeds these counts, the collective Senate Leadership team retains the right to request a meeting to discuss absences and a plan moving forward. This meeting will serve as a verbal warning. Should absences continue, Senators may be at risk of losing Good Standing with the Student Senate. In this event, the Executive Board may propose action up to, and including, removal from the Senate.

- b. General Senators are required to attend at least two Student Senate events outside of general meetings. If a member cannot attend an event, that member must notify Senate Leadership at senate@luther.edu of their absence at least 24 hours before the event. Failure to attend two events without prior communication may result in a verbal warning, and the Executive Board may propose action up to, and including, removal from the Senate.
- c. If a Senate member fails to attend events/meetings and provide sufficient communication to Senate, the Executive Board reserves the right to terminate them from their position and prohibit them from re-running for Student Senate.

Media Guidelines

A. Definition of Media

- a. Media is qualified as any recognized student organization that writes and publishes news or media in the Luther Community.

B. General Senate

- a. The media is allowed to attend General Senate meetings as they are an open forum. Senators are on record when speaking in a meeting, therefore the media doesn't need to ask permission to quote. The media may take pictures of Senators who have agreed for photos to be taken in their 'Senate Agreement' at the start of their term.

C. Senators Rights

- a. Senators are on the record unless they declare "Off-Record" before they speak. If a Senator doesn't do this and wants to revoke a statement they must contact the media, this does not mean it will be revoked.

D. Statements

- a. When a statement needs to be presented on behalf of Senate, the statement must be presented to General Senate prior to publishing.
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Article VIII: Internal and Shared Governance Committees

Internal Committees

A. Executive Board

- a. Made up of the Leadership Team and all Team Leads. The board works to provide overarching Senate leadership and guidance, helps to manage and connect members of the Senate to external bodies, and more closely manages campus-wide issues, initial approvals of Senator proposals, yearly budget, and any other duties outlined in this document.

B. Ad Hoc Committees

- a. Ad Hoc committees are the action arm of Student Senate. The Student Senate may establish Ad Hoc committees as necessary to carry out Senate responsibilities. Ad Hoc committees may be proposed in the form of a motion by any Senator and affirmed by a visible majority vote of the Senate. Votes may occur only after a presentation of the proposal to the General Senate as outlined in Article VI. Ad Hoc committees may be dissolved as proposed by any Senator and affirmed by a majority vote of the Senate.

Shared Governance Committees

- A. The Shared Governance Structure of Luther College is a way for students, staff, and faculty to work collaboratively to form focused campus groups. The Student Senate will elect member(s) to all shared governance positions as requested. If no Senators run for a shared governance position, Student Senate must extend the opportunity to the Student Body, and make public notice of this opportunity.

- B.  Student Senate Shared Governance Chart

Appointment and Standing

- A. Senators are to be placed on internal and external standing and Ad Hoc committees on a volunteer basis. In the case that more than two people volunteer to the positions, internal General Senate elections will be held according to Article VIII. In the event that no Senator runs to represent in a Shared Governance Committee, this opportunity will be opened and advertised to the Student Body. If needed, an interim member may be elected.
 - B. Although most committees will involve Senators, Student Senate may decide to solicit general members of the Student Body for specific committees. Depending on timelines, practicality, and the nature of the position, Senate may or may not give public notice regarding these opportunities.
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Article IX: Election Procedures

Positions and Election Method

A. The following positions are elected through a campus-wide election each spring semester as specified below:

- a. President and Vice President (two positions that run as a joint ticket)
- b. Secretary
- c. Treasurer
- d. Academic Team Lead
- e. Communication Team Lead
- f. Organizational Team Lead
- g. Betterment Team Lead
- h. Class Representatives (Sophomore, Junior, Senior)
 - i. Class Representatives run based on their *designated class standing as determined by anticipated graduation year*, for the beginning of the following fall semester, according to the Registrar's Office. If a student enters Luther College with prior credit, they may decide to run as a representative for their entry cohort.
 - ii. For the Class Representatives, students vote for members of their respective class only.
- i. Diversity Representatives (2 Race and Ethnicity, 2 Culture and Religion, 2 Gender and Sexuality, and 2 Disability)

B. The following positions are elected through a campus-wide election within the first month of the fall semester as specified below:

- a. Hall Representatives (Brandt, Ylvisaker, Farwell, Miller, Dieseth, Larsen, College Apartments/PrairieHouses/Commuter, Baker)
- b. First-Year Representative
- c. All other positions that were not elected in the Spring election

C. The following positions are appointed to the Senate as a function of the Senators' specific student organization roles and responsibilities; and through a process determined and managed by the various campus-wide committees, councils, and boards:

- a. College Ministries Representative
- b. Sustainability Representative
- c. Student-Athlete Advisory Committee (SAAC) Representative
- d. International Student Association and Allies (ISAA) Representative
- e. Wellness Representative
- f. Inter-Greek Council Representative
- g. Student Activities Council (SAC) Representative

Election Committee

A. Election Committee Structure

- a. The Committee shall be chaired by a non-campaigning Senator affirmed by the General Senate.
- b. The Committee shall include at least two additional non-campaigning Senators as appointed by the Senate.
- c. The advisor(s) to the Student Senate shall be ex-officio members of this committee and will assist the chair in managing the elections process.

B. Election Committee Duties

- a. Annually review the Election Guidelines, revise as needed and present them to the Senate annually prior to the election process. Upon approval by the General Senate, the Election Committee shall begin the election process.
- b. Advertise the elections and introduce the campus community to the candidates and their platforms.
- c. Notify the respective groups requesting the names of the newly appointed senators. The groups are encouraged to have individuals selected by mid-April. The newly appointed senators are encouraged to begin attending regularly scheduled Senate meetings for the remainder of the school year.

Election Timing & Guidelines

- A. The campus-wide spring semester elections will be held in mid-April to early-May each year at a timeline proposed by the Election Committee and approved by the General Senate.
- B. The campus-wide fall semester elections will be held in early fall semester.
- C. The Election Guidelines outlining the election process will be publicized, via a means determined by the Election Committee that, at a minimum, includes the following:
 - a. The date when applications are available: As a guideline, applications should be made available at least one month prior to the campus-wide election.
 - b. The date and time by which applications are due: As a guideline, all applications should be submitted at least one week before the election. Candidates who submit applications after the due date may only run if their applications are approved by the Election Committee. Applications may only be approved after the due date if no one else is running for that position.
 - c. The prescribed manner for campaigning and advertising.
- D. Because candidates must submit an application in advance of the elections, write-in candidates are not allowed on the ballot.
- E. Any special elections throughout the year, if necessary, will be determined at a date and via a process as determined by the Leadership team and approved by a majority vote of the Senate.
 - a. Must be announced through senate forms of communication (ie. Social media, student Bulletin, etc...)
 - b. Any interested student must communicate their interest with Senate through email.
 - c. If there are less than 4 people interested in a position, the candidates will appear

before General Senate and the vote will occur within the General Senate.

- i. To be elected it requires a simple majority.
 - ii. The vote should be blind.
 - iii. If there are 4 or more candidates, the election process will be open to the full student body.
- F. In the event of more than one President/Vice President ticket, the Election Committee may organize a Presidential Debate. This Debate may be used by the President/Vice President candidates as a means of sharing their election platforms and commenting on other candidates' platforms.
- a. In the event of only one President/Vice President ticket, the Election Committee may organize an Open Forum. This gives the chance for any candidates running for Senate to introduce themselves and their platforms.

Article X: Constitutional Amendment Procedures

- A. The Constitution should be reviewed periodically at least every odd-numbered year by the Executive Committee. If the committee wishes to propose any amendments, they are to form an Ad Hoc committee outlined in subsection D stated in this article.
- B. Amendments to the Constitution may be initiated by any Senator. The Constitution may be amended by two methods: an Ad Hoc constitutional committee appointed and voted by the General Senate or ten members of the Senate who formally sign in favor of the proposed amendment.
- C. Any Senator suggesting an amendment using the signature method must adhere to the following process.
- a. Collect written signatures from nine other members of the General Senate.
 - b. At the discretion of the President, one of the ten Senators proposing the Amendment will present at an Executive Board meeting.
 - c. When next available, the amendment will be presented to the General Senate.
 - d. One week after its initial presentation to the General Senate, the General Senate will take a vote on the proposed amendment.
 - e. The amendment will be passed if three-fourths of the entire General Senate (not a quorum) approves the change.
- D. The Ad Hoc committee must adhere to the following process:
- a. The General Senate will appoint and vote in favor of the formation of an Ad Hoc constitutional committee.
 - b. The Ad Hoc committee will present all amendments to the General Senate.
 - c. One week after its presentation to the General Senate, the General Senate will take a vote on the proposed amendment.
 - d. The amendment will be passed if three-fourths of the entire General Senate (not a quorum) approves the changes.
 - e. Any proposed amendments must be publicized to the Student Body by means

determined by the Student Senate Communications Committee. Senate may revise or officially adopt the proposed amendments at the first regularly scheduled meeting following a full week of public notice.

- E. All amendments will be identified by adding a “(Last updated: DATE).” For example Article I (Last updated 01-02-2023).
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Article XI: Ad Hoc Committees (Ad Hocs)

A. Purpose

- a. Ad Hoc Committees, referred to as “Ad Hocs,” are service-based projects initiated and led by General Senators with the goal of improving the Luther College campus community. These projects may involve, but are not limited to, planning campus-wide events, proposing policy changes, creating new student initiatives, or developing physical additions or improvements to campus spaces.

B. Proposal Requirement

- a. To form an Ad Hoc, the initiating Senator(s) must submit a written proposal to the General Senate. This proposal must be at least one page in length and include the following components:
 - b. A clear statement of the goals and objectives of the proposed Ad Hoc;
 - C. A rationale explaining the need for the project, which must be tied to an improvement or new contribution to the college community;
 - D. An estimated cost or budget, if applicable;
 - E. A projected timeline or deadline for completion;
 - F. A list of college offices, departments, or external groups the committee plans to collaborate with.

G. Membership and Leadership

- a. An Ad Hoc may be formed by a single Senator or a group of Senators. The initiating Senator(s) will serve as the leader(s) of the Ad Hoc unless otherwise designated during the proposal stage.

H. Approval Process

- a. Once the proposal is completed, it must be presented during a General Senate meeting. Senators may ask questions or request clarification. Following the presentation, the General Senate will vote on whether to approve the formation of the Ad Hoc Committee. A majority vote is required for approval. This is not a blind vote.

I. Accountability and Reporting

- a. Approved Ad Hocs must provide progress updates to the Senate at least once a month during the academic year. A final report summarizing the outcomes, challenges, and impacts of the project must be submitted to the Executive Board upon completion.

J. Completion and Termination

- a. Before the end of the academic year or upon conclusion of their work, the Ad Hoc committee must submit a written summary report. This report should describe the

project, the process undertaken, what succeeded or failed, and the final status of the Ad Hoc, regardless of whether it was deemed successful.

- b. An Ad Hoc shall formally conclude under one of the following conditions:
 - K. The stated goals have been met and the General Senate officially acknowledges and applauds the committee's work; or
 - L. The committee determines that insurmountable obstacles prevent successful completion, and the General Senate votes to approve the termination of the Ad Hoc.

Comments reference last updates to constitution happening throughout the month of March.