

NDSU STUDENT GOVERNMENT

North Dakota State University

Student Government Code

Last Revised September 2023

Title 1 - General Provisions

1-01 - Definitions

- 1-01-01 - “Officer” shall refer to the Student Body President, Student Body Vice President, any Executive Commissioner, any Assistant Executive Commissioner, the Parliamentarian, the Vice Chair of the Student Senate, the Chief Justice, or the Executive Administrator.
- 1-01-02 - “Student Body Constitution” shall refer to the Constitution of the Student Body of North Dakota State University of Agriculture and Applied Science.
- 1-01-03 - “Student Senate” shall refer to the body established by Article II of the Student Body Constitution.
- 1-01-04 - “Student Court” or “Court” shall refer to the body established by Article IV of the Student Body Constitution.
- 1-01-05 - “Senate Bills” are used when the Student Senate takes an action or makes a change to an official document. Senate Bills may be abbreviated “SB.”
- 1-01-06 - “Senate Resolutions” are used to express the opinion of the Student Senate and expire at the end of the Senate year. Senate Resolutions have no binding power. Senate Resolutions may be abbreviated “SR.”
- 1-01-07 - “Multicultural and Educational Programs” are events or projects sponsored by student-run Tier I, Tier II, or Tier III organizations open to the student body. A Multicultural and Educational Program may be abbreviated “MEP.”
- 1-01-08 - “Budget Addition Requests” are requests for funding for items or events unforeseen at the time of budgeting. Budget Addition Requests may be abbreviated “BAR.”
- 1-01-09 - “Reserve Requests” are requests for money to be allocated from the Student Government Reserve Fund. Reserve Requests may be abbreviated “RR.”
- 1-01-10 - “Temporary Organization Requests for Funding” are requests for funding from organizations granted temporary status by the CSO Commission, or organizations that were temporary at the time of budgeting. Temporary Organization Requests for Funding may be abbreviated “TORF.”
- 1-01-11 - “University Policy Bills” are proposed changes to university policies routed to the Student Senate by the Senate Coordinating Council. University Policy Bills may be abbreviated “UP.”
- 1-01-12 - “Proxy Voters” shall serve in place of voting members in committees as provided within the Student Government Code.
- 1-01-13 - “Regular Members” are members that were directly appointed or elected through

the typical provisions stated in the code for that committee or organization.

1-01-14 - “At-Large Members” are appointed members of commissions or committees who need not be members of Student Government.

1-01-15 - “Student-run Tier I Organizations” include Student Government, Campus Attractions, The Spectrum and the Bison Information Network.

1-01-16 - “External Committees” are bodies outside of Student Government associated with North Dakota State University or its affiliates including, but not limited to the Joint Standing Committees, Technology Fee Advisory Committee, and Advisory Board on Student Affairs.

1-01-17 - “Absence” is defined as missing a Student Senate meeting or failure to complete hours of Student Government service without proper notice to the President of the Student Senate or Vice Chair. The President of the Student Senate shall determine whether the partial attendance of a Student Senator will warrant an absence. In this context, “Absence” only refers to a member of the Student Senate.

1-02 - Oath of Office

1-02-01 - All Officers, Senators, and Justices must take the following oath or affirmation before they enter their respective positions:

1-02-01.1 - “I [name] do hereby accept the position of [office]. I promise to safeguard the rights of the student body and represent them to the best of my ability. I will do my best to promote a positive and open image for NDSU Student Government. All these things I shall do justly and faithfully.”

1-02-02 - The Chief Justice of the Student Court shall administer the oath. In the absence of the Chief Justice, a member of the Student Court may swear in the positions mentioned before.

1-03 - External Committees

1-03-01 - Selection and Responsibilities of Members

1-03-01.1 - Student Government members of external committees shall be appointed by the Student Senate. At-Large Members of external committees shall be appointed by the Student Body President, unless another method of appointment is prescribed in the external committee guidelines or in Student Government Policy. Any student member may be removed by a two-thirds vote of the Student Senate.

1-03-01.2 - If the committee allows for proxy voting, it is a member’s responsibility to appoint a proxy voter to attend in said member’s absence. More than one absence without a proxy voter shall trigger a review by the Student Senate and removal of the Student Senator from the committee may be considered. If the committee does not allow for proxy voting, student members shall be allowed two absences.

1-03-02 - Faculty Senate Committees

1-03-02.1 - Academic Affairs

1-03-02.1.1 - Student membership on the Academic Affairs Committee shall consist of one undergraduate student and one graduate or professional student appointed by the Student Body President with approval of the Student Senate.

1-03-02.2 - General Education

1-03-02.2.1 - Student membership on the General Education Committee shall consist of two students appointed by the Student Body President with

- approval of the Student Senate.
- 1-03-02.3 - Academic Program Review
 - 1-03-02.3.1 - Student membership on the Academic Program Review Committee shall consist of two students appointed by the Student Body President with approval of the Student Senate.
 - 1-03-02.4 - Grade Appeals Board
 - 1-03-02.4.1 - Student membership on the Grade Appeals Board shall consist of three students and three student alternates appointed by the Student Senate.
 - 1-03-03 - Joint Senate Standing Committees
 - 1-03-03.1 - Senate Coordinating Council
 - 1-03-03.1.1 - Student Membership on the Senate Coordinating Council shall include the Student Body Vice President, Vice Chair of the Student Senate, and Executive Administrator
 - 1-03-03.1.2 - The student members shall advocate for the routing of policies affecting the Student Body to the Student Senate.
 - 1-03-03.2 - Campus Space and Facilities
 - 1-03-03.2.1 - Student membership on the Campus Space and Facilities Committee shall consist of one undergraduate or professional student, one graduate student, and one student residing in an NDSU owned and operated facility. The Student Senate shall appoint and approve Student Government members to fill each position. Any vacancies shall be filled by at large members, appointed by the Student Body President, and approved by the Student Senate.
 - 1-03-03.3 - Library Committee
 - 1-03-03.3.1 - Student membership on the Library Committee shall consist of one undergraduate student and one graduate or professional student appointed by the Student Body President with approval of the Student Senate.
 - 1-03-03.4 - University Athletics
 - 1-03-03.4.1 - Student membership on the University Athletics committee shall consist of the Student Body Vice President and the President of the Student-Athlete Advisory Council.
 - 1-03-03.5 - University Assessment
 - 1-03-03.5.1 - Student membership on the University Assessment Committee shall consist of one undergraduate student and one graduate or professional student. The Student Senate shall appoint and approve Student Government members to fill each position. Any vacancies shall be filled by at large members, appointed by the Student Body President, and approved by the Student Senate.
 - 1-03-03.6 - Equal Opportunity Hearing Panel
 - 1-03-03.6.1 - The Student Body President shall appoint six students to the Equal Opportunity Hearing Panel and shall be approved by the Student Senate.
 - 1-03-04 - Advisory Board for Student Affairs and Enrollment Management
 - 1-03-04.1 - Student membership on the Advisory Board for Student Affairs and Enrollment Management shall consist of the Executive Commissioner of

Academic and Student Affairs, four students appointed by the Executive Commissioner of Academic and Student Affairs, two students appointed by the Student Body President and two Senators elected by the Student Senate.

1-03-05 - Finance Advisory Board

1-03-05.1 - The following Student Government members shall serve on the Finance Advisory Board: The Executive Commissioner of Finance, Tier I, who shall serve as the chair, The Executive Commissioner of Finance, Tier II, who shall serve as the secretary; the Executive Commissioner of the Congress of Student Organizations, who shall serve as the representative for Tier II and Tier III Organizations; The Student Body President, who shall serve as the representative for Student Government; The Vice Chair of the Student Senate to represent the legislative body; and a student, appointed by the Executive Commissioner of Finance to represent the student body.

1-03-06 - Technology Fee Advisory Committee

1-03-06.1 - Student membership on the Technology Fee advisory committee shall consist of the Executive Commissioner of Technology, two at large members of the Technology Commission appointed by the Executive Commissioner of Technology and approved by the Senate. The Student Body President shall appoint all other student representatives.

1-03-07 - Information Technology Council

1-03-07.1 - Student representation on the Information Technology Council shall consist of the Executive Commissioner of Technology and the Student Body President.

1-03-08 - Student Fee Advisory Board

1-03-08.1 - The Student Fee Advisory Board shall consist of the Executive Commissioner of Finance, Tier I, the Executive Commissioner of Academic and Student Affairs, two Senators, selected by the Student Senate, and two At - Large Members appointed by the Student Body President and approved by the Student senate. A Senator, Officer, or Justice may not serve concurrently as an At - Large Member of this committee.

1-03-09 - History and Traditions Council

1-03-09.1 - Student Government representation shall consist of one member of Student Government selected by the Student Senate.

1-03-09.2 - The History and Traditions Council shall be charged with providing informational material about the history and traditions of NDSU to students and promoting history and tradition events.

1-03-10 - Open Educational Resources Board

1-03-10.1 - The Open Educational Resources Board shall consist of the Executive Commissioner of Academic and Student Affairs, presiding as chair, the Executive Commissioner of Technology, as a voting member, two Senators, as approved by the Senate, as voting members, and an At-Large Student, as appointed by the Executive Commissioner of Academic and Student Affairs.

1-03-10.2 - The Open Educational Resources Board shall be charged with promoting and overseeing Open Education Resources and Open Textbooks at North Dakota State University and shall also be responsible for distributing grant funding

to faculty applicants and assist with supplemental costs to advance open resources.

Title 2 - Legislative Branch

2-01 - Senate Parliamentary Procedures

2-01-01 - A quorum of the Student Senate and all committees shall consist of two-thirds (2/3) of the eligible voting members when voting on legislation, sanctions of Student Government members, and approval or appointment of Student Government Officials. Quorum shall consist of a simple majority of the eligible voting members in all other instances. If vacancies remain in either the Senate or any Senate committees, those vacant positions shall not count against the total utilized for establishing quorum.

2-01-02 - Voting

2-01-02.1 - A recorded vote must be taken on any motion if requested by a Senator, except motions to remove Senators or other officials, motions made in executive session, or elections, unless otherwise stated in this code.

2-01-03 - The Executive Administrator shall publish and distribute an agenda no less than 48 hours before each regularly scheduled Student Senate meeting.

2-01-04 - Nominations and Appointments

2-01-04.1 - When the Student Senate considers the appointment of students to positions, which it may elect, any Senator may nominate an eligible student for the position in question. Once nominations are complete, each nominee shall be allowed two minutes to give a speech. This shall be followed by a maximum of five questions, with no Senator being allowed to ask a second question unless all Senators who wish to ask a question have done so.

2-01-04.2 - While a nominee is giving a speech or answering questions, all other nominees shall remain outside the room.

2-01-04.3 - The Senate shall then proceed into discussion about the nominees, who shall remain outside the room at this time. Upon the conclusion of discussion, the nominees may return to the room and may vote if they are Senators.

2-01-04.4 - Discussion, questions, and speeches of nominees shall not be recorded in the minutes. If there are not more nominees than there are seats open, the assembly may cast a unanimous ballot immediately after nominations.

2-01-04.5 - Total time for this process shall be determined by the chair.

2-01-04.6 - Voting

2-01-04.6.1 - The election must be done either by secret ballot or electronic device, with the record of votes being held confidential. The Chair may require Senators to put their names on the ballots as a means of preventing multiple votes. However, the chair may not discuss how any individual Senator voted.

2-01-04.6.2 - A majority vote is required for appointment to any office, commission, or committee. If no candidate receives a majority vote in a single-winner election, the candidate receiving the lowest number of votes shall be eliminated. This process must continue until one candidate receives a majority vote. Multiple-winner elections must be done in accordance with the parliamentary authority of the Student Senate,

except that in rounds in which no candidate receives a majority, the lowest vote recipient is dropped. Candidates may voluntarily withdraw after any round.

- 2-01-05 - If there is a tie between candidates, the President of the Student Senate will break the tie.
- 2-01-06 - Approving new Student Senate members shall be the first order of business on the agenda following roll call.
- 2-01-07 - Senators may yield time to other Senators or any other individuals in the chamber. The grants may be for either a definite or indefinite portion of the Senator's time but may not exceed the Senator's remaining time of debate. Having yielded time to an individual, the Senator may reclaim the floor at any time and the individual must yield back to the yielding Senator.
 - 2-01-07.1 - If the President of the Student Senate relinquishes the chair, the President of the Student Senate will have full debate privileges as if a member of the Senate but shall have no other privileges granted to members of the Senate.
- 2-01-08 - If the President and Vice Chair of the Student Senate are both unable to preside due to relinquishment or absence, the Vice Chair shall appoint another Student Government member, excluding members of the judicial branch, as chair, verbally or in writing. If the Executive Administrator is unable to record minutes due to absence or recusal, the presiding officer at that meeting shall select a Student Government member as the temporary secretary.
- 2-01-09 - Financial Requests
 - 2-01-09.1 - Organizations are required to send at least one representative to any and all Student Senate meetings at which the Student Senate considers their Multicultural and Educational Program Request, Reserve Request, or budget appeal. If an organization is seeking a greater amount in a Budget Addition Request than was recommended by the Finance Commission, the organization must send a representative to the Student Senate meeting at which it is considered.
 - 2-01-09.2 - Organizations may be yielded time when they are at a meeting where they are making a financial request.

2-02 - Student Senate Membership

- 2-02-01 - If the candidate who receives a plurality of votes in a Student Senate election declines the position or is otherwise unable to fill that position before the first Student Senate meeting, the position will be said to be unfilled.
- 2-02-02 - If after the first Student Senate meeting a Senator resigns or is otherwise unable to hold that position for the remainder of the term, the position is vacated.
- 2-02-03 - The Student Senate, by a majority vote, may fill an unfilled or vacated position by appointing any student from that district, as recommended by the Appointments Committee.
- 2-02-04 - If a Senator resigns to serve as any officer, said Senator's position will be filled by the next highest vote recipient in the vacated seat's district. If the next highest vote recipient declines, the positions shall be offered to lower vote recipients in order of decreasing vote totals until a candidate accepts the position or it has been offered to all candidates and none have accepted. The filling of Student Senate seats by this means will only involve students moving to those positions and will

only take place following spring elections and before swearing in the newly elected Student Senate.

2-02-05 - Absences and Review

2-02-05.1 - Each Senate member shall serve two hours per week of Student Government Service as defined by the Vice Chair of the Student Senate. Each Senate member is also required to attend Student Senate meetings.

2-02-06 - Each failure to meet these requirements will result in an absence. Each Student Senate member is allowed two absences per semester. Each subsequent absence will trigger a review of the Student Senate member's attendance record by the President of the Student Senate and is grounds for the member's removal from the Student Senate. The President of the Student Senate, after consultation with the member in question, the Vice Chair, and a Student Government Advisor, will decide if circumstances warrant the Senator's removal and shall call for a vote and give a recommendation on the removal or censure of the party, upheld by a two-thirds (2/3) vote.

2-02-07 - A Senator may be expelled from the Student Senate or censured for misconduct by a two-thirds vote. All disciplinary proceedings shall be in accordance with relevant sections of the Parliamentary authority of the Senate.

2-03 - Student Senate Responsibilities

2-03-01 - The Vice President or the Vice Chair of the Student Senate must conduct an orientation for all newly elected and appointed senators.

2-04 - Student Senate Meetings

2-04-01 - The Student Senate shall meet at least ten times every fall semester and at least ten times every spring semester of the academic year. Any Student Senate meeting, special or otherwise, held within 12 hours of another Student Senate meeting shall not count toward this quota. Meetings following the swearing-in of newly elected Senators may be counted towards this quota.

2-04-02 - The President of the Student Senate shall create a schedule of regular meetings before the beginning of the fall semester. This schedule is subject to review by the Student Senate.

2-04-03 - The President of the Student Senate shall call a special Student Senate meeting at the request of one-half (1/2) of the Student Senate or may call one as the President of the Student Senate deems necessary. The President of the Student Senate must receive approval from the circulator of the petition before canceling a Senator initiated special meeting.

2-04-04 - An announcement of a special or emergency meeting shall be posted in the Student Government Office, and notification shall be sent via email to Student Government members at least 24 hours before the meeting.

2-04-05 - The President of the Student Senate shall confer with the Student Body President and receive approval from the Vice Chair of the Student Senate before canceling Student Senate meetings. Proper notice of a cancellation must be given through appropriate means. All action must occur no later than four (4) hours before the Student Senate's regularly scheduled meeting time.

2-05 - Legislation

2-05-01 - Student Government members will inform the President of the Senate and the Executive Administrator of upcoming legislation to be presented to the Student

Senate. Legislation is divided into seven categories: Budget Addition Requests (BAR's), Temporary Organizations Request for Funding (TORF's), Senate Resolutions (SR's), Senate Bills (SB's), Reserve Requests (RR's), Multicultural and Educational Program Requests (MEP's), and University Policy Bills (UP's).

- 2-05-01.1 - Final drafts of Budget Addition Requests will be due to the Senators 48 hours before Student Senate meetings. Budget Addition Requests may be approved after one reading. If not reviewed by the Finance Commission, Budget Addition Requests will require two reads and be placed under new business. A consent agenda containing BARs and TORFs may be presented at the beginning of a regular meeting. If discussion is necessary, said BAR and/or TORF must be removed from the consent agenda at the request of one Senator. Items not removed will be adopted by unanimous consent with no discussion. Removed items must be placed under agenda item 'Funding Requests for Student Organizations' and follow standard approval procedures. Items on the consent agenda must be submitted to Senators at least 48 hours before the meeting.
- 2-05-01.2 - A motion to approve or amend a BAR, RR, TORF, or MEP must specify the amount at which it is proposed. The Senate has the right to amend a BAR, RR, TORF, or MEP with a majority vote.
- 2-05-01.3 - SB's, TORF's, SR's, RR's, and UP's must be added to the agenda 48 hours before a Senate meeting. All legislation and documents shall be distributed to Senators once placed on the agenda. If legislation is unintentionally omitted from the agenda but the official original copies were submitted to the Student Senate via email before or with the call of the meeting, the legislation may be added to the agenda.
- 2-05-01.4 - The Executive Administrator may set a deadline for submission of legislation that is within 48 hours of legislation being due to Senators.
- 2-05-01.5 - All legislation must be submitted to the Executive Administrator in electronic form to be considered at a Student Senate meeting.
- 2-05-01.6 - Copies of SB's, SR's, and RR's must have the names of all sponsors. Names of sponsors may be removed and added through amendment.
- 2-05-01.7 - In addition to paper versions, exact electronic copies of legislation and attached documents shall be the official Student Government record. Any amendments to said legislation shall be reflected in the final electronic copy submitted to the Student Body President for signing. These files must be stored on the electronic file repository.
- 2-05-01.8 - University Policy Bills only need to be submitted in electronic form.
- 2-05-02 - SB's, SR's, UP's, RR's, and MEP's must have two readings before the Student Senate. However, a motion to approve the aforementioned legislation is in order after the first reading. In these cases, each Senator shall be limited to one discussion of no more than five minutes. No vote may be taken on an SB, SR, UP, RR, or MEP at the meeting where it was read for the first time.
- 2-05-03 - University Policy Bills must be submitted for first reading at the first meeting following each meeting of the Senate Coordinating Council. A reading of the title is sufficient. University Policy Bills require a two-thirds (2/3) affirmative vote for passage.
- 2-05-04 - Book of Senate Bills (BSB)

- 2-05-04.1 - The BSB must be in both digital and hardcopy format.
- 2-05-04.2 - Each entry to the BSB shall contain the following:
 - 2-05-04.2.1 - The legislation in its final forms approved by the Student Senate.
Whether or not the legislation passed, failed, or was tabled.

2-06 - Student Body Official Stances

- 2-06-01 - The Student Government of North Dakota State University (NDSU) is the primary organization authorized to speak officially on behalf of the Student Body of NDSU, within the student government of NDSU, said authority is vested in the Student Body President, Student Body Vice President, and the Student Senate.
- 2-06-01.1 - The Executive Commissioner of External Affairs, the Executive Commissioner of Legislative Affairs, the Student Body President, and the Student Body Vice President may advocate on behalf of the official decisions of the above authorized members of the Student Government of NDSU.
- 2-06-02 - The official stances of the Student Government of NDSU shall take precedence over the stances of any other individual or organization on or off campus.

2-07 - Minutes

- 2-07-01 - The minutes must contain all information required by the parliamentary authority of Student Government and '[North Dakota Open Meetings and Records Law.](#)'
- 2-07-02 - The minutes may contain summary of discussion at the discretion of the Executive Administrator.
- 2-07-03 - The exact wording of amendments to legislation or attached documents, or both shall be placed in the minutes. The minutes shall be used for settling disputes over the text of passed legislation.

2-08 - Student Senate Appointments Committee

- 2-08-01 - The Appointments Committee shall consist of the Vice Chair of the Student Senate and six Senators elected by the Student Senate. If the Student Senate consist of less than 6 senators, the number of members on the appointments committee will be left to the discretion of the Vice-President and Vice Chair. The Vice Chair of the Student Senate shall serve as the chair and shall be a non-voting member, except in the case of ties. If the Vice-chair is unable to attend, the Vice-President will fill the role as Chair. Committee members shall be bound to confidentiality on all committee discussion. Violation will result in appropriate disciplinary action by the Student Court of Justice. The President of the Senate shall be a non-voting, ex officio member of the committee.
- 2-08-02 - The Appointments Committee shall review all applications for open Student Senate positions and shall present its recommendations to the Student Senate. Openings for those positions must be announced over the Student Official LISTSERV at least twice before or during the two weeks before applications are due.
 - 2-08-02.1 - One announcement is strongly recommended to be sent out two weeks before applications are due.
- 2-08-03 - Applications for appointments to Senate seats shall be submitted to the Senate Vice Chair. A check for Verification of Eligibility for Participation in Co-Curricular Activities shall be done by the Student Activities Office on each application before presenting applications to the Appointments Committee.
- 2-08-04 - The Chief Justice of the Student Court shall have the duty of verifying that an appointee is a member of the district for which said member has been nominated. In the absence of the Chief Justice a member of the Student Court may swear in the

positions mentioned before.

- 2-08-05 - The committee may choose to interview only select applicants. The motion to selectively interview applicants shall require a majority vote of the committee.
- 2-08-06 - The Student Senate may appoint Senators to serve as a proxy voter for a regular member of the Appointments Committee if a regular member of the Appointments Committee is absent.
 - 2-08-06.1 - If a regular member of the Appointments Committee is to be absent, said member shall find an approved proxy voter to serve in the session of the Appointments Committee that said member shall be missing and notify the chair of their absence.
- 2-08-07 - Senate appointment recommendations shall be submitted to the Student Senate for approval.

2-09 - Presidential Nominations

- 2-09-01 - Notice must be given to the Senate four days in advance of the meeting at which the Senate votes on confirmation of any Justice, Executive Commissioner, Executive Administrator, or Parliamentarian. The notice must contain the name of the individual and the office to which the individual is being appointed.
- 2-09-02 - Confirmation Hearing
 - 2-09-02.1 - Prior to the approval by the Student Senate of any Executive Commissioner or Executive Administrator, the Student Senate may reserve the right to hold a confirmation hearing. Any Student Senator may call the hearing by making a motion “for the Student Senate to resolve itself into a committee of the whole to consider nominations for the Executive Branch.”
 - 2-09-02.2 - The President of the Student Senate shall select a Student Senator to serve as chair of the committee.
 - 2-09-02.3 - Only members of the Student Senate and Student Court, excluding the Vice President and Executive Administrator, may be present in the committee of the whole.
 - 2-09-02.4 - During the confirmation hearing:
 - 2-09-02.4.1 - Minutes shall not be recorded.
 - 2-09-02.4.2 - Nominees may be called into the room to answer questions and testify in front of the Student Senate.
 - 2-09-02.4.2.1 - Applications submitted by the selected nominees must be made available to the committee upon request.
 - 2-09-02.4.2.2 - Student Senators may call upon other parties to testify on a nominee’s abilities and qualifications.
 - 2-09-02.5 - When the committee is through with its consideration of presidential nominations, a motion is made that “the committee adjourn.” Following adoption, the committee is adjourned, and the President of the Senate shall return to the chair and resume business.

2-10 - Parliamentary Authority

- 2-10-01 - The Rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Student Government of North Dakota State University in all cases to which they are applicable and in which they are not inconsistent with the Student Body Constitution, Student Government Code, Finance Code, Senate Legislation and Guidelines of each Executive Commission.

Title 3 - Executive Branch

3-01 - Executive Procedures

3-01-01 - Committee Appointments

3-01-01.1 - Any student member on a Joint Senate Standing committee or Faculty Senate committee that is designated specifically for a Student Government Member shall be elected by the Senate. The Student Body President shall appoint student members to Joint Senate Standing committees and Faculty Senate committees that do not require the student members to come from within Student Government. These student members must be approved by the Student Senate. If vacancies occur on any of these committees while the Student Senate is not in session, the president may make a recess appointment, which shall expire upon the next meeting of the Student Senate. The Executive Administrator shall communicate the names of those elected or approved to the Secretary of the Senate Coordinating Council within one week of election or approval.

3-01-02 - Website

3-01-02.1 - The Student Government website, www.ndsu.edu/sg, must be kept current.

3-01-02.2 - Student Senate legislation and minutes must be posted to the website within two weeks of approval.

3-01-02.3 - The website must contain the following at minimum, all of which must be kept current.

3-01-02.3.1 - Separate pages for each commission that include names and contact information of each confirmed member.

3-01-02.4 - Separate web pages with contact information may be established for each Senator, Justice, the Student Body President, Student Body Vice President, Executive Commissioner, and the Executive Administrator. These pages must be kept current with any updated information. Pictures of Senators, Justices, and Executives should be posted on the website in a timely manner after they take office.

3-01-02.5 - Proposals for student fee increases may be posted on the website within five business days of being made available to Student Government.

3-02 - Finance Commission

3-02-01 - Membership

3-02-01.1 - The Finance Commission shall consist of the Executive Commissioner of Finance, Tier II who shall serve as Chair; the Executive Commissioner of Finance, Tier I, who shall record and distribute the minutes of the Finance Commission meetings to the Finance Commission and the Executive Administrator; and a number of Senators and at-large members provided by the Finance Code and approved by the Student Senate. Applications for at large members shall be announced over the Student Government website.

3-02-01.2 - Each Senator shall serve from the time of the appointment until the end of their term. Each at-large member shall serve from the time of their appointment until the end of the academic year. No Senator may serve concurrently on the Senate and Finance Commission with the exception of Senators elected by the Student Senate.

3-02-02 - Duties of the Commission

- 3-02-02.1 - Prepare, administer, and supervise the Student Activity Fee distribution.
- 3-02-02.2 - Audit the financial dealings of any recipient of Student Activity Fees and to recommend any action deemed necessary to the appropriate body.
- 3-02-02.3 - Present the Student Activity Fee budget, as a Senate Bill, to the Student Senate for final approval by the first Senate Meeting in April.
- 3-02-02.4 - Make recommendations on Budget Addition Requests (or any requests made outside the normal spring budgeting term) to the Student Senate for approval.
- 3-02-02.5 - Review the Finance Code and receive Student Senate approval for said Code before budget hearings. The Finance Code shall specify the requirements that student organizations must meet to receive recommendations for Student Activity Fee funds.
- 3-02-02.6 - Requests for changes to the Finance Code shall be voted on by the Commission and ratified by the Student Senate.

3-02-03 - Duties of the Executive Commissioner of Finance, Tier I

- 3-02-03.1 - Serve as a representative for the Finance Commission at the Student Senate meetings and any other necessary function.
- 3-02-03.2 - Preside over the Finance Commission in the absence of the Executive Commissioner of Finance, Tier II.
- 3-02-03.3 - Serve as a member on the Finance Commission.
- 3-02-03.4 - Present, with the Student Body President, the approved Student Activity Fee budget to the President of the University for ratification.
- 3-02-03.5 - Perform other pertinent duties as set forth by the Student Body President and Vice President.
- 3-02-03.6 - Provide a transition.

3-02-04 - Duties of the Executive Commissioner of Finance, Tier II

- 3-02-04.1 - Serve as a representative for the Finance Commission, the Senate meetings, and any other necessary function.
- 3-02-04.2 - Chair the Finance Commission meetings.
- 3-02-04.3 - Perform other duties as assigned by the Student Body President and Vice President.
- 3-02-04.4 - Provide a transition.

3-03 - External Affairs (EXA) Commission

3-03-01 - Membership

- 3-03-01.1 - The commission shall consist of the Executive Commissioner(s), at least three Senators elected by the Student Senate, and at least three at large members appointed by the Executive Commissioner(s) and approved by the Student Senate.
- 3-03-01.2 - Applications for at large members shall be announced over the Student Government website during the first two weeks of the academic year and as necessary.

3-03-02 - Duties of the Commission

- 3-03-02.1 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Commission.
- 3-03-02.2 - Draft legislation pertaining to state legislative action or introduce discussion regarding state legislative action to the Senate.
- 3-03-02.3 - Notify students of NDSA meetings.

- 3-03-02.4 - Assist the Executive Commissioner in all activities.
- 3-03-03 - Duties of the Executive Commissioner of External Affairs
- 3-03-03.1 - Serve as a representative for the Commission at the Senate meetings and any other necessary functions.
 - 3-03-03.2 - Appoint a Secretary of the Commission. The Secretary shall be responsible for maintaining accurate minutes of Commission meetings and shall also be responsible for distributing them to the Commission and the Executive Administrator and presenting them for approval at the beginning of each meeting.
 - 3-03-03.3 - Maintain contact and/or hold meetings with federal, state, and local leaders to keep abreast of current issues affecting students of the University.
 - 3-03-03.4 - Maintain contacts with other North Dakota University System (NDUS) and the Tri-College Student Governments.
 - 3-03-03.5 - Act as a liaison between the NDSU Student Body and the State Board of Higher Education (SBHE) during non-legislative years as well as the Interim Legislative Committee on Higher Education (ILCHE).
 - 3-03-03.8 - Attend every NDSA meeting and serve as the NDSU head delegate. The Executive Commissioner shall appoint a head delegate to act in the Commissioner's place when absent.
 - 3-03-03.9 - Make all arrangements for travel to NDSA meetings and coordinate the hosting of any NDSA meetings at NDSU.
 - 3-03-03.10 - Inform the Executive Commissioner of Public Relations of all state governmental activities affecting NDSU in non-legislative years.
 - 3-03-03.11 - Perform other pertinent duties as set forth by the Student Body President and Vice President.
 - 3-03-03.12 - Provide a transition.
- 3-03-04 - Duties of the Executive Commissioner of Legislative Affairs
- 3-03-04.1 - The Executive of Legislative Affairs shall be appointed for a one-year term during North Dakota State Legislative years.
 - 3-03-04.2 - Direct lobbying activities to the North Dakota State Legislature.
 - 3-03-04.3 - Inform the Executive Commissioner of Public Relations of all state governmental activities affecting NDSU in legislative
 - 3-03-04.4 - Inform local media of NDSU Student Body stances on state and local legislation and collaborate with the Executive Commissioner of Public Relations when doing so.
 - 3-03-04.5 - Coordinate with Executive Commissioner of External Affairs to maintain contact and/or hold meetings with federal, state, and local leaders to keep abreast of current issues affecting students of the University (will take charge of contacting legislators)
 - 3-03-04.6 - Serve as a representative for the Commission at the Senate meetings and any other necessary function.
 - 3-03-04.7 - Make a reasonable effort to attend every NDSA meeting.
 - 3-03-04.8 - Serve as the NDSA Head Delegate in the absence of the Executive Commissioner.
 - 3-03-04.9 - Act as a liaison between the NDSU Student Body and the State Board of Higher Education (SBHE)
 - 3-03-04.10 - Attend weekly meetings as set by the Executive

Commissioner.

3-03-04.11 - Maintaining contact with local leaders to keep abreast of current issues affecting students of the University as deemed necessary by the Executive Commissioner.

3-03-04.12 - Perform other duties as assigned by the Student Body President and/or Vice President.

3-03-04.13 - Provide a transition.

3-04 - Congress of Student Organizations (CSO) Commission

3-04-01 - Membership of the Commission

3-04-01.1 - The membership of the Commission shall consist of at least seven students: the Executive Commissioner who shall serve as Chair and vote only as allowed in Robert's Rules of Order, three Student Senators approved by the Senate, and at least three at-large members appointed by the Executive Commissioner and approved by the Student Senate.

3-04-01.2 - Applications for at large members shall be announced over the Student Government website.

3-04-01.3 - Upon Student Senate vacancies, the Student Senate will elect new Student Senate representatives. At large members will be appointed by the Executive Commissioner and approved by the Student Senate.

3-04-02 - Duties of the Commission

3-04-02.1 - The CSO Commission, as well as the Executive Commissioner, shall adhere to the established CSO Guidelines. Should the Commission act contrary to the established CSO Guidelines, and should this negatively impact an organization that would not have otherwise been negatively impacted; this should be rectified when possible.

3-04-02.2 - Attend and vote at CSO Small Group meetings.

3-04-02.3 - Assist the Executive Commissioner in carrying out CSO activities and events.

3-04-02.4 - Maintain current records of each student organization, review all student groups applying for temporary and full recognition, and inform Student Senate of its actions regarding organization recognition status.

3-04-02.5 - Maintain and establish requirements to be fulfilled by organizations to achieve temporary or full recognition with the Commission of Student Organizations. These requirements will be included in the Commission's guidelines and subject to Student Senate approval.

3-04-02.6 - The Student Court shall handle any appeals of the Commission's actions.

3-04-03 - Duties of the Executive Commissioner

3-04-03.1 - Appoint the Secretary of the Commission. The Secretary shall be responsible for maintaining accurate minutes of Commission meetings and presenting them for approval at the beginning of each meeting. They will also be responsible for sending the meeting minutes to the CSO Commission and the Executive Administrator.

3-04-03.2 - Coordinate all aspects of student organization recognition and probation.

3-04-03.3 - Hold Congress and Commission meetings as specified in the Commission's guidelines.

3-04-03.4 - Distribute information and conduct business associated with the Congress of Student Organizations.

3-04-03.5 - Perform other pertinent duties as set forth by the Student Body President and Vice President.

3-04-03.6 - Provide a transition.

3-05 - Academic and Student Affairs (ASA) Commission

3-05-01 - Membership

3-05-01.1 - The Commission shall consist of the Executive Commissioner, at least three Senators, and at least four at-large members appointed by the Executive Commissioner and approved by the Senate. The maximum number of elected/appointed is at the discretion of the Executive Commissioner.

3-05-01.1.1 - The Senators shall be selected from and by the current Senate.

3-05-01.1.2 - Applications for at large members shall be announced over the Student Government website.

3-05-02 - Duties of the Commission

3-05-02.1 - Address the concerns of the Student Body and give input to University committees on students' views and opinions.

3-05-02.2 - Respond appropriately to student concerns relating to both academic and student affairs.

3-05-02.3 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Commissioner.

3-05-02.4 - Each member of the Commission is encouraged to have an individual project for which they are responsible.

3-05-02.5 - Establish an outline of the Commission's goals at the beginning of each semester.

3-05-02.6 - Achieve a balance between projects focusing on student services and projects focusing on academic affairs.

3-05-03 - Duties of the Executive Commissioner

3-05-03.1 - Serve as representative for the ASA Commission at the Student Senate meetings and any other necessary function.

3-05-03.2 - Appoint the Secretary of the Commission. The Secretary shall be responsible for maintaining accurate minutes of Commission meetings and presenting them for approval at the beginning of each meeting. They will also be responsible for sending the minutes to the ASA Commission and the Executive Administrator.

3-05-03.3 - Serve as a member of the Advisory Board for Student Affairs and Enrollment Management.

3-05-03.4 - Perform other pertinent duties as set forth by the Student Body President and Vice President.

3-05-03.5 - Provide a transition.

3-06 - Public Relations (PR) Commission

3-06-01 - Membership

3-06-01.1 - The Commission shall consist of the Executive Commissioner, at least one member of the Senate, a Student Court Justice during the elections planning process, and at least two at-large members appointed by the Executive Commissioner and approved by the Student Senate. The maximum number elected/appointed is at the discretion of the Executive Commissioner.

3-06-02 - Duties of the Commission

3-06-02.1 - Have responsibility for internal relations within NDSU and collaborate with

- the commissions on external relations as deemed appropriate.
- 3-06-02.2 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Commission.
 - 3-06-02.3 - Establish an outline of the Commission's goals at the beginning of each semester.
 - 3-06-02.4 - Have individual responsibilities deemed necessary by the Executive Commissioner of Public Relations.
 - 3-06-02.5 - Increase awareness of Student Government through such methods as informing campus media outlets of Student Government activities, placing posters throughout the campus to increase visibility, creating a publication for distribution, and other methods desired by the commission.
 - 3-06-02.6 - Increase voter awareness of Student Body elections and other selected electoral events.
 - 3-06-02.6.1 - This will be done through such methods as unbiased press through the campus newspaper, posters across campus, and other methods deemed necessary by the commission.
 - 3-06-02.6.2 - The purpose being to promote the elections, not individual candidates.
 - 3-06-02.6.3 - Information to be distributed shall include, but is not limited to dates, locations, web addresses, and times of the elections. These activities will be done under the approval of the Student Court.
- 3-06-03 - Duties of the Executive Commissioner
- 3-06-03.1 - Serve as representative for the PR Commission at the Student Senate meetings and any other necessary function.
 - 3-06-03.2 - Appoint a Secretary of the Commission.
 - 3-06-03.3 - Review all material to be released to the public on behalf of Student Government.
 - 3-06-03.4 - Assist the members of the Commission with their individual responsibilities.
 - 3-06-03.5 - Perform other pertinent duties as set forth by the Student Body President and Vice President.
 - 3-06-03.6 - Provide a transition.
- 3-07 - Executive Administrator**
- 3-07-01 - Duties
- 3-07-01.1 - Maintain accurate minutes of Student Senate meetings.
 - 3-07-01.1.1 - Maintain physical and electronic files of all legislation.
 - 3-07-01.1.2 - Maintain all voting records.
 - 3-07-01.2 - Serve as the Unit Records Coordinator, and follow the NDSU and NDUS Records Retention Schedules for Student Government's corresponding records.
 - 3-07-01.3 - Archive all Student Government documents with the official NDSU Archives with the consent of the President and Vice President. Documents that are to remain in the Student Government office include, but are not limited to:
 - 3-07-01.3.1 - Any document not older than four years.
 - 3-07-01.3.2 - Any document that needs to be kept in the office; a copy of this document may be sent to the archives in its place.
 - 3-07-01.4 - Distribute an electronic copy of Student Senate legislation to all Senators and the Executive Commissioner of Technology within one week of its adoption.
 - 3-07-01.4.1 - An up-to-date electronic copy of the aforementioned policies must be

stored in the Executive Administrator's computer, and also placed on in a reliable backup within one week of its adoption or amendment.

- 3-07-01.5 - Forward passed legislation within three days of approval by the Student Senate to the Student Body President to be signed or vetoed.
- 3-07-01.6 - Inform affected parties of legislation vetoed by the Student Body President within three business days.
- 3-07-01.7 - Monitor the Student Government phone.
- 3-07-01.8 - Collect and distribute Student Government mail.
- 3-07-01.9 - Maintain a list of office hours for all Executives.
- 3-07-01.10 - Maintain a contact list of Executives, Justices and Senators.
- 3-07-01.11 - Be responsible for Student Senate mailings and copying.
- 3-07-01.12 - Conduct relevant research as requested by the President and Vice President.
- 3-07-01.13 - Notify Student Government members of meeting changes.
- 3-07-01.14 - Publish and distribute an agenda no less than 48 hours before each regularly scheduled Student Senate meeting.
- 3-07-01.15 - Provide an electronic copy of agendas, legislation, and minutes to the Executive Commissioner of Technology to be added to the website.
- 3-07-01.16 - Receive email addresses of Senators-elect from the Chief Justice of the Student Court and email addresses of Senators-designate to the Vice Chair of the Senate and add those addresses to the Student Senate Listserv prior to distribution of the agenda for their first meeting.
- 3-07-01.17 - Perform other pertinent duties as set forth by the Student Body President and Vice President.
- 3-07-01.18 - Assist the executive team with their projects, programming, and other pertinent tasks.
- 3-07-01.19 - Provide a transition.

3-08 - Technology Commission

3-08-01 - Membership

- 3-08-01.1 - The Commission shall consist of the Executive Commissioner, at least two Senators, and at least two at-large members appointed by the Executive Commissioner and approved by the Student Senate. The maximum number elected/appointed is at the discretion of the Executive Commissioner.

3-08-02 - Duties of the Commission

- 3-08-02.1 - Address the concerns of the Student Body and give input to University committees on students' views and opinions dealing with technology issues.
- 3-08-02.2 - Respond appropriately to student concerns relating to technology issues.
- 3-08-02.3 - Meet once every week, excluding holidays and finals week, or as deemed necessary by the Commission.
- 3-08-02.4 - Have individual responsibilities deemed necessary by the Executive Commissioner.
- 3-08-02.5 - Work with the PR Commission to increase awareness of the Student Government website and technology related issues.
- 3-08-02.6 - Assist the Executive Commissioner in administration and content generation for the website.
- 3-08-02.7 - Assist the Executive Commissioner in maintaining the computer technology in the Student Government Office.
- 3-08-02.8 - Review Technology Fee Action Plan Proposals and make recommendations to

the Executive Commissioner and other student members of the Technology Fee Advisory Committee (TFAC).

3-08-03 - Duties of the Executive Commissioner

3-08-03.1 - Serve as a representative of and speaker for the Technology Commission, at the Student Senate meetings and any other necessary functions.

3-08-03.2 - Report on the TFAC proceedings at the Senate meetings.

3-08-03.3 - Chair the Technology Commission meetings.

3-08-03.4 - Serve as one of the seven students appointed by the President of the Student Body to the TFAC.

3-08-03.5 - Maintain the computers used by Student Government.

3-08-03.5.1 - Keep up-to-date software on each computer as deemed necessary.

3-08-03.5.2 - Keep a log of all technology purchases and changes to each computer.

3-08-03.6 - Act as administrator for the Student Government website.

3-08-03.7 - Purchase Student Government computer hardware, software, or both with the recommendation of the Technology Commission.

3-08-03.8 - Maintain the Student Government Server.

3-08-03.9 - Perform other pertinent duties as set forth by the Student Body President and Vice President.

3-08-03.10 - Provide a transition.

3-08-03.11 - Serve as administrator of the ANNOUNCEment Listserv in accordance with the Listserv Guidelines.

3-09 - Commission of Diversity and Inclusion

3-09-01 - Membership

3-09-01.1 - The commission shall consist of the Student Voice Project members, at least 2 Student Senators, and at large student members of which the Executive Commissioner of Diversity and Inclusion will serve as the chair and will be advised by the Dean of Students.

3-09-02 - Duties of the Commission

3-09-02.1 - Host two events open to all students per semester focusing on diversity, equity, and inclusion.

3-09-02.2 – Meet biweekly, excluding holidays and finals week, or as deemed necessary by the Commission.

3-09-02.3 - This council will be governed by the rules and guidelines established by the Commission of Diversity, Equity, and Inclusion.

3-09-02.4 - Have individual responsibilities as deemed necessary by the Executive Commissioner.

3-09-02.5 Meet once a semester with the Office of Multicultural Programs, or as deemed necessary by the Commission.

3-09-03 - Duties of the Executive Commissioner

3-09-03.1 - Serve as the chair of the Commission of Diversity, Equity, and Inclusion.

3-09-03.2 – Maintain monthly correspondence with leadership of multicultural organizations on campus.

3-09-03.3 - Report the work of the council back to the Student Government.

3-09-03.4 - Perform other pertinent duties as set forth by the Student Body President and Vice President.

3-09-03.5 - Attend Presidents Council for Diversity, Inclusion, Respect meetings and sit on a minimum of one subcommittee.

3-09-03.6 - Provide a transition.

Title 4 - Judicial Branch

4-01 - Duties

- 4-01-01 - Maintain a current file of the Student Body Constitution and Student Government Code.
- 4-01-02 - Maintain a file on the actions, cases, and precedents concerning the Student Court, referred to as the Book of Court Decisions.
- 4-01-03 - Shall adhere to the established Rules of the Court.
- 4-01-04 - Review official student organizations' constitutions to ensure compliance with CSO guidelines and University policies every three years and upon the establishment of any new organizations.
- 4-01-05 - Report to the Senate, in writing, information concerning the elections and their results; submit recommended changes for future elections procedures.
- 4-01-06 - Prepare the Student Body Election Code, which must be submitted as a Senate Bill no later than the second to last regular meeting of the fall semester.
- 4-01-07 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Chief Justice.
- 4-01-08 - A quorum of Court Justices shall be necessary to conduct all official business.
- 4-01-09 - Post minutes of all meetings of the Student Court and send them to the Executive Administrator. Make copies of all opinions released by the Student Court in the Student Government office.
- 4-01-10 - Each Associate or Assistant Justice shall serve three hours of Court service per week, as defined by the Chief Justice.
- 4-01-11 - An agenda for all meetings of the Student Court at which a case or cases are to be heard must be available in the Student Government office forty-eight hours in advance of the meeting. If additional cases are placed on the agenda, an amended agenda must be available twenty-four hours in advance of the meeting, and this will be considered the final agenda. No additional cases may be heard other than those posted on the agenda. Regularly scheduled meetings at which no cases are to be heard and any Election Complaint Hearings are exempt from this provision.
- 4-01-12 - Court Opinions
 - 4-01-12.1 - The Student Court shall draft an opinion for every case it decides.
 - 4-01-12.2 - The Chief Justice shall assign a Justice voting on the prevailing side to draft the opinion of the Court.
 - 4-01-12.3 - Any Justice may draft a concurring or dissenting opinion other than the author of the opinion of the Court.
 - 4-01-12.4 - The Opinion of the Court shall contain at a minimum:
 - 4-01-12.4.1 - A name or number designating the case
 - 4-01-12.4.2 - The parties involved in the case
 - 4-01-12.4.3 - The outcome of the case
 - 4-01-12.4.4 - The author of the Opinion of the Court
 - 4-01-12.4.5 - The position of each Court Justice

- 4-01-13.4.6 - The legal principles and rationale justifying the opinion of the Court
- 4-01-14 - The Chief Justice of the Student Court shall notify the Student Senate of any upcoming case no later than the Student Senate meeting before the case is heard.
- 4-01-15 - The Chief Justice shall provide an orientation for all new Justices that join the Student Court.

4-02 - Duties of the Chief Justice

- 4-02-01 - Chair the Judicial Branch.
- 4-02-02 - Sit on Presidential and Eligibility Appeals.
- 4-02-03 - Sit on Complaint Resolution Boards.
- 4-02-04 - Co-Chair the Constitution and Code Review Committee.
- 4-02-05 - Swear in all new Executives, Senators and Justices.
- 4-02-06 - Maintain copies of the Election Code, the Student Government Code and the Student Body Constitution.
- 4-02-07 - Organize and moderate the Student Body debates.
- 4-02-08 - Check the eligibility of all Executives, Senators, and Justices, as elected or appointed, in collaboration with the Student Activities Office.

Title 5 - Transitions

5-01 - Transition Procedures

- 5-01-01 - All outgoing officers must each provide a transition for the incoming officers.
- 5-01-02 - At a minimum, an officer transition shall consist of:
 - 5-01-02.1 - A review of all files maintained by that officer.
 - 5-01-02.2 - A review of all official activities undertaken by that officer during said officer's term and a general time frame under which those activities were completed.
 - 5-01-02.3 - A review of the history of the position and all precedents set by said position.
 - 5-01-02.4 - All transition documents shall be kept in the Student Government electronic file repository.
 - 5-01-02.5 - All outgoing Officers must meet with their respective incoming officers regarding their transition. It is advised that each outgoing Officer provides a comprehensive and detailed overview of the position. This meeting shall occur no later than two weeks after the approval of the new candidate.

Title 6 - Accountability and Enforcement

6-01 - Censures and Reprimands

- 6-01-01 - A Student Government member may be censured by the Senate for misconduct. Misconduct includes, but is not limited to, failure to perform duties as defined in the Student Body Constitution, Student Government Code, Student Body Election Code, Senate Parliamentary Authority, the Code of Student Conduct, failure to provide a transition, or additional tasks delegated to an executive branch official by the Student Body President or Vice President. Censures require a two-thirds vote.

6-02 - Stipends

- 6-02-01 - Stipends may be granted to members of Student Government as deemed appropriate by the Student Senate through the Student Government budget, a Senate Bill to authorize the reallocation of the Student Government budget, or a reserve request.

Stipends shall not be increased or decreased without consent of the Senate.

6-02-02 – Stipends granted to members of Student Government must be returned if the payee is removed from or steps down from their position before the final week of the semester. Repayment amount is calculated as an incremental rate based on the number of weeks completed. See the table below. Repayment will be resolved with the assistance of NDSU Accounting and the Student Activities Office as needed. Repayment issues taking place before the disbursement of stipends may be resolved by simple cancellation of the transaction.

Week of Semester	% Stipend to be Repaid	Example based on \$5600 Commissioner Stipend
1	100	\$5600
2	93.75	\$5250
3	87.5	\$4900
4	81.25	\$4550
5	75	\$4200
6	68.75	\$3850
7	62.5	\$3500
8	56.25	\$3150
9	50	\$2800
10	43.75	\$2450
11	37.5	\$2100
12	31.25	\$1750
13	25	\$1400
14	18.75	\$1050
15	12.5	\$700
16	6.25	\$350
Semester Complete	0	\$0

Title 7 - Student Activity Fee Collection Fund

7-01 - Allocation and Restrictions

7-01-01 - Allocations

7-01-01.1 - There may be one withdrawal from this fund per fiscal year in conjunction with the Student Government budgeting process. With consent of the Vice President of Finance and Administration, Student Government Advisors, Student Body President, and the Executive Commissioner of Finance, another withdrawal may be made only in the event of a substantial decrease in enrollment or to uphold the restrictions prescribed below.

7-01-02 - Restrictions

7-01-02.1 - Any withdrawal from this fund must be passed by a majority vote of the Senate and be signed by both the Student Body President and the University President. At the change of each fiscal year, the Executive Commissioner of Finance shall ensure that the balance of this fund is approximately equal to two months' worth of the Student Activity Fee Budget for the following fiscal year.

The Executive Commissioner of Finance shall evaluate whether the actual collections of that fiscal year were above or below what was spent within that fiscal year's Student Activity Fee budget, and then take the following actions to ensure that the one-month level is met.

7-01-02.1.1 - If the actual collections of the fiscal year were more than the budget of that year, the excess may be distributed amongst all recipients of the Student Activity Fee based on the percentages of the following year's budget. This additional allocation should be made at the same time as the primary allocation for the following fiscal year.

7-01-02.1.2 - If the actual collections of the fiscal year were less than the budget of that year, no extra allocations shall be made. Any extra allocations from the fund should be withheld until the fund balance is back up to the two-month minimum.

7-02 - Senate Allocation of the Student Activity Fee

7-02-01 - Tier I organizations are Athletics, The Spectrum, the Bison Information Network, Campus Attractions, Campus Rec. & Intramurals, Performance Arts, Memorial Union, and Student Government.

7-02-02 - Tier I Organizations, Tier II Organizations, and the Multicultural and Educational Program Fund will be allocated by a fixed percentage of the Student Activity Fee.

7-02-03 - The Senate reserves the right to adjust the budget of each Tier I organization plus or minus two and one-half percent of the entire Student Activity Fee, during a senate meeting in which the budget for the next fiscal year is on the agenda with a simple majority vote.

7-02-04 - Tier I organizations with the exceptions of Student Government, Campus Attractions, The Spectrum and the Bison Information Network will not be eligible for Multicultural and Educational Program requests.

7-02-05 - The Finance Commission shall recommend funding for Tier II organizations via the current Finance Code. All funding allocations must be approved by the Student Senate.

7-03 - Accountability

7-03-01 - Tier I organizations shall present a detailed and tangible record of all past financial activity during the previous fiscal year, as well as each organization's upcoming annual projections. They shall give the presentation to the Senate by the end of the Fall Semester, which should also include a summary of their positive impacts on the university and its students.

7-03-02 - Knowingly providing false statements to the Finance Commission or the Student Senate is prohibited. An organization whose representative violates this provision may be subject to rescission of funds, monetary fines, reduced CSO rating, probation, loss of privilege to receive a budget, disbandment, or any combination of these sanctions. The Student Court shall hear cases involving alleged violations of this rule.

7-03-03 - The incoming Student Body President and Student Body Vice President, in collaboration with the outgoing Student Government Executive Branch and Student Government Advisors, will be required to prepare the upcoming fiscal year's Student Government Budget. This Budget must be approved by the Student Senate at the final Student Senate meeting of the Spring Academic Semester.

Title 8 - Reserve Funds

8-01 - Student Government Reserve

- 8-01-01 - All funds that were allocated but not spent by Tier II student organizations and Tier III Multicultural and Educational Program (MEP) Recipients, all revenue and funds that were allocated to the Student Government budget that were unspent, as well as the remaining balances of the Contingency, MEP, and TORF funds will be transferred into this fund at the end of each fiscal year.
- 8-01-02 - A Reserve Request requires a two-thirds vote to approve spending.
- 8-01-03 - An override of a Student Body President's veto of a Reserve Request shall require a three-fourths vote by the Senate.
- 8-01-04 - The fund can only be used from July 1st until the budget for the following fiscal year's Student Activity Fee is approved. The fund can only be used for replenishment of the Budget Addition Request Fund to the extent of what that fiscal year's cap is. The cap is determined by the equation in the Finance Code. After the budget for the following fiscal year's Student Activity Fee is approved, this fund can only be used if the fund exceeds one month of the total Tier II budget except for a reallocation to the Budget Addition Request fund or a supplementation of the Tier II budgets.

Title 9 - Amendments and Enactments

9-01 - Procedures

- 9-01-01 - Proposed amendments to this Code may be submitted at any time, as Senate Bills, and shall require two readings and a two-thirds (2/3) affirmative vote of the Student Senate. Proposed amendments may also be referred to or initiated by the Student Body in accordance with procedures outlined in the Student Body Constitution.

9-02 - Constitution and Code Review Committee

- 9-02-01 - The Student Body Constitution and this Code shall be reviewed by the committee recognized by Article V, Section 2 in the Student Body Constitution during even numbered fall semesters, or when deemed necessary by a two-thirds (2/3) affirmative vote of the Student Senate.
- 9-02-02 - The Chief Justice of the Student Court and the President of the Senate will serve as co-chairs.
 - 9-02-02.1 - One of the co-chairs of the Constitution and Code Review Committee or their appointee shall record meeting minutes.
- 9-02-03 - Voting members of this committee will include the Vice Chair of the Student Senate, two Student Senators, three Justices of the Student Court, one Executive Commissioner, and one at-large member who is not a Student Senator, Justice of the Student Court, or Executive Commissioner.
 - 9-02-03.1 - The Chief Justice shall select three Court Justices to serve as voting members on this committee. If the office is held, one of the three selected Justices must be the Assistant Justice.
 - 9-02-03.2 - The Student Senate shall elect two Student Senators to serve as voting members on this committee.
 - 9-02-03.3 - The Student Body President shall appoint, with the approval of the Student

Senate, one Executive Commissioner and one at large student to serve as voting members on this committee.

- 9-02-03.4 - If a regular member of the Constitution and Code Review Committee is to be absent, said member shall find an approved proxy voter to serve in the session of the Constitution and Code Review Committee that said member shall be missing.
 - 9-02-03.4.1 - Any Justice of the Student Court selected by the Chief Justice is an approved proxy voter.
 - 9-02-03.4.2 - The Student Senate shall elect at least two proxy voters.
 - 9-02-03.4.3 - The Student Body President may appoint Executive Commissioners as proxy voters, with the approval of the Student Senate.
 - 9-02-03.4.4 - In the event the Vice Chair of the Student Senate is to be absent, an approved proxy voter who serves as a Student Senator shall serve in the session of the Constitution and Code Review Committee that said Vice Chair shall be missing.
- 9-02-04 - At least five of the voting members prescribed in 9-02-03 must be present for the committee to formally vote on any changes.
- 9-02-05 - Proposed amendments emerging from this committee will be submitted to the Student Senate for approval.
- 9-02-06 - Following approval by the Student Senate, approval of amendments to the Student Body Constitution shall require a simple majority affirmative vote of the students voting in an open Student election and approval by the President of the University. Amendments to the Student Government Code approved by the Student Senate will be enacted immediately.