Dakota State University
Student Association Senate Constitution
Last Revised: 03/21/2018

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Preamble

We, the Student Association Senate, hereafter referred to as the Senate, in order to assist in promoting the general welfare of the student body and the University as well as to serve as an organized medium for expressing the opinion of the students on matters of general concern, do hereby adopt this Constitution.
Article I

Name and Purpose

Section 1: Name

I. The organization shall be known as the Student Association Senate of Dakota State University, hereafter referred to as the Senate.

Section 2: Purpose

I. The purpose of the Senate shall be to:
   A. Promote student activities
   B. Act on matters relating to student affairs
   C. Serve as a liaison between administration, faculty, staff, and students and to further in every way general cooperation and unity
   D. Stimulate, encourage, organize, and support student activities on campus
   E. Establish the policies and criteria under which organizations may be chartered, governed, and sustained as official Student Recognized Organizations on campus
   F. Appoint student representatives to University committees that affect students
   G. Share in the budgeting of the General Activity Fund Allocations Committee
   H. Lead in the budgeting of University Club Funding Committee
Article II

Membership

Section 1: Members

I. The members of the Student Body shall consist of all registered, tuition paying students of Dakota State University.

II. The Senate Members will be elected from the Student Body.

III. The Senate must consist of members of the Student Body, positions will be filled as defined in Article VI.

IV. The Senate shall not discriminate in any manner against any individual because of age, race, color, creed, religion, gender, ancestry, disability, marital status, military status, political preference, national origin, or sexual orientation.
Article III

Legislature

Section 1: Legislative Powers

I. The legislative power shall be vested in the Senate.

Section 2: Organization

I. Composition
   A. The Senate shall consist of the following:
      1. Executive Council: President, Vice President, Administrative Assistant, and Public Relations Chair.
      2. College Representatives: One (1) Senator per college.
      3. General Senators: No more than One (1) Senator per five hundred (500) students by headcount determined by the fall census of the year prior to the election.
      5. Advisor: The Vice President of Student Affairs or designee (Non-voting member of The Senate).
      6. Recording Secretary: Please refer to Article XIV, Section 1, Subsection I for description of position (Non-voting employee of the Senate).
   
   B. Senator’s Constituency
      1. Constituency: The body of students a Senator represents.
      2. Executive Officers & General Senators: The entire Student Body.
      3. College Representatives: Members of the Student Body in their represented college.
      4. First-Year Senator: The first-year members of the Student Body.
   
   C. Qualifications
      1. Each member of the Senate must meet and maintain the qualifications set forth in Article VI, Section 7. If at any time they no longer meet the qualifications, they must follow the process set
forth in Article VII and a new Senator will be selected per the guidelines defined in Article VI.

II. Permanent Copy
   A. The Constitution shall be prepared in permanent form and kept on file in the Senate office and shall be available to the student body.

Section 4: Sessions

I. Session
   A. All sessions must be held on Dakota State University Campus.
   B. Speaking Privileges: During any session, any individual may speak when recognized by the President unless a majority vote of the Senate closes the gallery. The President shall have the ability to enact free discussion among Senators.
   C. Quorum: A quorum of the voting members must be present for Senate business to be transacted. Quorum shall consist of two-thirds of the currently filled voting member positions in the Senate. Proxies shall not be counted in determining a quorum.
   D. Agenda: The Senate shall approve the agenda provided by the President with a majority vote. Following approval, a two-thirds (2/3) vote of the Senate may change the agenda.
   F. Minutes: Refer to Bylaw 3.4.1.
   G. In the event the President is not present at a session, the line of succession for acting chairperson shall follow Vice President, Public Relations Chair, Administrative Assistant.

II. Types of Sessions
   A. Regular Sessions: The Senate shall assemble no less than twice per month during the course of the academic calendar year as established by the South Dakota Board of Regents. Sessions may be cancelled by majority vote of the Senate or, in the case of an emergency, by the President. Exceptions to this rule may be made for months where the semester begins or ends within that month.
   B. Special Sessions: the President may call Special sessions. Any senator may call a special session upon petition of one-third (1/3) of the Senate.
This petition shall then be delivered to the President. The President must provide twenty-four (24) hours’ notice of any special sessions to all Senators. Discussion will be limited to the topics disclosed in the notice.

C. Closed Session: Any session of the Senate or any of its committees may retire into closed session by a majority vote of the members present. All individuals deemed pertinent to a closed session shall be permitted to remain at the session by majority vote of the closed session voting members. Minutes shall not be recorded within a closed session. Any individual present may not disclose any details, not publicized by the Senate, outside of a closed session. A majority vote of the Senate may publicize actions of the closed session.

Section 5: Absences & Proxies

I. Absences
   A. Acceptable absences are given for Senate sessions as long as they meet the requirements laid out in Bylaw 3.5.1.
   B. The absences form shall be due to the Administrative Assistant filled out no less than three hours prior to the specified session.

II. Proxies
   A. Any Senator may establish a proxy for their vote in a session or committee meeting. This position must be filled by a Senator excluding the President.
   B. Upon establishment of a proxy, the Administrative Assistant shall receive the absences form with the proxy section filled out no less than three hours prior to the specified session. The President or Administrative Assistant shall approve all proxy requests. For approval of the proxy the absences must be an acceptable absence following the requirements set forth in Bylaw 3.5.1.
   C. No proxy representative may control more than two votes simultaneously.
   D. The proxy representative must be aware of the terms in which the absent senator is willing to maintain their vote on all agenda items in case of an amendment to the original bill, amendment, budget request, etc.

Section 6: Legislation

I. Legislation
   A. No legislative act that violates the bylaws or Constitution of the Senate shall be considered.
B. All legislation shall be recorded as a Constitution Revision, Bylaw, or a Resolution.

II. Bylaw
A. Any formal action taken by the Senate that affects the operation of the Senate shall be known as an Bylaw.
B. A Bylaw, until altered by subsequent acts of the Senate, is a legislative act that binds both current and future legislative action.

III. Resolution
A. Any act taken by the Senate of a temporary character or for the purpose of requesting or commending action by organizations or persons outside the authority of the Senate.

IV. Constitution Revision
A. Any formal action taken by the Senate to amend or change the constitution of the Senate shall be known as a Constitution Revision.

V. Bylaw & Resolution Approval Process
A. Introduction
1. All Bylaws & Resolutions brought before the Senate must be sponsored by at least one senator and submitted to the Administrative Assistant no less than three (3) days prior to a session.

B. First Reading
1. All Bylaws & Resolutions shall first be presented to the Senate and then assigned to the appropriate committee by the Vice-President upon motion to continue the legislative process. If an emergency is declared and the senate approves the Resolution with a ⅔ majority vote, a Resolution can skip committee action and second reading and go straight to final disposition.

C. Committee Action
1. The Constitution Revision Committee for a Bylaw shall then meet and deliberate on the Bylaw prior to the second reading and shall pass it along to the full Senate as “Pass”, “Do Not Pass”, or “Without Recommendation”.

2. For a Resolution, the senate shall form a committee if there is no present committee for the Resolution. The committee shall then meet and deliberate on Resolution prior to the second reading and shall pass it along to the full Senate as “Pass”, “Do Not Pass”, or “Without Recommendation”.
D. Second Reading
   1. All Bylaws & Resolutions shall be given consideration at a regular session of the Senate. If a measure is amended in committee, the Senate shall consider the amended version.

E. Final Disposition
   1. All Bylaws & Resolutions shall become effective upon a majority vote of those Senators present and the signature of the President. Final disposition of all Bylaws & Resolutions must be conducted with a roll call vote with those voting for and against recorded in the minutes. In the event the President refuses to sign the Bylaw or Resolution approved by a majority vote of the Senate, it is considered a Presidential veto.

F. Presidential Veto
   1. The President shall have veto power over all passed Bylaws and Resolutions. The President will retain the right to veto legislation in its entirety. Should the President fail to veto legislation within seven (7) days of passage, it shall be considered passed. The President shall provide a written statement of the reason(s) in the event of a veto.

G. Veto Override
   1. The Senate may override a veto by a two-thirds (2/3) vote.

H. Ex Post Facto
   1. No amendment to the Bylaws that affects the number or qualifications of Senators shall take effect until the following term.
   2. All other Bylaws passed shall, unless an emergency is declared by a two-thirds (2/3) majority roll call vote of the Senate and agreed to by the Advisor, take effect at the beginning of the next term.

VI. Constitution Revision Approval Process
   A. Introduction
      1. All Constitution Revisions shall be brought before the Senate by the Senator sponsoring the Constitution Revision.
      2. The Student Body may bring forth Constitution Revision through the initiative process following Article VIII, Subsection 2.

   B. First Reading
      1. The Senator sponsoring the Constitution Revision shall bring it to the Senate where it will be referred to the Constitution Revision Committee.

   C. Committee Action
1. The committee shall meet and deliberate on the Constitution Revision prior to the second reading and shall pass it along to the full Senate as “Pass”, “Do Not Pass”, or “Without Recommendation”. The committee can also bring forth an amendment for the Constitution Revision.

D. Second Reading
1. The Constitution Revision shall be given consideration at a regular session of the Senate. If a measure is amended in committee, the Senate shall consider the amended version. If the Constitution Revision is amended by the Senate, it must return to Committee Action.

E. Comment Period
1. Once the Constitution Revision has passed the Second Reading, it will go to a public comment period for two weeks. Once the Comment Period has closed, the Committee shall consider comments made regarding the Constitution Revision at that time.
2. If the committee feels it necessary, they may reopen the revision to comment period.

F. Third Reading
1. The Committee shall bring the Constitution Revision up to the Senate for the Third Reading where the Senate may/can move to vote on the Constitution Revision or to send it back to the Constitution Revision Committee and brought back at the following session for the Third Reading.

G. Final Disposition
1. All Constitutional Revision shall become effective upon a three/fourths (¾) vote of the Senate. Final disposition of all Constitution Revision must be conducted with a roll call vote with those voting for and against recorded in the minutes.

H. Ex Post Facto
1. No Constitution Revisions that affect the number or qualifications of Senators shall take effect until the next general election. All other Constitution Revisions passed shall, unless an emergency is declared by a two-thirds (2/3) majority roll call vote of the Senate and agreed to by the Advisor, take effect at the beginning of the next term.
Article IV

Vacancies

I. Vacancy
   A. A vacancy is a permanent absence from a position.

II. Vacancy In The Office of the Senate President
   A. In the event of a vacancy occurring in the Office of the Senate President, the Vice President shall immediately fill the vacancy and serve for the remainder of the term as President and a new Vice President will be elected following Article VI.

III. Vacancies In Other Positions
   A. All other vacancies occurring in the Senate after the Fall election and one calendar month before the Spring election shall follow the following procedure.
      1. The Election Committee shall open the position to the student body and receive petitions for one week.
      2. The Election Committee will interview all applicants that are eligible to be senators under Article VI, Section 7. The Election Committee will then choose two applicants for each open position to bring to the Senate.
      3. The Senate, at their next session, will interview both applicants that the election committee has brought to the Senate. The Senate will then have a Plurality Vote on the applicants with ties being broken by the President.

IV. Committee Vacancies
   A. Vacancies occurring in any committee shall be filled by appointment by the Vice President subject to confirmation by two-thirds (2/3) of the Senate.

V. Simultaneous Office of the President and Vice President Vacancies
   A. If at any time, the offices of the President and Vice President become vacant simultaneously, the Advisor shall chair the Senate and hold a majority vote to immediately appoint a temporary chairman to officiate until a special election can be held following Article VI.
Article V

The Executive Council

Section 1: Executive Powers

I. The executive power of the Senate shall be vested in the President of the Senate. Other executive officers shall be the Vice-President, the Administrative Assistant, and the Public Relations Officer.

Section 2: Qualifications

I. The Senate Executive Council shall be full-time students in accordance with Senate guidelines under Article III Section 2.C.

Section 3: Powers and Duties of The President

I. The President shall preside over all sessions of the Senate.

II. The President shall be the Chief Executive Officer of the Senate and shall execute the provisions of the Constitution, bylaws, and all other regulations of the Senate.

III. Upon equal division of the Senate on any measure, the President shall exercise voting rights. The President shall not vote under any other matters during a Senate session, as defined in Article II, Section 4, Subsection II.

IV. The President shall approve all appropriations and expenditures from Senate funds.

V. The President shall act as chair of the Executive Committee of the Senate, and to confer with the administration of the University concerning matters of interest to the Senate.

VI. The President shall submit the Senate budget proposal to the General Activity Fund Allocations Committee and present the budget during hearings.

VII. The President shall serve as a representative of the students before the Faculty, Administration, Student Federation, Board of Regents, Governor, and Legislature.

VIII. The President shall set and distribute the agenda of the Senate.

IX. The President shall distribute the minutes to the Senate.
X. The President shall determine the requirements of “office hours”.

**Section 4: Powers and Duties of The Vice President**

I. The Vice President shall appoint all members, in consultation with the President, to standing and temporary committees as described in Article XII. All appointments are subject to approval by a two thirds (⅔) vote of the Senate.

II. The Vice President shall fill the Office of the President should the position become vacant.

III. The Vice President shall be responsible for administering all budgeting functions, including vouchers, reporting the Senate's budget to General Activity Fund Allocations Committee and to the Senate on a monthly basis.

IV. The Vice President shall carry out any duties deemed necessary by the President.

V. The Vice President shall serve as a representative of the students before the Faculty, Administration, Student Federation, Board of Regents, Governor, and Legislature.

VI. The Vice President shall keep accurate records of all Student Association funds and shall give to the Senate a monthly report of all organization expenditures including records, checks, and receipts.

VII. The Vice President shall serve as an Advisor to the President pertaining to all expenditures and appropriations from Senate accounts.

VIII. The Vice President shall represent the Senate on all financial matters.

IX. The Vice President shall work with the President in preparing the Senate budget request before the General Activity Fund Allocations Committee.

**Section 5: Powers and Duties of The Administrative Assistant**

I. The Administrative Assistant shall keep an accurate and pertinent record of the proceedings of all regular and special sessions of the Senate.

II. The Administrative Assistant shall perform roll call of the Senate members during sessions.

III. The Administrative Assistant shall maintain the Constitutional Amendment Record chronicling any and all changes made to the Constitution. A separate Bylaw Amendment Record shall be kept. Both shall be kept on file in both the Senate office and in Student Services.

IV. The Administrative Assistant shall be in charge of organizing and maintaining all non-budget related documents and paperwork of the Senate.
V. The Administrative Assistant shall carry out any duties deemed necessary by the President.
VI. The Administrative Assistant shall review the minutes after they have been written by the recording secretary and once approved send them to the President.

Section 7: Powers and Duties of The Public Relations Officer

I. The Public Relations Officer shall be responsible for posting the minutes of each session prior to the next session.
II. The Public Relations Officer shall create and maintain the Senate website.
III. The Public Relations Officer shall create and maintain the Senate social media presence.
IV. The Public Relations Officer shall serve as the chair of the Public Relations Committee. See Bylaw 5.7.1.
V. The Public Relations Officer shall carry out any duties deemed necessary by the President.

Section 8: Compensation

I. The executive officers shall receive monthly stipends, as determined by the Senate, the amount of which may be neither increased nor decreased during their term of office. The Senate shall make the salaries of all executive officers publicly available on the Senate website.
Article VI

Elections

Section 1: Election Committee

I. Election Committee
   A. The Election Committee shall be formed no later than the first week of May following Bylaw 6.1.1 and serve until the second Wednesday of February. At this time a new Election Committee will be formed if needed to allow serving senators to run for reelection.
   B. If at any time a student on the Election committee runs for a position on the Senate they must step down and a new student shall take their spot on the committee with a two thirds (⅔) vote of the Senate.

Section 2: Date

I. Spring Election
   A. All officers, college representatives, and general senators except for the First-year shall be elected at an annual election to be held on the second Wednesday of April. Voting shall be done by secret ballot whether online or offline by the student body.

II. Fall Election
   A. All open officer, college representatives, and general senator’s positions that are vacant at the start of the fall semester along with the first-year position shall be elected at an election to be held on the second Wednesday of October. Voting shall be done by secret ballot whether online or offline by the student body.

Section 3: Petitions

I. Availability & Creation
   A. The election committee shall be in charge of creating & distributing all petitions available before a vote in a timely manner.
   B. Spring Election
      1. Petitions for all positions on the ballot open by the last Wednesday of February at 8 pm.
   C. Fall Election
1. Petitions for all positions on the ballot open by the last Wednesday of August at 8 pm.

II. Requirements
   A. Refer to Bylaw 6.3.1 for requirements of Petitions

III. Submission
   A. Spring Election
      1. Petitions for all positions on the ballet are due by the last Wednesday of March at 5 pm
   B. Fall Election
      1. Petitions for all positions on the ballet are due by the last Wednesday of September at 5 pm.
   C. Election following Article 4 Subsection C
      1. Petitions for all positions open shall be due on a date set by the election committee.
   D. If the committee finds a petition to be invalid, they shall immediately notify the candidate who shall then have up to one week to make any necessary corrections.

Section 4: Voting

I. Voting Rights
   A. All members of the Student Body at the time of the election shall be eligible to vote for the Senate candidates.

II. Plurality Vote
   A. Senate candidates that receive the highest number of votes shall be declared elected. Alternates shall be those candidates who receive the highest number of votes but do not win a seat

III. Ties
   A. Ties in Senate elections shall be broken at the first session of the new Senate at a special session called and chaired by the current President. If the current President is seeking the office in question, it will be chaired by the current Advisor. The Chair shall not vote unless the Senate is equally divided.

Section 5: Public Relations Chair and Administrative Assistant

I. Election Process for Spring Election
A. The Public Relations Chair and Administrative Assistant shall not be on the ballot. With the addition of two general senators on the ballot, the President on the third week of April shall nominate a General Senator for each position. The Senate will then confirm or deny that nomination for the position with a 2/3 majority vote.

Section 6: Term of Office

I. All voting members of the Senate shall hold office for a single term beginning when they take office and ending when the next term of elected students take office on the second Wednesday of April at the normally scheduled session. The previous Executive Council shall remain on Senate for one week following the election of the new Executive Council to assist in the transition process. The transition process is defined in the Transition Document. Refer to Bylaw 3.6.1 for the management and implementation of this document.

II. During the transition process, the previous Executive Council shall have no voting powers in any matters of the Senate, unless they are re-elected to a position within the Senate.

Section 7: Senator Eligibility

I. Any member of the Student Body who meets and maintains the following requirements is eligible for candidacy for Student Senator.
   A. A cumulative institutional GPA of 2.60 or greater for all non-executive Officers.
   B. In good standing at the Dakota State University (not on disciplinary probation).
   C. In good standing with the Senate (having not been removed from their position either by dereliction of duty or by their own volition).
   D. Completed at least one semester at Dakota State University with the exception of the First-year who shall not have attended any institution of higher learning or be in their first year out of high school.
   E. Available to serve a full term in office.
   F. Must complete the application process.
   G. Candidates must be full-time on-campus students during the election and while serving the term in office.
      1. Exceptions are made for students who will no longer meet full-time requirements due to graduation.
   H. No former Senator who has been removed from their position may hold a Senate seat again unless pardoned. A pardon requires sponsorship of no
fewer than three (3) Senators, endorsement by a majority of the Executive Council, and confirmation by a two-thirds (2/3) vote of the Senate.

Section 8: Officer Eligibility

I. Any members of the Student Senate who meet the requirements put forth in the above section are eligible for candidacy for Senate Officer with two differences. First, officers must have a cumulative GPA of 3.0 or greater at the time of election. Second, the Presidential and Vice-Presidential candidates must have been members of the Senate for one term prior to running for office or are currently serving their first term.
Article VII

Impeachment and Removal

Section 1: Authority
I. The Senate has the power to expel any executive officer, Senator, or alternate from office after a proper hearing has been held with the approval of two-thirds (2/3) of all Senators.

II. During, and only during, the consideration of all matters dealing with a formal complaint, the accused will lose all powers, rights, and duties of his or her office. The accused shall still have the right to speak on his or her behalf. This shall be called impeachment.

Section 2: Impeachment
I. Power
   A. The Article VII Committee shall have the power of impeachment. It shall consider all formal complaints made against any Senator.
   B. The Article VII Committee shall be formed no later than the first week of May following Bylaw 7.2.1. If a member of the committee has a complaint brought against them then they shall immediately step down from the committee until the matter has been resolved.

II. Impeachable Offense
   A. Inappropriate conduct (including but not limited to threats, verbal abuse, harassment, demagogue, theft, vandalism, libel, or slander) while representing the Student Body in any official capacity.
   B. Intentional misleading of school officials or any Student Body member regarding official University or Senate business.
   C. Misuse, misappropriation, or theft of Student Senate resources.
   D. Intentional violation of any provision of this Constitution, the bylaws of the Senate, or the fiscal guidelines.
   E. Misuse of power or privilege granted by office.
   F. Failure to comply with an executive order as set by the President.

III. Requirements for Formal Complaints
   A. The complaint must state the specific party or individual in violation.
   B. The complaint must state the organization or individual presenting the claim.
   C. The complaint must be typewritten/word processed and coherent.
D. A specific violation of Article VII, Section 2, Subsection II, must be addressed.
E. The complaint must completely and fully describe the instance(s) of offense(s) allegedly committed.
F. Any formal complaint shall be filed with the Article VII Committee.

IV. Indictment
   A. Within two (2) school days, the Article VII Committee shall deliver a copy of the formal complaint to the accused.
   B. Within one (1) school week of receiving the formal complaint, the committee shall meet, and using whatever measures it deems necessary, determine by a majority vote if sufficient evidence exists to hold an impeachment hearing. If the committee concludes that enough evidence exists, the accused shall be impeached.
   C. If the committee concludes that enough evidence does not exist, the matter shall be declared closed with no hearing held unless the Senate moves to bring the impeachment hearing to the Senate with the endorsement of one third (⅓) of the Senate.

Section 3: Trial Process
   I. All impeachment hearings shall be held in an open session before the full Senate in a special session.
   II. The presiding chairperson shall be the highest-ranking elected Officer that is not being impeached. In the event that no Officer is willing or eligible to serve as presiding chairperson the Advisor shall appoint a chairperson.
   III. The presiding officer of the Senate shall set the date of the special session for a day no later than two (2) school weeks after impeachment.
   IV. A copy of the formal complaint shall be given to each Senator at least two (2) days before the hearing.
   V. The accuser and the accused shall, in turn, present their cases and witnesses. Each side shall have the opportunity to cross-examine witnesses and make a closing argument.
   VI. After closing arguments, the Senate shall retire into closed session. The Senate may recall and question any person involved in the hearing. After discussion, the Senate shall vote by secret ballot.
   VII. The presiding officer shall announce the vote totals and the verdict, and it shall be recorded in the minutes. If the verdict is guilty, the presiding officer shall immediately declare the office of the accused vacant. If the verdict is not guilty, the matter shall be declared closed.
Section 4: Removal by Unacceptable Absence

I. Should a Senator have two (2) unacceptable absences (defined as missing roll call at the beginning of a Senate session) or failure to complete “office hours” as set forth by the President, that Senator shall receive a written warning from the President on behalf of the Senate as a whole.

II. Following this warning, should the Senator have another unacceptable absence from either a Senate session or “office hours”, as the case may be, that Senator shall then be considered to have vacated his or her seat unless a special dispensation, conditional or unconditional, is granted by a majority vote of the Senate.
Article VIII

Initiative, Referendum, And Recall

Section 1: Initiative

I. The Student Body may initiate legislation and recalls by presenting to the Senate a petition that calls for a vote on the specific legislation or recall.

Section 2: Referendum

I. All legislation petitions must contain signatures of at least five (5) percent of the Student Body. If the petition meets the requirements it will then follow the methods set out in article 3.

Section 3: Recall

I. Any voting member of the Senate is subject to recall upon submission of a petition calling for that action and no less than fifteen (15) percent of the members of the proper constituency.

II. Any member of the Senate may be subject to recall no sooner than 30 days after assuming the duties of his or her office.

III. When a recall petition has been duly signed, it will be presented to the Senate, at which time the President shall call a special vote to be held between the fifth and the tenth day after such petition has been presented.

IV. Should a majority vote cast at said election accept the petition, the office of the Senate member recalled shall be declared vacant. This action is not vetoable by the President.

Section 4: Special Votes

I. All special votes shall be held at most two weeks after the petitions have been received. If there is no school at that time, the vote shall be held the next school week.
Article IX

Bill of Rights

I. The Senate recognizes and upholds both the University Policies and Regulations and the Student Conduct Code contained within the University Student Handbook.
Article X

Bylaws

I. The Senate shall have the power to adopt and amend bylaws following the procedure laid out in Article III, Section 6, Subsection V.

II. Permanent Copy
   A. All bylaws shall be prepared in permanent form and kept on file in the Senate office and shall be available to the student body.
Article XI

Amendments

I. The Senate shall have the power to amend the Constitution following the procedure laid out in Article III, Section 6, Subsection VI.
Article XII

Committees

Section 1: Senate Committees

I. All committees are responsible to and shall report to the Vice President by filing their minutes following Robert's Rules of Order with the Administrative Assistant within a week after each meeting.

II. The Recording Secretary shall be responsible for recording the minutes of the Senate committee’s meetings. If the Recording Secretary is not present, the chairperson shall appoint a member of the committee to record the minutes.

III. Standing Committees
   A. The following Committees shall be formed no later than the first week of May following their respected bylaws.
      1. Constitution Revision Committee Bylaw 3.6.1
      2. Elections Committee Bylaw 6.1.1
      3. Public Relations Committee Bylaw 5.7.1
      4. Article VII Committee Bylaw 7.2.1
      5. SRO Audit Committee Bylaw 13.4.1

IV. Temporary Committees
   A. The Senate shall establish committees as necessary to carry out duties as seen fit by the Senate on any matter.

Section 2: DSU Institutional Committees

I. The Vice President shall be in charge of assigning and administrating all DSU Institutional Committees.
Article XIII

Student Recognized Organizations

Section 1: Student Recognized Organizations

I. Student Recognized Organizations (SRO)
   A. Any club or organization associated with DSU that has been approved by the Senate and is eligible to receive funding from GAF through club funding committee
   B. These SROs may receive assistance and additional funding from the Senate.
   C. Can represent their SRO as a single entity to the Senate.

Section 2: Reviewing and Approving of a Proposed SRO

I. The Senate shall be responsible for reviewing and approving, by simple majority vote, proposed SROs. This shall be carried out in regular sessions of the Senate.

II. All proposed SROs shall follow the procedures for becoming an SRO, outlined in Bylaw 13.2.1.

Section 3: Auditing SROs

I. SRO Audit Committee
   A. Shall be formed no later than the first week of May.
   B. For review process and makeup of the committee refer to Bylaw 13.3.1.

II. Power of the Senate
   A. The Senate has the power to deem an SRO as unrecognized
   B. Procedures for Unrecognizing an SRO
      1. The Senate will need a majority vote to no longer recognize an SRO
      2. The SRO Audit Committee shall have the duty of auditing clubs to make sure they comply with the requirements of being a SRO Bylaw 13.4.2.
      3. The reasons for unrecognizing an SRO include, but are not limited to:
          a) The SRO Audit Committee has deemed the SRO inactive for at least two years.
b) The SRO does not meet the requirements of being a SRO outlined in Bylaw 13.3.2.

c) The SRO Audit Committee brings forth the recommendation to no longer recognize the SRO.
Article XIV

Employees

Section 1: Employees of the Senate

I. Recording Secretary
   A. Duties
      1. To write the notes and minutes for Senate Sessions following
         Bylaw 3.4.1.
      2. To write minutes for all Senate Committees following Robert’s
         Rules of Order.
   B. Hiring Process
      1. The Executive council shall work with Career services to fill the
         position at any time that it is vacant.
   C. Compensation
      1. Hourly pay shall follow DSU Human Resources Policy.
   D. Event of Vacancy
      1. In event of the vacancy of the position the Administrative Assistant
         shall take over all duties relating to Senate sessions until the
         position can be filled.

FOOTNOTE: A set of bylaws accompanies this document. The bylaws provide additional information regarding guidelines for committees, elections, etc. not provided by the Constitution. Unlike the Constitution, bylaws should be reviewed at least once an academic year. Any changes that are required should be brought to the immediate attention of the Senate. Each time the bylaws are changed, the date the change goes into effect should be posted in the Bylaw Amendment Record.
Student Association Senate Bylaws

Last Revised: 03/21/2018

Bylaw 3.4.1

I. Session Notes
   A. Session Notes will be taken by the Recording Secretary for the duration of a session.
   B. All votes, discussion, and motions will be recorded.
   C. All motions will be submitted to the Administrative Assistant immediately following the session for clarity.

II. Session Minutes
   A. Session Minutes shall comprise of a professional summary of the Session Notes.
   B. Session Minutes shall be sent to the President by no later than five (5) days after the session which the minutes have been recorded for.
Bylaw 3.5.1

I. Guidelines for absences from any Senate session shall be as follows:

A. Acceptable Absences:
   1. Sickness
   2. Midterm/Final Schedule Conflict
   3. Family emergency
   4. Adverse weather conditions
   5. University excused absence
   6. Religious Observances

B. Unacceptable Absences:
   1. Studying for a class/test
   2. Employment obligations
   3. Other campus organization meetings
   4. Failure to appear at scheduled meeting time, place, etc.
   5. A scheduled class, except during the semester in which the Senate term began
   6. Any reasons not covered under Section A of Bylaw 3.5.1

Subsection I
Bylaw 3.6.1

I. Constitution Revision Committee
   A. The Committee shall consist of a Chairperson, 4 senate members, and the Advisor.
   B. The Committee shall be formed no later than the first week of May.
   C. The Committee shall meet when necessary to fulfill its duties
   D. Duties
      1. To review and make recommendations over bylaws and Constitution Revision.
      2. The Committee shall not review non-Senate constitutions.
   E. Autonomy
      1. The committee shall have autonomy in its operation, but its decisions may be reviewed and altered by the Senate and confirmed with a 2/3 vote.
   F. Support
      1. The committee shall receive administrative support from the Senate.
Bylaw 5.7.1

I. Public Relations Committee
   A. Composition
      1. The committee shall consist of five (5) senators with the Public Relations chair serving as the fifth member.
   B. The Committee shall be formed no later than the first week of May.
   C. Duties
      1. To assist and support the Public Relations chair with organizing and planning events.
      2. To assist the Public Relations chair in their Senate related endeavors.
   D. Autonomy
      1. The committee shall have autonomy in its operation, but its decisions may be reviewed and altered by the Senate and confirmed with a 2/3 vote.
   E. Support
      1. The committee shall receive administrative support from the Senate.
Bylaw 6.1.1

I. Election Committee
   A. Composition
      1. The committee shall consist of five (5) appointed students not seeking election. No member of the committee may campaign or show bias in any way toward any candidate. One student who is a Senator not seeking election shall serve as chairperson. In the event that no Senator is willing or eligible, the chairperson may be any student not seeking election. If no chairperson can be found, the Advisor may make the decisions of that office. The remaining four seats shall be filled by any students not seeking election. The Senate shall approve all members of the committee.
   B. Duties
      1. The committee shall handle all debate, challenges, and petition questions, as well as other election disputes.
      2. The committee shall review all ballots and declare winners.
      3. The committee shall enforce all election regulations, defined in Bylaw 6.4.1 along with the Election Regulation Document.
   C. Autonomy
      1. The committee shall have autonomy in its operation, but its decisions may be reviewed and altered by the Senate and confirmed with a two thirds (2/3) vote.
   D. Support
      1. The committee shall receive administrative support from the Senate.
Bylaw 6.3.1

I. Requirements of Petitions
   A. Petitions will collect information to prove a candidate meets the qualifications for the position they are running for.
   B. Signatures
      1. President and Vice President will require 50 signatures from the student body
      2. College Representatives for College of Arts and Sciences, College of Business and Information Systems, Beacom College of Computer and Cyber Sciences, and College of Education will require 25 signatures from the college they will be representing. The graduate college representative will require 5 signatures from students in the graduate college and 20 signatures from the college associated with their degree.
      3. General senator and First-Year senator will require 25 signatures from the student body.
Bylaw 6.4.1

I. Election Bylaws
   A. Campaigning in the Residence Halls
      1. Posters are allowed in the Residence Halls following DSU Poster Policy and shall be distributed by Student Services.
   B. Campaigning in the Trojan Center
      1. All changes to poster, booth, and campaign regulations within the Election Regulation Document, pertaining to the Trojan Center, must be decided upon, and approved by the manager of the Trojan Center before the election regulations are approved by the Senate.
   C. Campaigning in all other Dakota State University Buildings
      1. Campaigning in a DSU building, excluding during ongoing class, must be approved by the main office of that building. Campaigning during a class must be approved by the Faculty member in charge of that class.
   D. Distribution
      1. Election regulations shall be sent to each candidate via the committees designated communication once their petition is approved.
      2. Any updates must be distributed to all candidates concurrently.
   E. Campaign Timeline
      1. Candidates may not campaign until their petitions have been received and confirmed by the Election Committee via the committees designated communication method.
      2. The committee shall approve petitions via the committees designated communication method as soon as it reasonably can.
   F. Regulating Campaign Finance
      1. The Election Committee shall set regulations regarding all Campaign Finances for all candidates in the Election Regulations Document.
   G. Voting Protocol
      1. The Election Committee shall be the only entity allowed to facilitate voting booths.
   H. All other Election Regulations
      1. The Election Committee shall seek Senate approval of Election Regulations for every election cycle via a two-thirds (⅔) vote of the Senate.
      2. The Election Committee has the power to set forth regulations not laid out in this bylaw via the Election Regulation Document. The
Election Regulation Document must be approved by a two-thirds (2/3) vote of the Senate.

3. The Election Regulation Document can be changed during an election cycle by a two-thirds (⅔) vote of the Senate.

4. The Election Committee shall set regulations regarding campaign materials for all candidates in the Election Regulations Document.

5. Candidates must follow DSU policy.
Bylaw 7.2.1

I. Article VII Committee
   A. Composition
      1. The committee shall consist of five (5) Senators. If a member of the committee has a complaint brought against them, they shall immediately step down from the committee until the matter has been resolved. The committee shall choose their own chairperson internally.

   B. Duties
      1. The committee shall handle all formal complaints brought to the committee.
      2. The committee shall be required to handle the impeachment process.

   C. Autonomy
      1. The committee shall have autonomy in its operation, but its decisions may be reviewed and altered by the Senate and confirmed with a two thirds (⅔) vote. If the committee decides to not bring a matter to the Senate, the Senate may move to bring it to the Senate as an impeachment hearing with the endorsement of one third (⅓) of the Senate.

   D. Support
      1. The committee shall receive administrative support from the Senate.
Bylaw 13.2.1

I. Procedures for Becoming an SRO
   A. The members of the club/organization must pick an advisor which must be an active DSU faculty, administration, or staff member.
   B. The members shall write and approve by a two thirds (⅔) majority the constitution of their club/organization before submitting it to the Director of Student Activities and SRO Audit Committee.

II. The club/organization’s constitution and all future amendments must conform to Senate guidelines as specified in Bylaw 13.3.2

III. The Senate will then need a majority vote to approve the club/organization constitution.

IV. The SRO Audit Committee shall work with Director of Student Activities to make sure clubs/organizations meet the requirements of Dakota State University and the Senate before coming to be approved by the Senate.
Bylaw 13.3.1

I. SRO Audit Committee
   A. Composition
      1. The committee shall consist of five (5) Senators. The committee shall self-elect a chairperson. The Senate shall approve all members of the committee.
   B. Duties
      1. To Audit SROs to make sure they are following Bylaw 13.4.2
      2. To review and maintain a list grievances against SROs
         a) The committee shall, when asked, bring a recommendation to the Senate based on the maintained list of grievances.
         b) The committee itself can file grievances or may receive grievances from the student body.
   C. Autonomy
      1. The committee shall have autonomy in its operation, but its decisions may be reviewed and altered by the Senate and confirmed with a two thirds (⅔) vote.
   D. Support
      1. The committee shall receive administrative support from the Senate.
Bylaw 13.3.2

I. Requirements for being an SRO
   A. Each SRO must:
      1. Be open to all students.
      2. Have an executive board comprised of students and elected by the active members.
      3. Have at least ten (10) active student members.
         a) Active members shall be defined in each SRO’s constitution
      4. Present to the Senate once a year at a regular Senate session before February of that school year.
      5. Have an up to date constitution that is on file with the Senate.
      6. Submit a yearly financial report to the SRO Audit Committee.
      7. Follow Dakota State University Policy.
      8. Report a list of active members to the SRO Audit Committee by February.
      9. Work with the SRO Audit Committee and Public Relations Chair to keep information about the SRO updated on the DSU and Senate website.