North Dakota State University
Advisory Board for Student Affairs By-laws
Approved by the Vice President for Student Affairs
August 25, 2016

1. Establishment
By approval of this document, the Vice President for Student Affairs of North Dakota State University establishes the NDSU Advisory Board for Student Affairs.

2. Purpose and Responsibility
The purposes of this Board are: 1) to provide students with an educational experience of serving on an advisory board; 2) to provide information to students that will help them understand the Division of Student Affairs, and provide an opportunity to address questions and concerns regarding student issues; 3) to advise the Vice President for Student Affairs regarding matters brought before the board, allowing the Vice President to be aware of student concerns that may need attention.

3. Members
The board shall be composed of thirteen appointed members. These members shall be appointed in the following manner: (1) four members of the Academic and Student Affairs Commission (two of whom will be senators) appointed for one year term by the ASA Commissioner; (2) two Student Senate members appointed by the Student Senate (these members will be in addition to the Student Senators appointed for a one year term by the ASA Commissioner); (3) two Students-at-Large as appointed for a one year term by the Student Body President; (4) one Graduate Student appointed by the Graduate Student Council (GSC) (5) four staff/faculty appointed for two year terms, or as agreed upon, by the Vice President for Student Affairs. The Vice President for Student Affairs, Assistant Vice President and Dean of Student Life, and the Assistant Vice President of Student Wellness shall be ex-officio members.

4. Officers
The officer position of the Board shall be held by a student appointed by the Vice President, preferably no later than second to the last meeting of the spring term. The officer will hold the chair position. The officer shall be appointed for the term of one year and shall hold office until their successor is appointed. The duties of the officer shall be to meet regularly with the Vice President, connect and arrange for speakers, facilitate board meetings, and assist with the transition of the newly appointed officer. In the event of an opening of the chair position, the Vice President shall appoint a student to hold the term for the remainder of the predecessor’s term. The ex-officio members shall serve as secretary to the Board on a rotating basis.

5. Meetings
Meetings of the Board shall be held subject to the call of the Board Chair, or by written request of not less than three members, which request shall be filed with the Secretary, who will notify members. The meetings shall be coordinated with the Vice President for Student Affairs. The Board business and its advice to the Vice President shall be done through discussion, consensus and recommendations. Board members may not have substitutes. Excessive absences may result in removal from the Board at discretion of chair and Vice President for Student Affairs.

6. Amendment
Amendments to this policy statement may be officially proposed (a) by a three-fourths vote of the Board members present at any Board meeting duly and regularly called, provided the proposed amendments, or changes, have been presented in writing to the Board members and filed with the secretary at least thirty days prior to the time same are acted upon or (b) by a unanimous vote of the Board members present at any meeting. Once officially proposed, an amendment shall become final upon the approval of the Vice-President for Student Affairs.

Addendum
Subcommittee topics that should be discussed at a regular board meeting should formally be requested to be put on the agenda. There can be discussion ahead of time but the topic should be formally entered on the agenda if the subcommittee wants to consider action.