

Minnesota State Student Association Constitutional Bylaws

Article I

Election Procedures

Among the election procedures established by the Elections Committee shall be the following guidelines:

1. Voting shall be done by secret ballot.
2. A filing period of no less than five (5) days shall precede the campaign.
3. A campaign period of no less than two (2) weeks shall precede the election.
4. The Elections Committee shall meet within 48 hours following the closing of polls to consider alleged violations and vote to approve the election results.

Article II

Attendance Requirement

Section 1

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.

Section 2

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.

(Text of this Section becomes effective January 1, 1999)

Section 3

Every MSSA Senator is required to give three (3) Senator reports per semester. Senator reports must be given orally and submitted in writing. 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.

Article III

Appointment of Proxies

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

Section 1

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

Section 2

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

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 IV

Cabinet

The President's cabinet shall include, but not be limited to, the President, the Vice President, the Treasurer, the Legislative Affairs Coordinator, and the Campus Coordinator.

Section 1

The Legislative Affairs Coordinator shall be the liaison between the Minnesota State Legislature, the United States Congress and the Minnesota State Student Association 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.

Section 2

The Campus Coordinator shall be responsible for coordinating the activities of the Senate's Committees, with the President, and the University Administration as appropriate.

Article V

Boards and Committees

The boards and standing committees of the Senate shall be Student Allocations, Communications Board, Student Union Board, Bookstore Advisory, Ensuring Cultural Diversity, Legislative Affairs, MSSA Budget Committee, Elections Committee, Steering Committee, and MSSA Academic Computing Advisory Committee.

Boards and standing committees shall meet at least once a month.

The length of term for any Presidential board or committee appointment shall expire the day of spring commencement. Within five (5) days of their adoption, boards and committee recommendations shall be submitted in writing to the Speaker of the Senate for action by the Senate. A recommendation of a board or standing committee may be amended by the Senate before adoption. Actions by all boards and committees are subject to review by the Senate unless specified elsewhere in these bylaws.

Section 1

- Subsection 1: 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 2: The Student Organization Activity Funding Committee shall be recognized as a sub-committee of the Student Allocations Committee and shall operate under present SOAFC policy and operate pursuant to University policy as previously established.
- Subsection 3: Voting membership of the Student Allocations Committee shall consist of nine (9) students. At most, three (3) shall also be members of the Senate.

Section 2

- Subsection 1: The Communications Board shall possess the authority to appoint appropriate editors-in-chief. It is the duty of the Board to give advice on policies and regulations, when it is deemed necessary, pertaining to publications and broadcasting operations, or when such action is requested by the appropriate student editors-in-chief. The Board shall hear all complaints brought to its attention and make recommendations to the student managers or may take action in an attempt to resolve the problem.

The Board shall make recommendations for approval, modification, or rejection of budgets for student media according to the internal operating policies set forth by the Allocations Committee.

Subsection 2: Voting membership of the Communications Board shall consist of:

- a. Seven (7) students, at least four (4) of whom shall be non-Senators appointed by the MSSA President, and two (2) of whom shall be elected at large in the general election (may be Senators). The remaining student member shall be elected from among the MSSA Senators by the Senate.

In the case of vacancies, the original selection process shall be repeated except in the case of the two students elected at large; in this case the MSSA President shall fill the vacancy with said appointment reviewed and approved by the Senate.

- b. One (1) faculty member appointed by the Faculty Association President.
- c. One (1) community-alumni member appointed by the Alumni Association President.
- d. One (1) member of the University administration appointed in a process determined by the University President.
- e. The Chairperson of the Communications Board's Newspaper Committee.

Subsection 3: For the purpose of this Constitution and its Bylaws, staff shall include student managers, business managers, production managers, engineers, and all writers or broadcasters who are regularly employed by the managers. Special contributors and contributing editors who submit materials on an infrequent basis shall not be considered staff members. Further, students who are employed by the Reporter backshop and commercial division and those students working on campus media to meet class requirements shall not be considered staff.

Section 3

Subsection 1: The Student Union Board shall possess the authority to develop recommendations pertaining to the Centennial Student Union. The Student Union Board shall make recommendations for the approval, modification, or rejection of the Student Union operating budget according to the internal operating policies set forth by the Allocations Committee. It is recognized that the Union director has the authority to execute the necessary administrative duties. Upon appeal, such duties and the execution of those duties shall be reviewed by the Student Union Board. Following such a review, a recommendation shall be made to the Senate which may be taken to Meet and Confer.

Subsection 2: Voting membership of the Student Union Board shall consist of:

- a. Two (2) students elected by MSSA membership.
- b. Six (6) students appointed by the MSSA President and

- confirmed by the Senate.
- c. One (1) alumnus appointed by the President of the Alumni Association.

If fewer than two (2) students are elected by the MSSA membership the Senate shall elect the remaining members at the third regular meeting after the start of fall quarter classes. If a vacancy is not filled during this meeting, it may be filled during any subsequent regular meeting.

Section 4

Subsection 1: The Bookstore Advisory Committee shall exist to promote interaction between the University Bookstore, Minnesota State University, Mankato; and the students of Minnesota State University, Mankato.

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:

- a. Provisions of the contract between the bookstore and the University.
- b. Policy and procedure of the bookstore regarding the pricing and promotion of goods sold in the Bookstore.
- c. Buy back policy and procedures of the Bookstore.
- d. Complaints against the Bookstore.

Subsection 2: The members of the Bookstore Advisory Committee shall serve a one (1) year term. The membership of the Bookstore Advisory Committee shall consist of:

- a. One (1) representative from the Office of Academic Affairs appointed by the Vice President of Academic Affairs.
- b. One (1) representative of the IFO appointed by the local president of the IFO Faculty Association.
- c. Five (5) students appointed by the MSSA President and confirmed by the Senate, one of which will be the Vice-Chair of the Centennial Student Union Board of Directors.
- d. One (1) representative from the University Operations Division appointed by the Vice President of University operations, ex-officio, non-voting.
- e. Director of the Centennial Student Union, ex-officio, non-voting.
- f. Manager of the University Bookstore, ex-officio, non-voting.

Section 5

Subsection 1: The Ensuring Cultural 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. The committee shall work to ensure cultural diversity and respect for the realities of others.

Subsection 2: Membership of the Ensuring Cultural Diversity Committee shall consist of:

- a. Three (3) international students, three (3) minority students, and three (3) Senate representatives. All students will be appointed by the President and confirmed by the Senate.
- b. The Vice-President of Cultural Diversity (ex-officio, non-voting).
- c. The Director of the International Students Office (ex-officio, non-voting).
- d. A faculty representative appointed by the local president of the IFO Faculty Association(ex-officio, non-voting).

Section 6

Subsection 1: 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 2: The voting membership of the Legislative Affairs Committee shall consist of the Legislative Affairs Coordinator and others as appointed by the MSSA President.

Section 7

Subsection 1: The MSSA Academic Computing Advisory Committee shall possess the authority of oversight and review of MSU Academic Computing. The MSSA Academic Computing Advisory Committee shall make recommendations on the distribution of the instructional computing equipment budget, existing computing fees, and policy and operations of MSU student computing according to regulations of MnSCU.

Subsection 2: The MSSA Academic Computing Advisory Committee will comprise of six (6) voting members appointed by the MSSA President

Section 8

Subsection 1: The Student Affairs Committee shall be responsible for representing the student position regarding student life and services. These duties

shall include but not be limited to, financial aids, international students, residential life, and student activities, and the campus environment.

Subsection 2: The voting membership of the Student Affairs Committee shall consist of residence Senators, and others appointed by the MSSA President.

Section 9

Subsection 1: The Academic Affairs Committee shall be responsible for representing the student position in academic areas. These duties shall include but not be limited to, grade appeals, general education, grading policies, and the academic calendar.

Subsection 2: The voting membership of the Academic Affairs Committee shall consist of Senators who hold college seats, Senators who hold Undeclared seats and others appointed by the MSSA President.

Section 10

Subsection 1: The MSSA Budget Committee shall be responsible for setting the budget for the next fiscal year.

Subsection 2: The voting membership of the MSSA Budget Committee shall consist of five (5) students, including the Treasurer.

Section 11

Subsection 1: The Elections Committee shall be responsible for developing and enforcing any and all rules and regulations regarding the Spring Elections and Fall Vacancy Elections, as well as any special elections.

Subsection 2: The voting membership of the Elections Committee shall consist of seven (7) students, none of whom shall be a candidate for any elective post of the Student Association

Section 12

Subsection 1: The Steering Committee shall make recommendations to the MSSA President on appointments to MSSA Staff positions. The Steering Committee shall appoint the Mini Mavs Evening Child Care Program Coordinator.

Subsection 2: The voting membership of the Steering Committee shall consist of five (5) students.

Article VI

Minnesota State University Student Association (MSUSA)

Section 1

The MSSA shall be a member of the Minnesota State University Student Association (MSUSA).

Section 2

The President or his designee shall be the official spokesperson for MSSA at all MSUSA functions.

Section 3

A Student Representative shall be appointed by the President and confirmed by the Senate.

Subsection 1: The duties of the Student Representative shall be to:

- a. Act as a liaison between MSSA and MSUSA.
- b. Attend MSUSA meetings throughout the year.
- c. Perform all tasks delegated by the President, MSUSA Presidential Board of Directors and the MSUSA executive staff.

Section 4

A Cultural Diversity Representative shall be appointed by the President and confirmed by the Senate.

Section 5

MSSA's representation at Delegate Assembly shall be in accordance with the MSUSA Articles of Operation. The representatives and two (2) alternates shall be appointed by the MSSA President and confirmed by the Senate.

Article VII

Student Organizations

Section 1

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

Subsection 1: Complete, and submit to the Student Development Programs and Activities Office an organizational registration form.

Subsection 2: Complete and submit to the Student Development Programs and 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 Mankato State Student Association Bylaws, it will be granted "established organization" status for the immediately successive academic year.

Section 2

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

- Subsection 1: 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 2: The organization applying for University recognition has not had its recognition revoked for any period of time during the immediate past academic year.
- Subsection 3: The organization has on file, in the Student Development Programs and 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 Development Programs and Activities Office.

Section 3

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

- Subsection 1: Any individual believing that an organization is in violation of the MSSA Constitution, or bylaws, or any combination of these, may file a written grievance with either the Senate or the Student Development Programs and Activities Office.
- Subsection 2: Any grievance filed by an individual, with either the Senate or the Student Development Programs and 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 3: 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 VIII

Leadership 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 1: 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 Association Vice-President as convener and the Senate Speaker.

Subsection 2: Frequency of Training Sessions: At least one comprehensive full day training seminar shall be held prior to 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 Fall Semester classes convened. Such a mid-year session is designed to educate and provide background information to new senators and executive branch appointees.

Section 3

Participation is mandatory for Senators. Because of the comprehensive nature and content of these training sessions, all new incoming members of both the executive and legislative branches shall attend one of the training sessions.

Article IX

Section 1

Any action by the MSSA Senate or its officers, including but not limited to the members of the cabinet, that is not required by law, contract, or the MSSA Constitution and results in a deficit in the Senate budget is forbidden and in no case whatsoever is allowed.

Section 2

No advertising can be made by any Senator or Senate committee without written approval of the Student Association President.

Section 3

It shall be the duty of the Treasurer of the MSSA Senate to inform the MSSA Senate, of any danger of violating this bylaw.

Article X

Senate Operating Policies

Section 1

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 MSSA Constitution or its Bylaws. This document shall be considered by the Constitution Commission as the third binding document of the association.

Section 2

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

Section 3

These operating policies shall be amended by a simple majority vote of the Senate, with the exception of committee Articles of Operation.

Article XI

Amendments

Section 1

Proposed amendments to these Bylaws shall be initiated by a majority vote of the Senate.*

Section 2

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.*

Section 3

The amendment shall become effective immediately upon Senate approval.

*[On 2/10/95 the Constitution Committee dealt with an appeal by then Senator Matt Chase alleging that a veto issued 2/6/95 by Student Association President Kristopher Hammes was unconstitutional. The dispute involved Hammes' veto of a Student Senate 2/1/95 effort to implement Section 1 of Article XI to amend these bylaws to include the Treasurer as an ex-officio nonvoting member of the Student Allocations Committee. The Constitution Committee issued an interpretation that the bylaw amendment initiation provision in the Constitutional Bylaws not be viewed as a Senate action insofar as actions by the Senate are subject to veto by the Student Association President as described in

Article VIII, Section 1 of the Constitution. This ruling overturned the Presidential Veto and upheld the appeal submitted by Senator Chase.]