Bemidji State University Student Association Constitutional Bylaws

Article I – Definitions

Section 1: A “scheduled office hour” shall be defined as a posted hour of which the student must be available in the Student Senate Office.

Section 2: An “office hour” shall be defined as an hour in which the student must be working on Student Senate related business. Office hours may include, but are not limited to tabling, meetings with faculty or administration, Student Senate events, or lobbying. This time excludes Student Senate meetings, committee meetings, cabinet meetings, and cabinet to cabinet meetings.

Section 3: “Absences” shall be defined as not present at a meeting for the majority of that meeting. This shall be decided upon by the Co-Presidents on a situational basis.

Section 4: A “universal student” shall be defined as any fee paying student attending Bemidji State University.

Section 5: An “Ad Hoc Committee” shall be defined as a committee that is created for a specific amount of time in order to deal with a specific issue.

Section 6: A “Sub Committee” shall be defined as a committee that is created to deal with certain topics within the area of concern in a Standing Committee.

Article II – Composition

Section 1: The Student Senate shall consist of twenty (20) student senator seats, which will be filled by three (3) seniors, three (3) juniors, three (3) sophomores, four (4) freshmen, one (1) universal student, and six (6) at-large students. There shall be no other requirements placed on the candidates, nor should quotas be set; except as provided for in the Constitution in Article IV, Section 4, Subsection A.

Section 2: All elected and appointed members of the Student Senate will represent all students at Bemidji State University, regardless of class standing. Class standing seats are used to diversify the Student Senate.

Section 3: If there is an officer of the Minnesota State University Student Association (MSUSA) (State Chair, Vice Chair, or Treasurer) who wishes to serve on the Student Senate that individual shall not be allowed the opportunity.

Section 4: When a class standing senator seat becomes vacant that position will be filled by a student who is currently holding an at-large senator seat. The student with the at-large seat must have the same class standing as the seat they will fill in order to be appointed to the vacant seat. If there is more than one eligible at-large senator, a senator shall be appointed at the discretion of the Co-Presidents.

Article III – Attendance Rev. 11/2010 BSUSA Student Senate
Section 1: Each member of the Student Senate shall be allowed two (2) excused absences from a Student Senate meeting per academic term without incurring any points. Each member of the Student Senate shall also be allowed two (2) excused absences from their committee meeting per academic term without incurring any points. The point system will be as follows:

a) Five (5) points will be given for any unexcused absence from a Student Senate meeting and any absence after the allotted two (2) excused absences.

b) Four (4) points will be given for any unexcused absence from a Cabinet meeting. Members of Cabinet will be allowed two (2) excused absences. Any absences after the allotted two (2) excused absences will receive points.

c) Three (3) points will be given for any unexcused absence from a committee meeting and any absence after the allotted two (2) excused absences.

d) Two (2) points will be given for any missed office hour. Missed office hours must be made up within four (4) academic days in order for a member of the Student Senate to incur no points.

e) Each member of the Student Senate shall be allowed twenty (20) points per semester, with points resetting at the beginning of the next academic semester, before being subject to removal as stated in the Constitution, Article VII, Section 4.

Article IV – Elections

Section 1: All students running in the Fall General election shall run under their current class standing.

Section 2: All students running in the Spring General election shall run under their class standing for the following fall semester.

Section 3: In the Spring General election the following seats will be placed upon the ballot: senior, junior, sophomore, and a universal student seat. A universal student seat is open for all fee-paying students who wish to apply, but was created with second year freshmen and graduate students in mind.

Section 4: In the Spring General elections the top three (3) candidates receiving the most votes in each class standing (senior, junior, and sophomore) and the top candidate receiving the most votes in the universal student seat will fill their respective vacant seats. Candidates that do not receive one of these
seats will be ranked according to the number of votes received. According to this rank, the top six candidates receiving the most votes, regardless of class standing, will fill the vacant at-large seats.

Section 5: In the Fall General election the following seats will be placed upon the ballot: four (4) freshmen, vacant seats that were not filled in the previous Spring General election, and any senator seats that have become vacant since the Spring General election.

Section 6: The University Liaison will be in charge of running the elections for Student Senate. If the University Liaison is running a committee will be formed to run the election. Rev. 11/2010 BSUSA Student Senate

Section 7: Anyone running for a Student Senate position must adhere to the University’s Posting policy and Political Activity policy, anyone caught violating these guidelines will be subject to these rules and regulations.

Article V – Committees

Section 1: An Ad Hoc Committee can be formed at the request of one of the Co-Presidents and is approved by a majority vote of the Student Senate.

Section 2: A Sub Committee can be formed at the request of the Standing Committee Chairs. This request must be approved by a majority vote of the Standing Committee they are the chairs of.

Section 3: A Constitution Committee shall only be convened in order to deal with proposed amendments to the Constitution or its bylaws. It shall be chaired by a Student Senate member and its membership will be open to all who are interested. The committee will have at least four (4) people serving on it and one (1) of the four (4) people has to be a cabinet member. It shall operate like any other committee.

Article VI – Reports

Section 1: Cabinet members shall be responsible for providing a report to the full Student Senate at each Student Senate meeting. These reports shall have no time limit.

Section 2: A report may be delivered to the Student Senate by someone who has been designated by the authors of the report in the event of their absences.

Article VII – Appointment to Vacancies

Section 1: Individuals wishing to be appointed to any vacant Student Senate position must attend two (2) full Student Senate meetings prior to becoming eligible for appointment at the following (or third) Student Senate meeting.

Section 2: After this individual has met the above requirements, and the requirements for eligibility as stated by the Constitution in Article IV Section 4, the Co-Presidents may bring up the prospective
senator’s name during the Appointments section of the agenda.

Section 3: The Student Senate shall question the potential appointee a limit of five (5) questions. After questioning, the appointee will be sequestered outside the meeting area, and a discussion among the Senate must take place before voting. The Senate will then vote with a paper ballot and a majority will decide the appointment.

Article VIII – Special Presidential Elections

Section 1: A special Presidential election must be held if both of the Co-Presidents resign, or if one is found to be an ineligible candidate after the election. The Student Senate will then issue a press release explaining why the special election is taking place. If only one Co-President resigns then the Student Senate shall refer to Article VI, Section 1 of the Constitution.

Section 2: The specially elected Co-Presidents will serve through the day of commencement. Rev.
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Article IX – Student Senate Agenda

Section 1: Items for the Student Senate Agenda must be given to the Office Manager two (2) hours prior to the Student Senate meeting. Items not submitted within the two (2) hour time frame may only be added by amending the agenda during the meeting.

Section 2: Bills, Resolutions, Committee recommendations, and other Student Senate business will be read, discussed, and voted on during the Old and New Business sections of the agenda.

Section 3: An Open Forum will be placed on the agenda. During this time any member of the Student Senate may speak on any topic freely, as well as any other interested parties at the Student Senate meeting. The Open Forum will continue until a motion to adjourn is successful.

Article X – Bills and Resolutions

Section 1: Bills shall be used for external issues on which the Student Senate will give recommendations.

Section 2: Resolutions shall be used for internal issues in which the Student Senate amends its internal procedures or acts on internal issues.

Section 3: Bills and Resolutions shall be numbered in a distinguished order. This numbering system shall abbreviate the Bills or Resolutions in question. Bills and Resolutions will be formatted with the following process:

- Senate Bill or Senate Resolution-last two (2) numbers of the fiscal year-sequential order of the bill during the fiscal year.
For example, the third bill considered during the fiscal year of 2009 would be abbreviated as follows: SB-09-03.

Section 4: For legislation to pass, it must go through the requirements laid out in Article IX, Section 6 of the Constitution. Legislation shall be considered in the order it was introduced.

Section 5: The responsibility for follow-up, such as but not limited to a memo, on Student Senate legislation shall fall on the author(s) of the legislation unless some other individual volunteers to do so or the legislation passes with a clause requiring a specific individual to do the follow-up.

Article XI – Personnel Review Process

Section 1: Members of the Student Senate will receive stipends each semester based on the following criteria: Rev. 11/2010 BSUSA Student Senate

a) Co-Presidents - $1100 per semester per Co-President for fulfilling their duties as stated in the Constitution in Article IV Section 6 Subsection A).

b) University Liaison - $400 per semester

i. $100: attending weekly Student Senate meetings, cabinet meetings, and providing the Student Senate with a weekly report (no unexcused absences for either meeting, left to the discretion of a cabinet vote) (all or nothing; $0 or $100, no in-between).

ii. $75: attending at least one (1) conference in your term as a member of the Student Senate (DC Summit included) (all or nothing; $0 or $75, no in-between).

iii. $75: holding four (4) scheduled weekly office hours (all or nothing; $0 or $75, no in-between).

iv. $150: taking on a leadership role in Student Senate (examples include: helping out the executive team when asked, sitting on university committees, taking on outside Student Senate projects, representing Student Senate to the rest of campus or the community, helping out with MSUSA items and the MSUSA campus coordinator when needed; this will be evaluated by cabinet with a final decision given from the Co-Presidents) and being a mentor to new senators so that they are informed and feel
welcomed (all first time senators will be split between the chairs, and chairs are responsible for welcoming, informing, and meeting with new senators to ensure they know what is going on and feel welcome) (any or all; $0 to $150, any amount determined by cabinet).

c) Co-Chair - $400 per semester

i. $100: attending weekly Student Senate meetings, cabinet meetings, and providing the Student Senate with a weekly report (no unexcused absences for either meeting, left to the discretion of a cabinet vote) (all or nothing; $0 or $100, no in-between).

ii. $75: attending at least one (1) conference in your term as a member of the Student Senate (DC Summit included) (all or nothing; $0 or $75, no in-between).

iii. $75: holding four (4) scheduled weekly office hours (all or nothing; $0 or $75, no in-between).

iv. $150: taking on a leadership role in Student Senate (examples include: helping out the executive team when asked, leading Student Senate committees, sitting on university committees, taking on outside Student Senate projects, representing Student Senate to the rest of campus or the community, helping out with MSUSA items and the MSUSA campus coordinator when needed; this will be evaluated by cabinet with a final decision given from the Co-Presidents) and being a mentor to new senators

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so that they are informed and feel welcomed (all first time senators will be split between the chairs, and chairs are responsible for welcoming, informing, and meeting with new senators to ensure they know what is going on and feel welcome) (any or all; $0 to $150, any amount determined by cabinet).

d) Office Manager - $400 per semester

i. $100: attending weekly Student Senate meetings, taking the minutes, and distributing the minutes by Monday at 4PM (no unexcused absences, left to the discretion of the cabinet vote) (all or nothing : $0 or $100, no in-between).
ii. $100: will assist the Co-Presidents in construction the annual budget request to be passed by the Student Senate and submitted to SAFAC by the deadline (all or nothing $0 or $100, no in-between).

iii. $100: attending necessary information and creating the weekly Student Senate agenda prior to each meeting and will handle and catalog Student Senate bills and resolutions. They will track the individual senator’s points. (Any or all; $0 to $100, any amount determined by cabinet and the Co-Presidents.)

iv. $100: Meet regularly with the Student Senate Advisor to track the Student Senate budget, report all expenditures to the Student Senate, and make recommendations to the Student Senate regarding expenditures as requested. (all or nothing; $0 or $100, no in-between).

e) Senator - $50 per semester

i. $30: attending weekly Student Senate meetings, attending committee meetings when held, holding one (1) scheduled office hour, and attending at least one MSUSA conference in their term (no unexcused absences, left to the discretion of a cabinet vote) (all or nothing; $0 or $30, no in-between).

ii. $20: actively participating outside of Student Senate and committee meetings; examples include: university committees, public relations on campus or in the community, helping with MSUSA items, tabling, budget forums, Ad Hoc Committees, etc. (this will be evaluated through discussion between senator and their chairs with a final decision given from the Co-Presidents) (any or all; $0 to $20).

f) Webmaster – $50 per semester

i. $50: updating the Student Senate Website weekly, maintain the Student Senate Facebook, Twitter, Collegiate Link, and Flickr accounts, as well as any internet endeavor, with regular postings or updates, informing new Senators of the Student Senate website and getting their information for it, and hold two (2) scheduled office hours. The Webmaster position can be held by a Student Senator in addition to their position. The Webmaster

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position will be appointed by the Co-Presidents. (all or nothing; $0 or $50, no in-between)

Article XII – Evaluations of Student Senate Members

Section 1: Each member of the Student Senate shall be evaluated once per academic term. The following evaluations will take place:

a) All members of the Student Senate will evaluate themselves and the Co-Presidents.

b) All senators will evaluate their chairs.

c) All Committee Chairs will evaluate their committee senators.

d) All cabinet members will evaluate the University Liaison and the Office Manager

e) The Co-Presidents will evaluate all cabinet members

Section 2: Each evaluation shall consist of the following:

a) A report on the performance of the duties and responsibilities of the subject.

b) A statement of concurrence or non-concurrence by the subject.

c) The signatures of both the evaluator and the subject.

d) The evaluation shall only contain information relative to Student Senate performance.

Article XIII – Presidential Rights

Section 1: The Co-Presidents shall not have voting power during regular Student Senate meetings.

Article XIV – Harassment Policy
Section 1: Any student who engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local commission, disability, or age shall be subject to remedial action.

Section 2: Sexual Harassment is prohibited and includes: any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with any student’s participation with Bemidji State University Student Association (BSUSA) Student Senate events or creating an intimidating, hostile or offensive environment.

Section 3: Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, Student Senate prohibits all students from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in a Student Senate setting.

Article XV – Alcohol and Illegal Substances Policy

Section 1: The BSUSA Student Senate is committed to providing a healthy and secure environment, which facilitates the highest level of involvement and fosters the full development of all students. The Student Senate strives to support and promote safe and legal practices regarding the use of alcohol.

Section 2: In accordance and compliance with state and federal laws, we specifically have established these priorities:

a) To stress moderation, safety and individual accountability for those 21 or over who choose to drink.

b) To provide an atmosphere free from coercion for those who choose not to drink.

c) To discourage underage drinking.

d) To prohibit alcohol consumption in vehicles and driving while intoxicated.

e) To prohibit use of any illegal chemical substances.

Article XVI – American Disability Act Policy
Section 1: The BSUSA Student Senate will endeavor to make reasonable accommodations to ensure access to programs and services to MSUSA and Student Senate events for individual members with disabilities.

Section 2: If the necessary arrangements cannot be made, Student Senate will not be held liable.

Article XVII – Student Activity Fee Allocation Committee (SAFAC) Consultation

Section 1: SAFAC shall present the budget to Student Senate for the following fiscal year three weeks prior to delivering the finalized budget to the Vice President of Finance and Administration.

Section 2: At this time Student Senate will review the proposed budget and take either of the following actions:

a) Approve the budget as a whole.

b) Not approve the budget and provide recommendations for budget changes. No line item vetoes are allowed.

Article XVIII– Amendment

Section 1: Proposed amendments to the bylaws shall first be committed to the Constitution Committee, as defined in Article V, Section 3 of the bylaws. Rev. 11/2010 BSUSA Student Senate

Section 2: If the proposed amendment(s) make it through the Constitution Committee, the Student Senate shall consider the proposed amendment(s). A two-thirds (2/3) vote is needed for approval.

Section 3: The amendment will become effective immediately upon Student Senate approval.

Article XIX – Ratification and Implementation

Section 1: This set of bylaws shall supersede all previous bylaws of the BSUSA Student Senate Constitution.

Section 2: A two-thirds (2/3) vote is needed for approval of the bylaws.

Section 3: After approval, these bylaws shall take effect with the BSUSA Student Senate Constitution of March 2010.

Section 4: Once approved, this document may not be changed except as outlined in Article XVIII of this document, or by rewriting the BSUSA Student Senate Constitution and reconvening of the Constitution Committee.