

Student Association Constitution

Table of Contents

ARTICLE I: NAME AND PURPOSE Pg. 1
ARTICLE II: MEMBERSHIP Pg. 1
ARTICLE III: EXECUTIVE BRANCH Pg. 1
ARTICLE IV: LEGISLATIVE BRANCH Pg. 5
ARTICLE V: INITIATIVE, REFERENDUM, AND RECALL Pg. 10
ARTICLE VI: STUDENT RIGHTS AND RESPONSABILITIES Pg. 11
ARTICLE VII: AMENDMENTS Pg. 13
ARTICLE VIII: BY- LAWS TO THIS CONSTITUTION Pg. 14

Northern State University Student Association By-Laws

Article I. LEGISLATIVE BRANCH Pg. 14
Article II. PRO-TEMPORE OF THE SENATE _____ Pg. 15
Article III. FINANCE CHAIR OF THE SENATE _____ Pg. 15
Article IV. STUDENT ASSOCIATION ADVISOR _____ Pg. 15
Article V. ADMINISTRATIVE ASSISTANT _____ Pg. 16
Article VI. COMMITTEES _____ Pg. 16
Article VII. STUDENT FEDERATION _____ Pg. 17
Article VIII. ELECTIONS _____ Pg. 17

NORTHERN STATE UNIVERSITY STUDENT ASSOCIATION STUDENT BUDGET AND APPROPRIATIONS COMMITTEE(SBAC) RULES AND REGULATIONS

Article I. PURPOSE _____ Pg. 19
Article II. MEMBERSHIP _____ Pg. 19
Article III. HEARINGS _____ Pg. 19
Article IV. PROCEDURES _____ Pg. 20

STUDENT ORGANIZATION REVIEW COMMITTEE RULES AND REGULATIONS

Article I. PURPOSE _____ Pg. 22
Article II. MEMBERSHIP _____ Pg. 22
Article III. MEETINGS _____ Pg. 22
Article IV. AUTHORITY _____ Pg. 23

Northern State University
STUDENT ASSOCIATION CONSTITUTION

Revised 4/26/2017

By-laws to the Constitution

SORC rules and Regulations

NORTHERN STATE UNIVERSITY STUDENT ASSOCIATION CONSTITUTION

We, the students of Northern State University (NSU), in order to establish a self-governing Student Association and to act in the best interest of the students and the university, do set forth this constitution. This constitution is dedicated to enhancing communication, understanding, and cooperation between the students and the university administration, faculty and the Board of Regents. We, the Northern State University Student Association, shall refrain from discrimination practices based on gender, race, color, creed, age, veteran status, marital status, disability, and sexual orientation.

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be Northern State University Student Association.

Section 2. The purpose of this organization shall be to provide authorization, administration and coordination of all student activities; to provide representation of ideas and opinions to its members, to provide a means of presentation to the faculty, the administration, and the community, and to improve academic, cultural, recreational, and social conditions of Northern State University, subject to the limitations imposed by the laws of the State of South Dakota and the policies of the South Dakota Board of Regents.

ARTICLE II: MEMBERSHIP

Section 1. The members of the Student Association shall consist of all registered students of Northern State University.

Section 2. Student Association members shall elect representatives to the office of President and Vice President of the Student Association and to the office of Student Senator.

ARTICLE III: EXECUTIVE BRANCH

Section 1. The executive powers of the Student Association shall be vested in the Office of the President and Vice-President of the Student Association.

Section 2: The Student Association President and Vice-President shall hold office for a term of one (1) year beginning from April 15th to the following April 15th. In the event the 15th of April falls on a Saturday or Sunday term of office will begin on the following Monday.

Section 3. Qualifications: The Student Association President and Vice President shall be full-time students of Northern State University, have sat on Student Association for at least one (1) semester prior to candidacy, have a cumulative or institutional (depending upon which GPA is higher) grade point average of 3.0 or above, have completed at least one (1) year at Northern State University, and be in good standing with the university.

Section 4. Executive Elections:

A. General Election: The general election shall be held in the third week of March, Tuesday through Thursday, to elect the Student Association President and Vice President. Preparations for the elections are to begin in January by the Election Committee.

a. The results shall be posted on the subsequent Friday.

B. Election Policy Distribution: All potential candidates seeking nomination for the office of Student Association President and Vice President will be provided with a pamphlet of guidelines and procedures of the election process that must be adhered to, in order to consider their nominations and election results valid.

C. Petition Circulation:

a. The declaration of candidacy at the top of the petition form must be completed prior to circulation for signatures. Candidates must properly identify themselves and their purpose when obtaining signatures for their petitions.

b. Signatures of current students must be obtained between the date of the candidate's signed declaration of candidacy and the date of the circulator's verification.

c. A petition circulator must be a current student of Northern State University.

d. The petition circulator must personally witness each signature on the petition being circulated. The circulator's printed name and signature must be present on the petition prior to circulation.

e. Each petition signer must be a current student of Northern State University.

f. Students' signatures must not contain nicknames, abbreviations or aliases.

g. The current student's legibly printed name must also appear as it does on the student's NSU issued ID card.

i. Verifier will be determiner of legibility

h. Each signature line must show the month and day it was signed. Numbers to designate the month are permissible. Abbreviations commonly used are also acceptable.

i. A current student's name may only appear once on any particular petition.

j. It is the candidate's responsibility to make sure that the petition is filled out in its entirety. Failure to do so can result in disqualification from the election.

k. In the situation in which a petition of any sort is turned in and found null and void, the entire petition will thus be null and void and must redo the entire petition.

l. Any candidate who is disqualified may appeal their case to a hearing of the election committee.

D. Filing of Petitions: Candidates for the office of the Student Association President and Vice-President shall be officially nominated for elections when a petition containing the names of the Student Association Presidential and Vice-Presidential candidates with a minimum of fifty (50) signatures of Student Association members is submitted to the

Election Committee no later than 5:00 p.m. ten (10) business days prior to the scheduled election.

E. Grade Point Average Release: When candidates file their petition with the Election Committee, they automatically and willingly authorize their grade point average to be released to and confirmed by the Student Association Advisor, with the understanding it shall be used only for that purpose.

F. Challenging Petitions: Any disputes regarding submitted petitions must be brought to the attention of the Election Committee by 5:00pm, six (6) business days prior to the election. The Election Committee must meet to verify petition signatures and resolve any discrepancies before voting can commence.

G. Plurality Vote: The Student Association Presidential and Vice-Presidential candidates shall run as a team and shall be considered elected if they receive the greatest percentage over thirty-five (35) percent of the votes cast in the general elections for the positions for which they were candidates. If no team receives over thirty-five (35) percent of the votes, run-off elections will be held one week later between the top two teams. The simple majority of the votes cast shall elect the teams in the run-off. Write-in votes shall be counted only in general elections when the votes are greater than ten (10) percent of the votes cast. Write-in votes will not be counted in run-off elections.

H. Ballot Counting: The ballots for the Student Association Presidential and Vice-Presidential elections shall be counted by members of the election committee.

I. Ties: In the event of a tie for the offices of President and Vice-President, the winner shall be determined

a. By a run-off election to be held one week later, provided the general election consisted of three (3) or more tickets. Write-in votes will not be counted in runoff elections.

b. By a simple majority vote of the current Student Senate after conducting interviews of the candidates in question, provided the general election consisted of two (2) tickets, cast by secret ballot, to be counted by the Student Association Advisor and President Pro-Tempore. In the event the President Pro-Tempore is one of the parties involved in the tie, the Student Association Advisor shall designate another senator to carry out this task.

Section 5. Swearing In of Student Association President and Vice-President:

A. The newly elected Student Association President and Vice-President shall be sworn in by the President of Northern State University or whoever the President of Northern State University designates.

B. The swearing-in oath shall be as follows: I, (officer's name), hereby promise to abide by the provisions set forth in the Northern State University Student Association Constitution and its By-laws, by the Policies and Procedures of Northern State University, by the Policies of the State of

South Dakota. I promise to carry out to the best of my abilities, the duties of my office and to act in the best interest of the Student Association and Northern State University.

Section 6. Powers and Duties of the Student Association President: The Student Association President shall:

- A. Be the Chief Executive Officer of the Student Association and shall execute and abide by the provisions of this Constitution, its By-laws, and any other rules and regulations which the Student Senate deems necessary;
- B. Have the power to create ad hoc committees and appoint committee members with a majority vote approval of the Student Senate;
- C. Have the power to appoint Student Association members to campus-wide committees to act on behalf of the Student Association with a majority vote approval of the Student Senate;
- D. Have no vote on the Student Senate;
- E. Have the power to call the Student Senate into a special session;
- F. Serve as the official representative of the Student Association before the Northern State University faculty and administration;
- G. Serve as an official representative of the Student Association before the Student Federation;
- H. Execute all legislation passed by the Student Senate, unless he/she vetoes such legislation;
- I. Have the power over legislation passed by the Student Senate and may exercise veto power by declining to sign legislation and submitting a written statement of rationale for the veto to the Student Senate within fifteen (15) days of its passage;

Section 7. Powers and Duties of the Student Association Vice-President: The Student Association Vice-President shall:

- A. Assume all responsibilities and duties of the Student Association President if, for any reason, the Student Association President is unable to perform his/her duties;
- B. Call and preside over meetings of the Student Association;
- C. Assist the Student Association President in executing all legislation passed by the Student Senate;
- D. Have no vote within the Student Senate except in the case of a tie vote, in which the Student Association Vice-President would then cast the deciding vote;
- E. Submit a report of Student Association activities at each scheduled meeting of the Student Senate;
- F. Serve as an official representative of the Student Association before the Student Federation;
- G. Carry out any duties deemed necessary by the Student Association President.

Section 8. Compensation: The Student Association President and Vice-President shall receive for their services compensation, which shall be neither increased nor decreased during their term of office. The rate and term of compensation shall be established by the Student Senate prior to the general election.

Section 9. Vacancy: In the event of a vacancy in the office of Student Association President, the Student Association Vice-President shall assume the office of the President and the Student Association President Pro-Tempore shall assume the office of Student Association Vice-President. If both executive offices are vacated simultaneously, there shall be a special election called by the Student Senate. The order of succession following the Student Association President Pro-Tempore shall be nominated and then voted upon by the Student Senate.

ARTICLE IV: LEGISLATIVE BRANCH

Section 1. Legislative Powers: The legislative power of the Student Association shall be vested in the Student Senate.

Section 2. Term of Office: A senator shall hold office for a term of one (1) year from April 15 through April 14 of the following year.

Section 3. Qualifications: A Student Senator shall be a full-time student of Northern State University, have a cumulative or institutional grade point average of 2.3 or above, whichever is higher, and have completed at least one (1) semester at Northern State University, and be in good standing with the university.

A. Graduate Seat Exemption: Graduate Students shall be exempted from the one semester at Northern State University requirement to sit on Student Senate, and shall be required to maintain a cumulative or institutional grade point average of 3.0 or above.

B. Freshman Seat Exemption: Freshman Senator shall be exempted from one semester at Northern State University and institutional grade point average of 2.3 or above requirements to sit on Student Senate. He/she shall be required to maintain a cumulative or institutional grade point average of 2.3 or above throughout term.

C. International Student Exemption: International Senator shall be exempted from one semester at Northern State University and institutional grade point of 2.3 or above requirements to sit on Student Senator. He/she shall be required to maintain a cumulative or institutional grade point average of 2.3 or above throughout term.

Section 4. There shall be a minimum of two (2) hard copies of the current Student Association Constitution and By-Laws on file in the Student Association office.

Section 5. Senate Elections:

A. General Election: The general election shall be held in the first week of April, Tuesday through Thursday. Preparations for the elections are to begin in January by the Election Committee.

a. The results shall be posted on the subsequent Friday.

B. Election Policy Distribution: All potential candidates seeking nomination for the office of Student Senate will be provided with a pamphlet of guidelines and procedures of the election process that must be adhered to, in order to consider their nominations and election results valid.

C. Petition Circulation:

- a. The declaration of candidacy at the top of the petition form must be completed prior to circulation for signatures. Candidates and petition circulators must properly identify themselves and their purpose, when obtaining signatures for their petitions.
- b. Signatures of current students must be obtained between the date of the candidate's signed declaration of candidacy and the date of the circulator's verification.
- c. A petition circulator must be a current student of Northern State University.
- d. The petition circulator must personally witness each signature on the petition being circulated. The circulator's printed name and signature must be present on the petition prior to circulation.
- e. Each petition signer must be a current student of Northern State University.
- f. Students' signatures must not contain nicknames, abbreviations or aliases.
- g. The student's legibly printed name must also appear, as it does on the student's NSU issued ID card.
- h. Verifier will be determiner of legibility.
- i. Each signature line must show the month and day it was signed. Numbers to designate the month are permissible. Abbreviations commonly used are also acceptable.
- j. A current student's name may only appear once on any particular petition.
- k. It is the candidate's responsibility to make sure that the petition is filled out in its entirety. Failure to do so can result in disqualification from the election.
- l. In the situation in which a petition of any sort is turned in and a signature is found null and void said signature will be removed from the petition if the petition then does not meet the specified requirements, the entire petition will thus be null and void and must redo the entire petition.
- m. Any candidate who is disqualified may appeal their case to a hearing of the election committee.

D. Filing of Petitions: Candidates for the office of the Student Senate shall be officially nominated for elections when a petition containing the names of the Student Senate candidate with a minimum of twenty-five (25) Student Association member signatures is submitted to the Election Committee, no later than 5:00 p.m. ten (10) business days prior to the scheduled election.

a. The Candidate petitioning for the Graduate seat shall be required to fill a petition of ten (10) graduate Student Association member signatures, instead of twenty-five (25) undergraduate Student Association member signatures and should be submitted to the Election Committee, no later than 5:00 p.m. ten (10) business days prior to the scheduled election.

b. The Candidate petitioning for the Freshman seat shall be required to fill a petition of ten (10) freshmen Student Association member signatures, instead of twenty-five (25) undergraduate Student Association member signatures and should be submitted to the Election Committee no later than 5:00pm ten (10) business days prior to the scheduled election.

E. Grade Point Average Release: When candidates file their petition with the Election Committee, they automatically and willingly authorize their grade point average to be released to and confirmed by the Student Association Advisor, with the understanding it shall be used only for that purpose.

F. Challenging Petitions: Any disputes regarding submitted petitions must be brought to the attention of the Election Committee by 5:00pm, six (6) business days prior to the election. The Election Committee must meet to verify petition signatures and resolve any discrepancies before voting can commence.

G. Number of Senators: The Student Senate shall be elected by the Student Association. The Student Association shall be represented as follows:

a. School of Business shall be represented by four (4) Senators.

b. School of Education shall be represented by four (4) Senators.

c. School of Arts and Sciences shall be represented by four (4) Senators.

d. Graduate School shall be represented by one (1) Senator.

e. Residence Halls shall be represented by one (1) Senator.

f. The entire Student Association shall be represented by three (3) At Large Senators.

g. School of Fine Arts shall be represented by two (2) Senators.

h. Freshmen class shall be represented by one (1) Senator.

i. The international student population shall receive special representation by one (1) Senator. International students may still run for other seats as well.

H. In order to run for a Senator position the student must be a member of or a major in that particular school.

a. In case the Senator changes to a major outside that particular school during the his or her term, the Senator automatically gives up his or her Senator position.

I. In order to run for the Residence Hall Senator position the student must be currently living in a residence hall.

J. The Graduate Seat

a. The Graduate Seat election shall be at the same time as other senators, but will be voted upon by students in the Graduate School.

b. Applicants for the seat shall submit an application to the Graduate Office with a one hundred word biography of themselves.

c. The Graduate Senator shall sit on the Graduate Counsel.

K. The number of Senators on Student Senate shall be adjusted every two years, according to the number of students in each school.

L. Ballot Counting: The ballots for the Student Senate elections shall be counted by the election committee. Any member of the Student Senate seeking reelection may not count ballots pertaining to his/her election.

M. Ties: In the event of a tie in a Student Senate election for a Senate position, the winner shall be determined by a simple majority vote of the current Student Senate. After conducting interviews of the candidates in question, votes cast by secret ballot are to be counted by the Student Association Advisor and President Pro-Tempore. In the event the President Pro-Tempore is one of the parties involved in the tie, the Student Association Advisor shall designate another Senator to carry out this task.

N. Unfilled Senate Seats: The Student Senate seats not filled in the general election shall be filled by simple majority of the Student Senate after interview process before the Senate. Candidates must meet Student Senate qualifications.

O. The Freshman Seat

a. The Freshman Seat election shall be voted on by freshmen only.

b. The election will occur Tuesday through Thursday of the final week of September. Results shall be posted on the subsequent Friday.

c. Freshmen candidates must follow the same petition protocol as other Senators (see Section 5-D).

Section 5. Powers and Duties of the Student Senate: The Student Senate has the power to:

A. Decide all matters of policy for the Student Association and to enact all legislation for the Student Association;

B. Regulate all activities of the Student Association, including the recognition and dissolution of student organizations;

C. Legislate in matters which aid in planning, supervising, and coordinating university activities, subject to the limitations imposed by the laws of the State of South Dakota and the Policies of the South Dakota Board of Regents;

D. Create such committees deemed necessary to implement the legislative function of the Student Association and to appoint any chairpersons, co-chairpersons, and members of these committees;

E. Approve or disapprove by simple majority the committees created by the President of the Student Association;

F. Approve or disapprove by simple majority the committee appointments made by the Student Association President to campus-wide committees;

G. Reverse a veto of the Student Association President by a 2/3rds majority vote of the Student Senate within two (2) weeks after the veto; and

H. Appoint an advisor to assist the Student Association with approval by 2/3rds of the Student Senate and approval by the Student Association President.

Section 6. Presiding Officer: The Vice-President of the Student Association shall be the presiding officer of the Student Senate. The Student Association Vice-President shall have no vote in the Student Senate except in the case of a tie. If the Student Association Vice-President is absent, the President Pro-Tempore shall preside. Thereafter, the order of succession shall proceed through the Student Senators, alphabetically, according to their last names.

Section 7. Procedures: The Student Senate shall use the current edition of Robert's Rules of Order Newly Revised for parliamentary procedure at Student Senate meetings. Any other necessary rules and/or procedures may be determined by the Student Senate.

Section 8. Disciplinary Action: The Student Senate shall have the power to discipline its own members and may expel a Student Senator from the Student Senate with the concurrence of 2/3rds majority vote of the Student Senate.

Section 9. Meetings: The Student Senate shall meet a minimum of once a month during the months of September through May.

Section 10. Executive Sessions: Any meeting of the Student Senate or any of its committees may retire into executive session by a majority vote of members present and in accordance with the current edition of Robert's Rule of Order Newly Revised.

Section 11. Special Sessions: Special sessions may be called by the Student Association President or by the Student Association Vice-President upon receiving a petition signed by a minimum of one-third of the Student Senators. The Student Association President shall provide a minimum of twenty-four (24) hours' notice of a special session to all Student Senators. Only the matter specified in the petition shall be addressed.

Section 12. Senate Vacancies: In the event that a Student Senate seat is vacated before the end of a term, the Student Senate shall have open interviews for the vacant seat(s). After hearing the applicants,

the Student Senate shall have a closed vote on which candidate shall be offered the open seat. If said seat is not filled, the process will continue until the seat(s) are filled.

Section 13. Legislation Introduction: For legislation to be considered by the Student Senate, it must be introduced by a Student Senator. Legislation shall become effective with the approval of a simple majority of the Student Senate and the signatures of the Student Association President and Vice-President.

Section 14. Veto: Should legislation be vetoed by the Student Association President, it shall be returned to the Student Senate at the next meeting and, upon senatorial consideration, shall become effective with the approval of 2/3rds of the Student Senate.

Section 15. Quorum: A quorum shall be considered a simple majority of filled Student Senate seats for the transaction of any business. If a quorum is not present, no action may be considered.

ARTICLE V: INITIATIVE, REFERENDUM, AND RECALL

Section 1. Initiative: Student Association members may initiate legislation by presenting to the Student Senate petitions containing a minimum of two hundred (200) signatures of the Student Association members. A special election shall be held not less than two (2) weeks or more than four (4) weeks after receipt of petitions.

Section 2. Referendum: Student Association members may petition the Student Senate for a special election to refer legislation enacted by the Student Senate to a special election by presenting petitions containing a minimum of two hundred (200) signatures of Student Association members. The special election shall be held not less than two (2) weeks or more than four (4) weeks after receipt of petitions. Petitions must be received in the Student Association office within twenty (20) days of the passage of the legislation.

Section 3. Recall: A Student Association executive officer or Student Senator shall be subject to recall upon the presenting of petitions to the Student Senate calling for action and containing a minimum of two-hundred (200) signatures of Student Association members. Upon receipt of recall petitions for either of the executive officers or a Senator, the Student Senate shall set a date for a special two-day election to be held not less than two (2) weeks or more than four (4) weeks after the receipt of petitions.

A. In the case of a recall petition:

- a. A special committee shall be formed with no one whose name is contained on the petition nor was a circulator of a petition.
- b. A circulator may not request a location to circulate under the Student Association organization name.
- c. In the case that signatures are wanted to be taken off the petition, they must be done so an hour before the special committee is to meet to validate the petition.

d. In the case an individual was forced to sign with verbal threats or physical harm, the petition will be null and void.

Section 4. Majority Rule: All initiative, referendum, constitutional referendum, and recall elections shall be determined by a simple majority vote of Student Association members.

ARTICLE VI: STUDENT RIGHTS AND RESPONSIBILITIES

Section 1. The Student Association recognizes and supports the Policies and Procedures and the Student Standards of Conduct contained within the Northern State University Student Handbook and the Northern State University Graduate and Undergraduate Catalog.

Section 2: Facilities Committee Chair

A. Election

- a. The Student Senate shall elect one of their members to serve as the facilities chair of the Student Senate.
- b. The Facilities Chair shall be elected by a simple majority of the Student Senate at the second meeting of the new senate.
- c. The Facilities Chair shall serve for one (1) year from the first new senate meeting until April 14 of the following year.

B. Duties

- a. The Student Association Facilities Chair shall oversee student concerns about facilities.
- b. The Student Association Facilities Chair shall hold meetings of the facilities committee at least once a semester.
- c. The Student Association Facilities Chair shall work to manage and improve facilities for students.

Section 3: Finance Committee Chair

A. Election

- a. The Student Senate shall elect one of their members to serve as the Finance chair of the Student Senate.
- b. The Finance Chair shall be elected by a simple majority of the Student Senate at the second meeting of the new senate.
- c. The Finance Chair shall serve for one (1) year from the first new senate meeting until April 14 of the following year.

B. Duties

- a. The Finance chair shall also be the chair of SBAC.
- b. The Finance chair shall oversee all budget requests, both during SBAC and interim requests.
- c. The Finance chair must approve all interim budget requests before Student Association may approve an interim budget request.

Section 4: Public Relations Chair

A. Election

- a. The Student Senate shall elect one of its members to serve as the Public Relations chair of the Student Senate.
- b. The Public Relations chair shall be elected by a simple majority of the Student Senate at the second meeting of the new senate.
- c. The Public Relations chair shall serve for one (1) year from the first new senate meeting until April 14 of the following year.

B. Duties

- a. The Public Relations chair shall be dedicated to positively promoting both the Student Senate and the entire university.
- b. The Public Relations chair shall organize events, delegate tasks, and organize functions throughout the year for the whole of Student Association.
- c. The Public Relations chair shall be in charge of organizing the Presidential Promenade, a reoccurring winter formal to honor the President of NSU.
- d. The Public Relations chair shall educate the rest of the Student Association as to the issues being dealt with on campus.

Section 5: Governance Chair

A. Election

- a. The Student Senate shall elect one of its members to serve as the Governance chair of the Student Senate.
- b. The Governance chair shall be elected by the simple majority of the Student Senate at the second meeting of the new senate.
- c. The Governance chair shall serve for one (1) year from the first new senate meeting until April 14 of the following year.

B. Duties

- a. The Governance chair shall also be chair of SORC.
- b. The Governance chair shall be in charge of making amendments to the Student Association Constitution.

ARTICLE VII: AMENDMENTS

Section 1. Amendments by Student Senate: This constitution may be amended by the Student Senate as follows:

- A. First passage: Proposed amendments to this constitution may be introduced and given first passage at any regular meeting of the Student Senate. First passage requires approval by a minimum of 2/3rds of the Student Senate. The proposed amendment shall then be tabled until the second regular meeting of the Student Senate following first passage.
- B. Constitutional Referendum: Student Association member may petition the Student Senate to refer a proposed amendment to a special election, by presenting petitions containing a minimum of two hundred (200) signatures of Student Association members to the Student Senate. A special election shall be held not less than two (2) weeks or more than four (4) weeks after receipt of petitions. Petitions must be received in the Student Association office after initial passage and prior to the second passage.
- C. Second Passage: Should there be no need for special election; the proposed amendment shall become effective following second passage by the Student Senate. Second Passage requires approval by a minimum of 2/3rds of the Student Senate.
- D. Each member of the senate shall attend at least one Board of Regents meeting a year.
- E. Each Senator will be required to work at least one hour a week performing Student Association duties.
- F. If an individual is found not informing the President or Vice-President with an excused absence more than twice, the individual will be brought before the Senate to explain and then will be voted with 2/3rds majority vote whether or not their seat will become vacant.
 - a. In the case in which a senator is not forced to vacate their seat, the senator will be forced to go in front of the Student Senate if they were to miss again.
- G. Excused absences will be at the discretion of the President and Vice-President.

Section 2. Amendment by Student Association Members: This constitution may be amended by Student Association members.

- A. Proposed amendment shall be described in full in petitions. If petitions containing a minimum of two hundred (200) signatures of Student Association members are filled in the Student Association office, the Student Senate shall determine a date for a special election to be held not less than two (2) weeks or more than four (4) weeks following the receipt of petitions.
- B. The proposed amendment shall become effective upon approval by a simple majority vote of Student Association members.

ARTICLE VIII: BY- LAWS TO THIS CONSITUTION

Section 1. The Student Senate shall have the power to adopt and amend by-laws to this constitution upon approval by a minimum of 2/3rds of the Student Senate.

NORTHERN STATE UNIVERSITY BY-LAWS TO THE STUDENT ASSOCIATION CONSTITUTION

ARTICLE I: LEGISLATIVE BRANCH

Section 1: Meetings

A. Student Senators shall attend regularly scheduled meetings and special meetings of the Student Senate.

B. The Student Association Vice-President shall determine if a Student Senator's absence is excused or unexcused. If at least four (4) Student Senators disagree with the Student Association Vice-President on the matter of an absence, then the Senators may call for a vote on the matter. A minimum of a 2/3rds majority vote of the Student Senate is required to overturn the absence ruling of the Student Association Vice-President.

Section 2: Removal of Senator

A. The Student Senate shall have the power to remove a member of the Student Senate with a 2/3rds majority vote of the full Senate, only after an open hearing is held by the Student Senate to hear all sides of an issue.

B. A Student Senator may be called to a hearing before the Student Senate and removed from office for incompetence, gross neglect of duty, insubordination, gross misconduct of duty, or for conviction of a crime involving moral turpitude, by a 2/3rds majority vote of the full Student Senate.

C. An accused Senator shall not have a vote in the hearing process.

D. The Senate shall vote in executive session and by secret ballot to determine the outcome of the hearing.

E. It shall take a simple majority vote of the Student Senate to move into executive session.

F. Unexcused absences from two (2) or more regular Student Senate meetings may constitute a hearing before the Student Senate.

a. In the case in which a senator is not forced to vacate their seat, the senator will be forced to go in front of the Student Senate if they were to miss again.

ARTICLE II: PRO-TEMPORE OF THE SENATE

Section 1: Election

- A. The Student Senate shall elect one of their members to serve as the Pro-Tempore of the Student Senate.
- B. The Pro-Tempore shall be elected by a simple majority of the Student Senate at the first meeting of the new senate.
- C. The Pro-Tempore shall serve for one (1) year from the first new senate meeting until April 14 of the following year.

Section 2: Duties

- A. The Pro-Tempore shall sit in for the Vice-President or President should they be absent.
- B. The Pro-Tempore shall be the direct communications person to the South Dakota Student Federation

ARTICLE III: FINANCE CHAIR OF THE SENATE

Section 1: Election

- A. The Student Senate shall elect one of their members to serve as the finance chair of the Student Senate.
- B. The Finance Chair shall be elected by a simple majority of the Student Senate at the first meeting of the new senate.
- C. The Finance Chair shall serve for one (1) year from the first new senate meeting until April 14 of the following year.

Section 2: Duties

- A. The Student Association Finance Chair shall oversee all expenditures by the Student Senate.
- B. The Student Association Finance Chair shall chair the Student Budget and Appropriations Committee

ARTICLE IV: STUDENT ASSOCIATION ADVISOR

Section 1: Duties

- A. The Student Association Advisor shall be the parliamentarian of the Student Senate.

B. In the Student Association Advisor's absence, the Student Association Vice-President shall be the parliamentarian for the Student Senate.

a. If the Vice-President should be at question and the Student Association Advisor is absent, parliamentarian power shall be designated to the Student Association ProTempore.

C. All meetings held by the Advisor acting as an agent of the Senate shall be reported to the President in a timely manner.

Section 2: Term Limits

A. The Student Association advisor shall be voted on from a year to year basis.

B. Removal of an Advisor shall be conducted in the same manner as the removal of a Senator.

ARTICLE V: ADMINISTRATIVE ASSISTANT

Section 1: Appointment

A. The Student Association President may appoint an administrative assistant, subject to a 2/3rds vote of the Student Senate.

Section 2: Wages

A. If so appointed, the administrative assistant shall be paid from work study money and/or student labor money.

Section 3: The administrative assistant shall:

A. Attend all Student Senate meetings and shall record the minutes of such meetings;

B. Serve as an assistant to the Student Association President, Vice-President, and the Student Senate by carrying out directives given by them;

C. Take and record attendance at Student Senate meetings;

D. Take and record all roll-call votes of the Student Senate.

ARTICLE VI: COMMITTEES

Section 1: Appointment

A. Student Senators shall be appointed to committees by the Student Association President, with approval of a simple majority of the Student Senate.

Section 2: Duties of members

- A. All Student Senators shall be a member of one or more campus-wide or ad hoc committees.
- B. Student Senators shall attend the meetings of the committees of which they have been appointed and shall report the activities of such committees to the Student Senate.
- C. The Student Senate shall have the authority to approve expenditures up to \$999.99 from the Student Association reserve fund by a simple majority vote approval of the Student Senate.
- D. The Student Senate may defer any expenditure request to the SBAC by a simple majority vote.
- E. The SBAC shall have the authority and responsibility to oversee all other expenditures of funds from student activity fees.

ARTICLE VII: STUDENT FEDERATION

Section 1: Representation

- A. The Student Association President and Vice-President shall represent the Student Association on the South Dakota Student Federation.
- B. The Student Association President shall appoint, with a simple majority vote approval of the Student Senate, delegates to represent the Student Association in the event that the Student Association President or Vice-President or both is unable to attend a Student Federation meeting.

ARTICLE VIII: ELECTIONS

- A. The Senate shall appoint an Election Committee consisting of two (2) Northern State Student Association senate members not seeking re-election, and three (3) university at large students not seeking election. In the event that fewer than two (2) senate members are able to serve on the Election Committee, the remaining positions shall be appointed by the Student Senate from the Northern State University Student Association.
- B. The Election Committee shall appoint a chair from the members of the committee.
- C. The Student Association Advisor shall be the advisor for the Election Committee.
- D. There shall be no relative or family member of any candidate for any Student Association position on the Election Committee.
- E. All candidates shall sign a waiver granting permission to the Student Association Advisor to submit to the Registrar's Office names of candidates to verify Grade Point Averages and standing of students. All records will be checked.

- F. The Election Committee may consider students not signing the waiver ineligible for office.
- G. In the event that there are two or more candidates for the office of President, there shall be debates of the presidential candidates no less than three (3) days prior to the first day of voting.
- H. All full-time and part-time students enrolled at Northern State University shall be permitted to vote one time per election. Faculty, professional staff, and administrators of the University shall not be permitted to vote in the Student Association elections.
- I. Campaign expenditures:
- a. Campaign expenditures shall not exceed \$100 for the Student Association President and Vice-President combined and \$50 for each Student Senator. Donations will not be counted towards the monetary amount, but they must be listed separately and turned into the Election Committee Advisor.
 - b. Receipts for campaign expenditures must be kept by each candidate and turned into the Election Committee Advisor within five (5) days after the expenditures are made.
 - c. If a candidate exceeds or misrepresents his or her campaign expenditures, the result may be disqualification from the election.
 - d. The Student Senate may allow the disqualified candidate(s) to re-enter the election with a 2/3rds majority vote of approval.
- J. No student shall be a candidate in the same election for more than one (1) office.
- K. All candidates must follow Residence Hall Guidelines concerning solicitation during the campaigning process. Candidates will be responsible for posting and putting up their own campaign materials in the residence halls. Please see Student Handbook.
- L. The election committee shall set one central location in which students can vote on campus.
- a. No campaigning shall be allowed within 100ft of the polling location; Failure to comply can result in dismissal of candidate.
- M. The Election Committee shall notify the participants of the election results no later than one (1) day after the final day of polling.
- N. The only appointed Senate positions shall be those positions which receive no write-in votes in the general election, or those positions which are declined by the rightful winner.
- O. A copy of these guidelines must be given to each member of the Election Committee after the committee members have been appointed and prior to the first formal meeting of the Election Committee.
- P. All decisions of the Election Committee can be appealed within 5 business days after the Election Committee makes their decision.
- Q. Violations of these rules or failure to comply with these rules may result in a candidate's disqualification by the Election Committee. These rules, adopted by the Northern State University

Student Senate, do hereby supersede other election rules contained in the Constitution and the By-Laws. These rules may be amended by a 2/3rds majority vote of the sitting Northern State University Student Senate.

NORTHERN STATE UNIVERSITY STUDENT ASSOCIATION STUDENT BUDGET AND APPROPRIATIONS COMMITTEE RULES AND REGULATIONS

ARTICLE I: PURPOSE

Section 1. The purpose of the Student Budget and Appropriation Committee (SBAC) shall be to recommend to the Student Senate the amount of student activity fees in the allocation of those funds to Northern State University departments and organizations. Upon voting on the recommendation, the Senate President will either refer the recommendation to the President of Northern State University or back to the SBAC for subsequent action.

ARTICLE II: MEMBERSHIP

Section 1. The SBAC shall consist of the following fifteen (15) voting members: Student Association Finance Chair, Student Association President, Student Association Vice-President, four (4) Student Senators, and three (3) full-time students in good standing, A Student Association advisor, Northern State University Vice-president for Finance and Administration, and three (3) faculty members.

Section 2. SBAC members shall be appointed by the Student Association Finance Chair with a simple majority vote approval of the Student Senate.

Section 3. One faculty member shall be appointed to serve a two (2) year term beginning July 1 of even-numbered years. Another faculty member shall be appointed to serve a two (2) year term beginning July 1 of odd-numbered years. The third faculty member shall be appointed for a one (1) year term beginning July 1.

Section 4. Any vacancies on the SBAC shall be filled within two (2) weeks of a vacancy.

ARTICLE III: HEARINGS

Section 1. The Student Association Finance Chair shall be the Chair of the SBAC. The Student Association President shall be the Acting Chair in the absence of the Student Association Finance Chair.

Section 2. All SBAC hearing shall be open to the public. The Student Association Administrative Assistant shall be the recording secretary at SBAC hearings.

Section 3. The SBAC shall hold its budget hearings in March of each year. Budget request and allocation for the following academic year shall be made at that time. Data for the hearings shall be publicized at least five (5) weeks before the hearings through Northern State University media sources.

Section 4. Any SBAC member with more than three (3) unexcused absences from SBAC hearings may be removed by a 2/3rds majority vote of the Student Senate.

Section 5. A simple majority of the voting members present is required to pass any motions. A quorum of ten (10) members is needed to conduct business.

Section 6. All votes of the SBAC shall be by roll call unless the committee decides otherwise.

Section 7. A special hearing of the SBAC shall be called when the chair receives a written request for a special hearing.

Section 8. SBAC hearing shall be conducted according to Robert's Rules of Order, Newly Revised, unless the committee decides otherwise.

ARTICLE IV: PROCEDURES

Section 1. Only Northern State University departments and organizations recognized by the Student Association shall be eligible to receive funds from the general activity fees. Those departments and organizations shall be notified of the budget hearings at least five (5) weeks before the hearings.

Section 2. All requests for funding shall be submitted in writing to the chair of the SBAC two weeks prior to the start of the hearings. Each department or organization must submit sixteen (16) copies of its budget request.

Section 3. Any organization wanting to reallocate \$500 or more or 25% of its budget, whichever is smaller, during the fiscal year and/or wanting to reallocate any funds originally designed for salaries shall seek the approval of the SBAC before such funds can be reallocated.

Section 4. Interim request of \$999.99 or less shall be presented to the Student Senate. Interim request for more than \$1000 shall be presented to the SBAC. Any allocation of reserve funds by the Student Senate shall be reported to the Vice President of Finance and Administration. The chair of SBAC shall report to the SBAC on all expenditures made by the Senate at the next SBAC meeting.

Section 5. Departments and organizations may be allowed to carry over funds from the previous year if such actions can be justified to the SBAC. The SBAC may place a cap on all approved carry-over funds.

Section 6: A review may be conducted at any time to compare amounts originally allocated to each department and organization with the amount spent to date. Any department or organization receiving funds from student activity fees may be called upon by the SBAC to answer any questions regarding their budget at that time. The SBAC shall have the authority to take all necessary steps to ensure that departments and organization follow their approved budgets.

Section 7: The SBAC shall have the authority to refuse, withhold or withdraw funding immediately in the event that a department or organization fails to follow SBAC rules and regulations, violates Northern State University policies and procedures, misuses funds, mismanages funds, or does not use the funds in the best interest of the students.

Section 8: No appropriation shall be approved for miscellaneous expenditures unless those expenditures are explained in full in the budget request.

Section 9: No department or organization shall use general activity fees funds for personal gifts or scholarships, except the Student Senate who may make expenditures in the event of a death of a member of the Northern State University community.

Section 10: All department and organization requesting general activity fees funding shall supply the SBAC with the following:

- A. All income from all sources;
- B. A year-end financing report from the past fiscal year, consisting of financial transactions and the budget of the past fiscal year;
- C. A list of goals for the upcoming years; and
- D. Any other information required by the SBAC

Section 11: To be considered for funding, departments and organizations should seek other sources of funding whenever possible and provide information to the SBAC regarding this funding.

Section 12: Any department or organization requesting funding for speakers, entertainers, and other such programs shall state that request in this individual budget to SBAC. All booking of those people shall be coordinated through the Student Activities Office. Penalty for noncompliance shall be loss of funding for that specific activity for the upcoming year.

Section 13: The Northern State University Finance Office shall send a copy of the monthly financial reports for each department or organization receiving student activity fees funds to the advisor or supervisor of that department or organization.

Section 14: The SBAC Rules and Regulations may be amended with a simple majority approval of the Student Senate.

Section 15: Student Activity Tickets shall be available to any resident of Brown County, South Dakota, who is age sixty-five (65) or older, with the price of the ticket to be determined by the SBAC. This ticket shall provide access to the Gypsy Day Activities, Student Publications, Cultural Affairs, Women's and Men's Athletics, and Northern State University Student Center access.

Section 16: Student organizations which receive funding from SBAC must attend one Student Association meeting a year (defined as beginning when the new senate is sworn in in April and ending during the final week of February) in order to be qualified to receive funding the following year. At the Student Association, one club representative must give a short (approximately 5 minute) presentation on the history of the club, the club's events, and any other info he/she deems relevant.

- A. There shall be a limit of 4 club presentations per Student Association meeting.

B. In order to receive funding, presentations may occur beginning during the first meeting of the new senate in April until the final Student Association meeting in February.

C. To sign up to present at a meeting, a club representative must email the Student Senate's Administrative Assistant by the Sunday at midnight prior to the Tuesday meeting.

STUDENT ORGANIZATION REVIEW COMMITTEE RULES AND REGULATIONS

ARTICLE I: PURPOSE

A. This committee shall be a standing committee to the Northern State University Student Senate. The purpose of the Student Organization Review Committee (SORC) shall be to review all Northern State University student organizations and their constitutions.

ARTICLE II: MEMBERSHIP

A. The SORC shall consist of the chair Senator approved by the Student Senate, a Student Association Advisor, two (2) Student Senators and the Director of Student Activities

ARTICLE III: MEETINGS

A. A senator approved by the Student Association shall chair the SORC.

B. The SORC shall meeting at least twice during the school year; once during the fall semester and once during the spring semester.

C. Special meetings may be called for by the Chair of the SORC or by a two-thirds vote of the Student Senate.

D. At each regularly scheduled meeting or special meeting of the SORC, an executive officer of the organization being reviewed, may be required to attend, to answer any questions the committee may have or to present any changes the organization may request.

E. The SORC organization renewal forms must be available for organizations by the first of February and are due back to the chair by the first of March.

F. The SORC chair shall organize and issue a letter accompanied by the registration or renewal form by the first of February to all registered organizations from that year. The SORC shall meet after the first of March and shall have the authority to approve the qualifying organizations for the following school year.

G. An updated constitution shall be presented to the SORC from all organizations/departments wishing to be recognized by SORC on the years ending in 0, 4, and 8.

H. Should an organization/department remain inactive for three or more years, that organization/department has to submit a new full application, outlined in the Student Organization Handbook, to the Chair.

a. Hall Council Associations will be exempt.

I. Groups intending to form a new organization should follow the procedure outlined in the Northern State University Student Handbook.

ARTICLE IV: AUTHORITY

A. The SORC shall have the authority to summon any Northern State University student organization to appear before the committee when an organization either no longer serves its intended purpose, or lacks sufficient membership.

a. When an organization violates Northern State University Policies or procedures, the Northern State University Student Affairs Judicial Committee will have the authority to;

i. Take no action against the organization; or

ii. Place the organization be on probation; or

iii. Terminate the organization and to withdraw all SBAC funding.

B. The SORC shall then forward its recommendation to the Student Senate.

C. The SORC shall recommend to the Student Senate that either;

a. no action be taken against the organization; or

b. the organization be placed on probation; or

c. that Student Association recognition be withdrawn, the organization terminated and all SBAC funding be withdrawn

D. It shall take a 2/3rds majority vote of the Student Senate to place an organization on probation or to withdraw Student Association recognition of an organization.

E. Any organization may appeal the decision of the Student Senate by presenting a written appeal to the Student Association President within ten (10) days of notification of the Senate's decision. The Student Association President may bring the matter before the Student Senate for further review and final action.