

# Student Government Constitutional Bylaws

As Amended April 26, 2017 and April 4, 2018

## Article I - Requirements

### Section 1: Meeting Attendance

- Subsection A: Senate Meetings.** A Senator or their proxy shall not be absent from two (2) consecutive regular meetings of the Senate or from more than forty-nine percent of the regular meetings during a semester.
- Subsection B: Committee Meetings.** A Senator or their proxy shall not be absent from two (2) consecutive Student Affairs Committee or Academic Affairs Committee meetings or from more than forty nine percent of the regular meetings during the semester without prior arrangement.
- Subsection C: Student Government and Senate Leadership.** President, Vice President, Speaker, Student Affairs Coordinator, Academic Affairs Coordinator, Students United Campus Coordinator, and the Public Relations and Marketing Coordinator, who represent the Executive and Legislative branches of the Student Government are compensated by student activity fees, because of that their attendance to the regular meetings of the Senate is expected and shall be held at a higher standard than a Senator.
- Subsection D:** The remaining Student Government Cabinet members and respective committee chairs may be requested to attend a Senate meeting at the request of the Student Government President by notice of no less than (2) business days.

### Section 2: Senator Reports

Every Student Government Senator is required to give a minimum of two (2) Senator reports per semester. Senator reports must be given orally unless a disability is registered with the Office of Disability Services, as well as submitted in writing by noon on the day the report is to be given, to the Speaker and Office Manager. These reports may entail but will not be limited to Senate, its subcommittees' activities, lobbying efforts, meetings with administration and/or Deans of the colleges, current involvement, and future plans. These reports shall be given during regular weekly meetings under Senator Reports on the agenda. In the event of an absence, the Senator will be required to give their report at the next regularly scheduled meeting. It is the right of the Senate Speaker to make adjustments to this Section as needed by special cases.

### Section 3: Office Hour Requirements

- Subsection A:** A minimum of three (3) hours per week, of which a minimum of one hour has to have a consistent time and location throughout the semester:

- Student Senators
- Students United Specialists

**Subsection B:** A minimum of five (5) hours per week, of which a minimum of one hour has to have a consistent time and location throughout the semester:

- Academic Affairs Coordinator
- Student Affairs Coordinator
- Students United Campus Coordinator
- Public Relations and Marketing Coordinator

**Subsection C:** A minimum of ten (10) hours per week, of which a minimum of one hour has to have a consistent time and location throughout the semester:

- Student Government President
- Student Government Vice Present
- Student Senate Speaker

**Subsection D:** Office hour schedules of those mentioned within Section 3 of Article I shall be prominently displayed and posted in the Student Senate Office and in such other public communications as appropriate.

#### **Section 4: Event Attendance**

Every Student Senator is required to be an ambassador for the organization at various events throughout the year. Senators shall wear approved Student Government clothing or their Student Government name badge while in attendance at such functions. Senators are encouraged, but not limited to, discussing the following: SAC subsidy procedures, student activity fees, addressing student concerns, explanation of services provided by Student Government, etc.

**Subsection A: Diversity Programs.** Each Student Senator is encouraged to attend at least one diversity related event each semester and attendance should be reported during scheduled Senator Reports. Attendance at one of these events shall count as one (1) office hour.

**Subsection B: Senators for Residential Life Managed Properties.** As ex-officio members of the Residence Hall Association (RHA), Senators for Residential Life managed properties shall attend regular RHA meetings. Attendance at these meetings will count as one (1) office hour. Senators may also spend up to half of their office hours tabling in their respective main lobby or dining facility area. These activities shall be reported during a scheduled Senator Report. The Student Affairs Coordinator will be responsible for coordinating these activities.

**Subsection C: Off-Campus Senators.** In an effort to foster positive relationships with the City of Mankato and the residents of the Neighborhood Associations, Off Campus Senators may attend these Neighborhood Association meetings to represent student interest. Senators attending these meetings should work closely with the Student Activities Assistant Director for Greek Life and Off-Campus housing.

Attendance at these meetings will count as one (1) office hour. These activities shall be reported during a scheduled Senator Report. The Student Affairs Coordinator will be responsible for coordinating these activities.

**Subsection D: Academic Senators.** Academic Senators will serve on their respective college's Student Advisory Board as an ambassador from Student Government. Senators may highlight procedures to obtain SAC funding, answer student questions, or explain Student Government services and events. Attendance at these meetings will count as one (1) office hour. These activities shall be reported during a scheduled Senator Report. The Academic Affairs Coordinator will be responsible for coordinating these activities.

**Subsection E: RSO's and Tabling.** Any Senator wishing to table or be made available in the CSU or other location (on or off campus) while acting on behalf of the Senate may count that time up to half of their office hours. Senators may attend a Recognized Student Organization (RSO) meeting that they are not a member of if acting on behalf of the Senate, it shall count as one (1) office hour. The Senate Speaker shall be responsible for coordinating these activities.

### **Section 5: Senator Committee Membership Requirements**

Each elected Senator is required to serve on a minimum of (2) two committees. Senators representing students living Off-Campus, or within Residential Life managed properties are required to serve on the Student Government Student Affairs Committee. Senators representing an Academic College, including Graduate and At-Large Senators are required to serve on the Student Government Academic Affairs Committee. Additional Committee appointments shall be made by the Student Government President.

### **Section 6: Meeting Requirement with Constituency Administrators**

To ensure that University administrators are aware of the Student Government and its Student Senate, and their responsibilities to represent the needs of students, each Senator shall meet at least once each semester with a senior administrator associated with their constituency. For example, Residential Life Senators would meet with the Residential Life Professional Staff; Academic Senators would meet with the College Dean of their respective College or School and/or the administrators within the Academic Affairs Office; Off-Campus and At-Large Senators would meet with Student Affairs & Enrollment Management Vice President, and/or the Administration and Finance Vice President, IT Solutions & Chief Information Officer Vice President, or the Vice President for Strategic Business, education and Regional Partnerships. Such contacts will foster better communications and serve to better educate Senators on how the Campus Administration works.

### **Section 7: Violations**

If a Senator, a Student Government Coordinator, a Students United Specialist, Committee Appointee, the Speaker, the Vice President or the President are in violation of the requirements set forth by this article and all related governing documents, a complaint may be lodged against that elected or

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appointed official with the Commission on Ethics and Standards, as outlined in Article V, Section 3 of the Constitution. Failure to meet the requirements stated in Article I Sections 1-6 will result in a de facto complaint to the Commission on Ethics and Standards. To ensure compliance, the Student Senate Speaker and recording secretary are to give a copy of the meeting minutes and attendance record from every meeting within two weeks from each meeting to the Ethics and Standards Commission Chair.

## **Article II - Appointment of Proxies**

The following guidelines must be met in the appointment of proxies:

### **Section 1: Methodology to Inform Speaker of Proxy**

The Speaker of the Senate must be informed by the Senator or their proxy appointee in person, in writing, or by telephone.

### **Section 2: Limitation of Vote**

No member of the Senate, a board of the Senate, or a committee of the Senate may exercise more than one (1) vote.

### **Section 3: Constituency of Proxy**

Any proxy must be a member of the constituency represented by that seat. In the case of an Academic Senator a minor or major in the college may serve.

## **Article III – Student Government President’s Cabinet**

The President's Cabinet shall include, but not be limited to, the Student Government President, the Student Government Vice President, the Students United Campus Coordinator, the Student Government Legislative Affairs Coordinator, the Student Government Relations and Marketing Coordinator, the Student Government Diversity Coordinator, the Student Government Student Affairs Coordinator, the Student Government Academic Affairs Coordinator, and the President of the Student Advisory Board at the 7700\_France Avenue off-campus site in Edina. All actions of the Cabinet are subject to Presidential approval. (Consistent with Article V of these Bylaws, Cabinet members also include the Students United Legislative Affairs Specialist, the Students United Public Relations Specialist and the Students United Diversity Specialist – these Students United Specialists may also be appointed separately to a Student Government Coordinator position.)

### **Section 1: Students United Campus Coordinator**

The Students United\_Campus Coordinator shall be responsible for coordinating the activities of the Students United Legislative Affairs Specialist, Students United Public Relations Specialist and Students United Diversity Specialist. They will also be expected to report the current topics of the state-wide Students United and that organization’s effect on Minnesota State University, Mankato.

### **Section 2: Student Government Legislative Affairs Coordinator**

The Student Government Legislative Affairs Coordinator shall be the liaison between the Minnesota State Legislature, the United States Congress and the Student Senate. In addition, they may be responsible for chairing the Legislative Affairs Committee and executing any action as directed by the

committee, or the President relating to legislative issues. (The Student Government Legislative Affairs Coordinator may be the same person as the Students United Legislative Affairs Specialist or someone else.)

### **Section 3: Student Government Public Relations and Marketing Coordinator**

The Public Relations and Marketing Coordinator shall develop and implement a comprehensive Marketing and Public Relations plan that addresses Student Government initiatives, projects, and events. The Public Relations and Marketing Coordinator shall chair the Public Relations and Marketing Committee. The Coordinator and/or Committee shall manage and maintain the Student Government's social media presence, manage and maintain, in coordination with the Student Government Office Manager, the Student Government website. The Coordinator shall serve as the primary media contact for the Student Government. (The Student Government Public Relations and Marketing Coordinator may be the same person as the Students United Public Relations Specialist or someone else.)

### **Section 4: Student Government Diversity Coordinator**

The Diversity Coordinator shall seek to promote diversity throughout campus and subsequently the Minnesota State System. They are encouraged to chair the Diversity Committee and sponsor diversity awareness events. (The Student Government Diversity Coordinator may be the same person as the Students United Diversity Specialist or someone else.)

### **Section 5: Student Government Student Affairs Coordinator**

The Student Affairs Coordinator shall be responsible for coordinating the efforts of all Student Affairs Senators. The Student Affairs Coordinator in conjunction with the Vice President will facilitate communications between the Diversity Committee, Newspaper Board, Public Relations and Marketing Committee, Student Health Services Fee Advisory Committee, Athletics Fee Advisory Committee, Parking and Transportation Advisory Committee, Environmental Committee, and the City of Mankato University-City Committee and their respective chairs to the Cabinet of the Student Government and University administration as appropriate. In the event that the Student Affairs Coordinator is currently or becomes a Senator, they will be excused from required membership of additional Senate Committees. In the event of a vacancy in the Office of Student Affairs Coordinator, the Student Government Vice President shall assume duties until an appointment is made.

### **Section 6: Student Government Academic Affairs Coordinator**

The Academic Affairs Coordinator shall be responsible for coordinating the Maverick Textbook Reserve Program as well as the efforts of all Academic Senators. The Coordinator in conjunction with the Vice President will facilitate communications between the Bookstore Advisory Committee, Library Advisory Committee, Technology Fee Advisory Committee, college Student Advisory Boards, Legislative Affairs Committee, and University Administration as appropriate. In the event that the Academic Affairs Coordinator is currently or becomes a Senator, they will be excused from required membership of additional Senate Committees. In the event of a vacancy in the office of the Academic

Affairs Coordinator, the Student Government Vice President shall assume duties until an appointment is made.

### **Section 7: President of the Student Advisory Board at Edina**

The President of the Student Advisory board at 7700 France Avenue in Edina shall seek to advocate for the rights of students who attend classes through the College of University Extended Education. It will be the duties of the other cabinet members to coordinate administrative communication on behalf of the President of the Student Advisory board at Edina as needed due to distance.

### **Article IV - Standing Committees**

The Standing Committees of the Student Government shall be the Student Affairs Committee, Academic Affairs Committee, Student Allocations Committee, Bookstore Advisory Committee, Diversity Committee, Legislative Affairs Committee, Technology Fee Advisory Committee, Budget Committee, Library Advisory Committee, Student Health Services Fee Advisory Committee, Public Relations and Marketing Committee, Athletics Fee Advisory Committee, and Campus Recreation Fee Advisory Committee.

All Standing Committees shall meet at least once a semester and shall be chaired by a Committee Chair. Committee actions and meetings will be recorded by a committee or secretary.

The length of term for any Student Government Presidential Appointment shall expire the day of spring commencement, unless the appointment is to a University Presidential Committee which meets during the summer, in which the term of appointment will expire on September 1<sup>st</sup>. Within five (5) days of their adoption, committee recommendations shall be submitted in writing to the Speaker of the Senate for action by the Senate. A recommendation of a standing committee may be amended by the Senate before adoption. Actions by all committees are subject to review by the Senate unless specified by the Student Government Constitution or elsewhere in these bylaws.

### **Section 1: Student Affairs Committee**

The Student Affairs Committee shall be responsible for representing the student position regarding student life and services.

**Subsection A:** Membership of the Student Affairs Committee will be open to all students with Presidential appointment but must include all Senators representing students living Off-Campus, or within Residential Life managed properties.

**Subsection B:** The Student Affairs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Presidential Cabinet meetings.

**Subsection C:** The Student Affairs Committee will meet weekly throughout the academic year. During a meeting scheduled, once a month, by the Student Affairs Coordinator, the chair of each, non-academic, Student Affairs related committee (listed above)

will report on their committee actions. If a committee chair cannot attend the Student Affairs Committee meeting, scheduled for their committee report, they must appoint a designee to attend in their place.

**Subsection D:** The Student Affairs Committee will work on student service related policy review.

## **Section 2: Academic Affairs Committee**

The Academic Affairs Committee shall be responsible for representing the student position regarding academic areas.

**Subsection A:** Membership of the Academic Affairs Committee will be open to all students with Presidential appointment but must include all Senators representing an Academic College, including Graduate and At-Large Senators.

**Subsection B:** The Academic Affairs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Presidential Cabinet meetings.

**Subsection C:** The Academic Affairs committee will meet weekly throughout the academic year. During a meeting scheduled, once a month, by the Academic Affairs Coordinator, the chair of each Academic Affairs related committee (listed above) will report on their committee actions. If a committee chair cannot attend the Academic Affairs Committee meeting, scheduled for their committee report, they must appoint a designee to attend in their place.

**Subsection D:** The Academic Affairs Committee will work with grade appeals and academic policy review.

## **Section 3: Student Allocations Committee**

**Subsection A:** The Student Allocations Committee shall possess the authority to develop recommendations to ensure efficient budget handling by programs supported by student activity fees. The Student Allocations Committee shall make recommendations for the approval, modification, or rejection of the annual budget of student activity programs.

**Subsection B:** Voting membership of the Student Allocations Committee shall consist of nine (9) students. At most, three (3) may be members of the Senate.

## **Section 4: Bookstore Advisory Committee**

**Subsection A:** The Bookstore Advisory Committee shall exist to promote interaction between the University Bookstore and the students. The committee shall be responsible for investigating, evaluating, and recommending necessary courses of action to the appropriate authorities in the

following, but not limited to the following areas:

- 1) Provisions of the contract between the bookstore and University.
- 2) Policy and procedure of the bookstore regarding the pricing and promotion of goods sold in the Bookstore.
- 3) Buy back policy and procedures of the Bookstore.
- 4) Complaints against the Bookstore.
- 5) Textbook Reserve Program.

**Subsection B:** The membership of the Bookstore Advisory Committee shall consist of:

- 1) One (1) representative from the Office of Academic Affairs appointed by the Vice President of Academic Affairs (Provost).
- 2) One (1) representative of the IFO appointed by the local President of the IFO Faculty Association.
- 3) Five (5) students appointed by the Student Government President and confirmed by the Senate.
- 4) One (1) representative from the University Operations Division appointed by the Vice President of University operations, ex-officio, non-voting.
- 5) Director of the Centennial Student Union, ex-officio, non-voting.
- 6) Manager of the University Bookstore, ex-officio, non-voting.

**Subsection C:** The Chair of the Bookstore Advisory Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

## **Section 5: Diversity Committee**

**Subsection A:** The Diversity Committee shall possess the authority to develop recommendations on how the University can ensure culturally diverse learning experiences for students, faculty, staff, and the community through curriculum, programming, and other activities.

**Subsection B:** Membership of the Diversity Committee shall consist of:

- 1) Three (3) international students (one (1) being the International Student Association President or appropriate designee), three (3) minority students, and three (3) Senate representatives (one being the Students United Diversity Specialist - Article V, Section 4 of these Bylaws). All students will be appointed by the President and confirmed by the Senate.
- 2) The Dean of Institutional Diversity (ex-officio, non-voting).
- 3) The Director of the International Students Office (ex-officio, non-voting).
- 4) A faculty representative appointed by the local president of the IFO Faculty Association (ex-officio, non-voting).
- 5) The Student Government Diversity Coordinator, if not the same person as the Students United Diversity Specialist, shall serve as an ex-officio



non-voting member.

**Subsection C:** The Chair of the Diversity Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

#### **Section 6: Legislative Affairs Committee**

**Subsection A:** The Legislative Affairs Committee shall be responsible for monitoring legislation at the state and federal levels. Other duties of the committee shall include, but not be limited to, organizing lobby days at the capitols, and organizing letter writing campaigns.

**Subsection B:** The voting membership of the Legislative Affairs Committee shall consist of the Students United Legislative Affairs Specialist (Article V, Section 6 of these Bylaw) and others as appointed by the Student Government President and confirmed by the Senate. The Student Government Legislative Affairs Coordinator, if not the same person as the Students United Legislative Affairs Specialist, shall serve as an ex-officio, non-voting member.

**Subsection C:** The Chair of the Legislative Affairs Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

#### **Section 7: Technology Fee Advisory Committee**

**Subsection A:** The Technology Fee Advisory Committee shall possess the authority of oversight and review of MSU Technology. The Technology Fee Advisory Committee shall make recommendations on the distribution of the instructional computing equipment budget, existing computing fees, and policy and operations of student computing according to Minnesota State System regulations.

**Subsection B:** The Technology Fee Advisory Committee will be comprised of six (6) voting members appointed by the Student Government President and confirmed by the Senate.

**Subsection C:** The committee chair and two (2) committee members will also serve as student representatives to the Learning Technology Roundtable [if it is functional] and will report LTR actions back to the Technology Fee Advisory Committee.

**Subsection D:** The Chair of the Technology Fee Advisory Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

**Subsection E:** Student members of the Technology Fee Advisory Committee shall automatically serve on any other campus-wide technology panel and/or ad hoc committee related to or funded in part by the Technology Fee.

## Section 8: Budget Committee

- Subsection A:** The Budget Committee, in coordination with the Office Manager, shall be responsible for setting the Senate budget for the next fiscal year.
- Subsection B:** The voting membership of the Budget Committee shall consist of the President, Vice President and Senate Speaker, and four (4) students recommended by the Senate and approved by the Student Government President consistent with the President's appointment authority under Article IV, Section 1 of the Student Government Constitution.
- Subsection C:** All expenses should be reported to the Budget Committee chair, or Office Manager, within five days of their occurrence.
- Subsection D:** Any action by the Senate or its officers, including but not limited to the members of the cabinet, that is not required by law, contract, or the Student Government Constitution and results in a deficit in the Senate budget is forbidden and in no case whatsoever is allowed.
- Subsection E:** The Chair of the Budget Committee will present a budget proposal for consideration by the Student Allocations Committee consistent with SAC's procedures and deadlines. The budget proposal, along with SAC recommendations shall be submitted to the full Senate in April of each year

## Section 10: Library Advisory Committee

- Subsection A:** The Library Advisory Committee exists to advocate for the rights of the academic student in the library. The committee will make proposals to Library administration which improve conditions necessary to provide a diverse environment conducive to academic success.
- Subsection B:** Committee voting membership shall consist of:
- 1) Four (4) students, a minimum of two (2) of which serve as Senators to an Academic College, including Graduate Studies or Undeclared Majors. All students will be appointed by the President and confirmed by Senate.
  - 2) One (1) Library faculty member serving the Administrative offices.
  - 3) One (1) Library faculty member serving within Reference Services.
  - 4) One (1) Library faculty member serving within Technical Services.
  - 5) One (1) representative of the IFO appointed by the local President of the IFO Faculty Association.
- Subsection C:** The Chair of the Library Advisory Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

## **Section 11: Student Health Services Fee Advisory Committee**

**Subsection A:** The Student Health Services Fee Advisory Committee shall possess the authority to develop recommendations pertaining to Student Health Services. The Student Health Services Advisory Committee shall make recommendations for the approval, modification, or rejection of the Student Health Services operating budget according to the internal operating policies set forth by the Student Allocations Committee. It is recognized that the Director of Student Health Services has the authority to execute the necessary administrative duties.

**Subsection B:** Voting membership of the Student Health Services Advisory Committee shall consist of:

- 1) Two (2) students elected at large in the Spring Elections.
- 2) Six (6) students appointed by the Student Government President and confirmed by the Senate.

If fewer than two (2) students are elected in the Spring Elections the remaining members shall be elected by the Student Senate consistent with Article III Section 3 of the Student Government Constitution, the section that deals with vacancy elections.

**Subsection C:** The Chair of the Student Health Services Fee Advisory Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

## **Section 12: Public Relations and Marketing Committee**

**Subsection A:** The Public Relations and Marketing Committee shall be responsible for marketing the Student Government as well as Students United to the student body at Minnesota State University, Mankato. The Student Government Public Relations and Marketing Coordinator and/or Committee shall manage and maintain the Student Government's social media presence, manage and maintain, in coordination with the Student Government Office Manager, the Student Government website.

**Subsection B:** The voting membership of the Public Relations and Marketing Committee shall consist of the Students United Public Relations Specialist for Student Government outlined in Article V, Section 5 of these Bylaws, and others as appointed by the Student Government President and confirmed by the Senate. The Student Government Public Relations and Marketing Coordinator, if not the same person as the Students United Public Relations Specialist, shall serve as an ex-officio, non-voting member.

**Subsection C:** The Public Relations and Marketing Committee will plan and market events which fulfill Subsection A of this Section, as well as market events planned on behalf of all committees and independent commissions of the Senate.

**Subsection D:** All marketing material produced on behalf of the Senate or sponsored by the Senate must be approved by the Presidential cabinet before distribution or use.

**Subsection E:** The Student Government Public Relations and Marketing Coordinator shall serve as Chair of the Public Relations and Marketing Committee (or an appropriate designee) and will report as scheduled by the Speaker to the Senate on committee actions and provide the Speaker with any meeting minutes.

### **Section 13: Athletics Fee Advisory Committee**

**Subsection A:** The Athletics Fee Advisory Committee shall possess the authority to develop recommendations pertaining to the Department of Intercollegiate Athletics. The Athletics Fee Advisory Committee shall make recommendations for the approval, modification, or rejection of the Department of Intercollegiate Athletics student fee related operating budget according to the internal operating policies set forth by the Student Allocations Committee. It is recognized that the Intercollegiate Athletics Director has the authority to execute the necessary administrative duties.

**Subsection B:** Voting membership of the Athletics Fee Advisory Committee shall consist of:

- 1) Two (2) students elected at large in the Spring Elections.
- 2) Four (4) students appointed by the Student Government President and confirmed by the Senate.
- 3) Two (2) students appointed by the Student Athlete Advisory Committee.

If a vacancy is not filled during this election, it may be filled during any subsequent regular meeting following Article III Section 3 of the Student Government Constitution.

**Subsection C:** The Chair of the Athletics Fee Advisory Committee or an appropriate designee will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

**Subsection D:** Student members of the Athletics Fee Advisory Committee shall automatically serve on any other campus-wide panel and/or ad hoc committee related to or funded in part by the Intercollegiate Athletics Fee.

### **Section 14: Campus Recreation Fee Advisory Committee**

**Subsection A:** The Campus Recreation Fee Advisory Committee may review and provide recommendations to the Campus Recreation Department and the Student

Senate about any and all aspects related to initiatives and programs funded in part or affected by the Campus Recreation Facility Fee. It is recognized that the Campus Recreation Director has the authority to execute all the necessary administrative duties related to programs within the Campus Recreation Department.

**Subsection B:** Membership of the Campus Recreation Fee Advisory Committee shall consist of at least three and not more than five students. Candidates for membership on the Advisory Committee may be recommended by the Campus Recreation Director. All student members of the Advisory Committee shall be appointed by the Student Government President for one year terms consistent with requirements within the Student Government Constitution and these Bylaws. The Campus Recreation Director shall convene all meetings and serve as a non-voting ex-officio member of the Advisory Committee.

### Article V – Students United

#### **Section 1: Students United Membership**

The Student Government shall be a member of Students United.

#### **Section 2: Students United Spokesperson**

The Student Government President (or designee) shall be the official spokesperson for Student Government at all Students United functions.

#### **Section 3: Students United\_Campus Coordinator**

**Subsection A:** A Students United Campus Coordinator shall be appointed by the President and confirmed by the Senate.

**Subsection B:** The duties of the Students United Campus Coordinator shall be to:

- 1) Act as a liaison between Student Government and Students United.
- 2) Attend Students United meetings throughout the year.
- 3) Prepare, train, and recruit students to attend Students United meetings. This includes but is not limited to organizing transportation, disseminating conference and meeting schedules and agendas, recruiting attendees, organizing training and orientation to Students United, and coordinating all activities at Students United functions.
- 4) Perform all tasks delegated by the President, Students United Presidential Board of Directors and the Students United executive staff.
- 5) Host regular Students United Campus Committee meetings comprised of the three below positions and report the Campus Committee meeting minutes to the Student Government President in a timely manner.
- 6) Attend Cabinet meetings to inform Student Government leadership of Students United actions and coordinate a collaborative response when needed.

#### **Section 4: Students United Diversity Specialist**

**Subsection A:** A Students United Diversity Specialist shall be appointed by the Student Government President. (The Students United Diversity Specialist may be the same person as the Student Government Diversity Coordinator or someone else.)

**Subsection B:** The Students United Diversity Specialist will be expected to:

- 1) Serve on the Student Government Diversity Committee.
- 2) Coordinate diversity events with other Students United Campus Diversity Specialists.
- 3) Attend regular Students United Campus Committee meetings
- 4) Attend Students United Diversity functions and meetings
- 5) Attend Cabinet meetings to inform Student Government leadership of statewide issues regarding diversity.
- 6) Perform all tasks delegated by the President, Students United Presidential Board of Directors and the Students United executive staff.

#### **Section 5: Students United Public Relations Specialist**

**Subsection A:** A Students United Public Relations Specialist shall be appointed by the Student Government President. (The Students United Public Relations Specialist may be the same person as the Student Government Public Relations and Marketing Coordinator or someone else.)

**Subsection B:** The Students United Public Relations Specialist will be expected to:

- 1) Serve on the Student Government Public Relations and Marketing Committee.
- 2) Coordinate Public Relations efforts with other Students United Campus Public Relations Specialists.
- 3) Attend regular Students United Campus Committee meetings
- 4) Attend Students United Public Relations functions and meetings.
- 5) Attend Cabinet meetings to inform Student Government leadership of statewide issues regarding public relations.
- 6) Perform all tasks delegated by the President, Students United Presidential Board of Directors and the Students United executive staff.

#### **Section 6: Students United Legislative Affairs Specialist**

**Subsection A:** A Students United Legislative Affairs Specialist shall be appointed by the Student Government President. (The Students United Legislative Affairs Specialist may be the same person as the Student Government Legislative Affairs Coordinator or someone else.)

**Subsection B:** The Students United Legislative Affairs Specialist will be expected to:

- 1) Serve on the Student Government Legislative Affairs Committee.
- 2) Coordinate Lobby Core efforts with other Students United Campus Legislative Affairs Specialists.
- 3) Attend Regular Students United Campus Committee meetings.
- 4) Attend Students United Legislative Affairs functions and meetings.
- 5) Attend Cabinet meetings to inform Student Government leadership of statewide and federal issues regarding legislative affairs.
- 6) Perform all tasks delegated by the President, Students United Presidential Board of Directors and the Students United executive staff.

### **Section 7: Students United Delegate Assembly – Representation**

Student Government's representation at the Students United Delegate Assembly shall be in accordance with the Students United Articles of Operation. Representatives of our University shall act in a professional manner for the duration of the event as to not discredit Minnesota State University, Mankato and are subject to University Student Conduct Policies. The representatives and two (2) alternates shall be appointed by the Student Government President and confirmed by the Senate.

### **Section 8: Students United Delegate Assembly Reported Action**

Any Delegates Assembly or voting action by the Student Government President, or designee, at an official Students United Assembly or Board Meeting shall be reported to Senate. During Fall and Spring Semesters such action shall be voted on and approved by the Senate at the first regularly scheduled meeting following the Assembly or Board Meeting. During Summer or Interim Sessions, the President shall notify the Senate of such action in accordance with the Constitution.

**Subsection A:** Students United Constitution and Bylaws shall be followed regarding approval or rejection of any official action.

## **Article VI – Student Organization**

### **Section 1: Recognition**

Any student organizations wishing to receive University recognition from the Senate must apply for "established organization" status. These organizations will:

**Subsection A:** Complete, and submit to the Student Activities Office an organizational registration form.

**Subsection B:** Complete and submit to the Student Activities Office, a constitution for the organization. Upon determination by the Senate that the organization is in compliance with the stipulations of this Section the organization will be granted University recognition. If the organization meets all the stipulations of the Student Government Constitutional Bylaws, it will be granted "established organization" status for the immediately successive academic year.

### **Section 2: Automatic Renewal**

Organizations shall receive automatic annual renewal of their "established organization" status when they meet the following criteria:

- Subsection A:** The organization has been an approved organization at Minnesota State University, Mankato for at least one academic year immediately previous to the academic year in which they are applying for University recognition.
- Subsection B:** The organization applying for University recognition has not had its recognition revoked for any period of time during the immediate past academic year.
- Subsection C:** The organization has on file, in the Student Activities Office, a constitution for the organization. Compliance with these stipulations shall entitle the organization to receive automatic University recognition at the beginning of the academic year, pending the completion of an organizational recognition form to be turned into the Student Activities Office.

### **Section 3: Revocation**

An organization's University recognition may be revoked if it is found in violation of the Student Government Constitution or these Bylaws, or any combination of these.

- Subsection A:** Any individual believing that an organization is in violation of the Student Government Constitution, or bylaws, or any combination of these, may file a written grievance with either the Senate or the Student Activities Office.
- Subsection B:** Any grievance filed by an individual, with either the Senate or the Student Activities Office, will be brought before the Senate. The Senate will review, and investigate, this grievance. If the grievance is found to have justification, disciplinary action may be taken against the organization. This action may include revocation of the organization's University recognition.
- Subsection C:** The Senate reserves the right to review the status of all student organizations at an interval of once every five years. The Senate also reserves the right to examine a given student organization at any point in time.

## **Article VII – Leadership Training**

### **Section 1: Training**

It is incumbent upon each elected and appointed member serving in the executive and legislative branches of student government to become fully informed about the University, to serve effectively as an elected or appointed student leader and represent all constituents.

- Subsection A: Leadership Planning:** To ensure that a comprehensive approach, designed to incorporate the principles cited in Section 1, is incorporated in any seminar or briefing session. A leadership team shall be established comprised of the Student Government Vice President as convener, and, the Senate Speaker, and additional Senators as deemed needed by the Vice President.



**Subsection B: Frequency of Training Sessions:** At least one comprehensive training seminar shall be held prior to, or within one week of the beginning of classes each Fall Semester. During the academic year, the Speaker shall administer a training session, which is similar in scope and content to the one held before or within the first week of the Fall Semester. Such a mid-year session is designed to educate and provide background information to new Senators and appointees.

## **Section 2: Mandatory Attendance**

Participation is mandatory for Senators, because of the comprehensive nature and content of these training sessions. Conflicts of schedule will be considered on a case by case basis by the Speaker, a make-up meeting will be conducted in such event.

## **Section 3: Transitional Materials**

Senators, Student Government Coordinators, Committee or Board Chairs, Students United Specialists, as well as the Senate Speaker, Vice President, and President, will also work within their constituencies (respective college, committee, board, living representation, or leadership position) to establish and maintain informational materials such as would be constructive or useful during transitioning into the position.

# **Article VIII – Senate Operating Policies**

## **Section 1: Senate Operating Policies**

The Senate Operating Policies shall be established and shall include all Senate policies, enactments, ethics laws, and all other laws not stated previously in the Student Government Constitution or these Bylaws. This document shall be considered by the Constitution Commission as the third binding document of the Student Government.

## **Section 2: Compilation of Senate Operating Policies**

The Speaker of the Senate shall be responsible for compiling and updating this document.

## **Section 3: Amendments to Senate Operating Policies**

These operating policies shall be amended by a simple majority vote of the Senate, with the exception of committees Articles of Operation. Senate Operating Policies are not to be confused with provisions of the Constitution or Bylaws which are harder to amend and take precedent over Operating Policies,

## **Section 4: Public Information**

All governing Student Government documents, including the Student Government Constitution, Constitutional Bylaws, Senate Operating policies, and all committee Articles of Operation, agendas, and minutes should be kept as public information for all students.

## Article IX – Student Government Sponsored Services

### **Section 1: Vehicle Rental Program**

The Student Government will establish and run a vehicle rental program for student use. The Vice President shall oversee and coordinate program activities in accordance with the negotiated vendor contract. All duties are directed by the Student Government President consistent with the approved vehicle contract provider, this includes but is not limited to: budget management, marketing, and fleet maintenance.

### **Section 2: Maverick Textbook Reserve Program**

The Student Government will establish and run a textbook reserve program. The program shall be coordinated by the Academic Affairs Coordinator as outlined above in Article III, Section 6. The program will be run in coordination with the Library. The program will be funded by the on-campus bookstore as negotiated by the Bookstore Advisory Committee.

### **Section 3: Student Attorney**

The Student Government shall employ an attorney to provide free legal advice to its members and to provide assistance to the Senate, the President, and the Cabinet. The Students' Attorney may represent a client in court only if directed by a majority vote of the Senate. The Attorney shall be included as Senate Professional staff as outlined in Article IX Section 1 of the Student Government Constitution.

## Article X – Student Government Recognition

### **Section 1: Graduation Cords**

The Student Government will recognize service to the students of Minnesota State University, Mankato with distinguished service Graduation Cords. The following requirements must be satisfied to receive Student Government Distinguished Service Cords:

- Subsection A:** **GPA Requirement.** Senators, Executives, Coordinators, Chairs, or Specialists must hold at least a 2.5 minimum GPA to be considered. GPA will be determined by the Student Government Office Manager.
- Subsection B:** **Service Time.** Any past or present Executive, Senator, Coordinator, Chair, or Specialist with at least one full semester of service is eligible past or present Executive, Senator, Coordinator, Chair, or Specialist with at least one full semester of service is eligible so long that they were not removed from office punitively.
- Subsection C:** **Application.** Members seeking recognition should submit a letter of intent to the Student Government Office Manager at least 2 weeks before graduation
- Subsection D:** **Eligibility.** The applicant for cord recognition may only apply for the graduation cords after s/he has been admitted to graduate
- Subsection E:** **Approval.** If all above criteria are met, the Cords are approved. Approval exceptions may be made by the Cabinet on an individual basis.

## Article XI – Student Leadership Compensation

### **Section 1: Responsibilities**

The Student Government recognizes that the time commitment required of student leaders to fulfill their public responsibilities restricts the ability of many to successfully compete for part-time jobs. Holding student leaders responsible to fulfill their duties can be linked to compensation.

### **Section 2: Compensation**

**Subsection A: Student Government President** – The President shall receive \$7,000 during their full term prorated by pay period.

**Subsection B: Student Government Vice President.** The Vice President shall receive \$5,600 during their full term prorated by pay period.

**Subsection C: Student Senate Speaker.** The Student Senate Speaker as the presiding officer of the Student Senate, among other duties, shall receive \$3,000 during their full term.

**Subsection D: Coordinators.** The Academic Affairs Coordinator, Student Affairs Coordinator, and Public Relations and Marketing Coordinator shall each receive \$650 during their respective full term prorated by pay period. The Campus Coordinator shall be paid by Students United.

**Subsection E: Students Senators.** Each Student Senator shall be compensated up to \$200 prorated: \$100 at the end of Fall Semester, and \$100 at the end of Spring Semester.

**Subsection F: Salary Sanctions Exercised by Ethics and Standards Commission.** As an independent Commission, the Ethics and Standards Commission may reduce or eliminate compensation for any Student Government or Senate officer, coordinator or senator, based on evidence of underperformance or habitual absenteeism. All investigative deliberations of the Commission are subject to due process procedures where notification is given to the accused party of all allegations, and those charges are then subject to challenges by the accused.

**Subsection G: Amendments to Article XI.** Any amendments to Subsections A through F will take effect the Academic Year following their adoption.

## Article XII – Amendments to Student Government Constitutional Bylaws

### **Section 1: Amendment Proposals**

Proposed amendments to these Bylaws shall be initiated by a majority vote of the Senate. Consistent with Article V Section 2 of the Student Government Constitution, the Constitution Commission shall consider and draft amendments to the Bylaws for consideration by the Student Senate.

### **Section 2: Review and Vote on Proposed Amendments**

The Senate shall consider the proposed amendment at the meeting following the initiation. A two-thirds vote of the entire Senate shall approve the amendment.

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Approved: 3-19-2014 and Amended 4-26-17 and 4-4-18

**Section 3: Effective Date of Approved Bylaw Amendments**

Approved amendments shall become effective immediately upon Senate approval.

**Student Government Constitutional Bylaws Originally Adopted 3/19/14**  
**Amended by Substitution 4/26/17**  
**and Amended Again 4/4/18**