Article I. Compensation

Section 1: President’s Compensation

1. The President of the Student Senate shall receive a maximum of $500 tuition credit per semester and a stipend of no less than $45 per week to be determined during the fall semester budget discussions.

2. Tuition and the stipend will be received while school is in session during the academic year as well as the summer if applicable.

Section 2: Vice President’s Compensation

1. The Vice President of the Student Senate shall receive a maximum of $425 tuition credit per semester and a stipend of no less than $30 per week to be determined during fall semester budget discussion.

2. Tuition and the stipend will be received while school is in session during the academic year as well as the summer if applicable.

Section 3: Treasurer’s Compensation

1. The Treasurer of the Student Senate shall receive a maximum of $350 tuition credit per semester and a stipend of no less than $25 per week to be determined during fall semester budget discussion.

2. Tuition and the stipend will be received while school is in session during the academic year as well as the summer if applicable.

Article II. Elections

Section 1: Election Board Chair

The Election Board Chair should be appointed no later than the second Thursday in February so there is adequate time to organize an election board.

Section 2: Duties of the Election Board

1. Scheduling and early announcements of elections.

2. Notifying the public regarding filing periods.

3. Collect, publish and distribute necessary election procedures and forms.
4. The development of election rules necessary to promote favorable conduct of elections.

5. An optional sponsorship of an open forum for candidates.

6. The publication of the election results.

7. Holding a hearing if any candidate is under suspicion of breaking the election rules. If this happens, the following procedure will be followed:
   a. The candidate will be notified of said allegation.
   b. The Election Board Chair will call a meeting of the Election Board. This meeting will be closed to the public. The candidate shall be present or may send a proxy. The proxy must have a written statement saying he or she is to be the candidate’s proxy. The accuser may remain anonymous but must submit an allegation in writing. Two-Thirds of the Election Board (Not including the chair) are required for quorum.
   c. The meeting will be run by the Election Board Chair.
   d. Both sides will be allowed to present evidence.
   e. Serious charges, which are proven beyond a reasonable doubt, will deem disqualification. Serious charges will be up to the discretion of the Election Board.
   f. A two-thirds secret ballot vote is needed by the election board to disqualify a candidate. The Election Board Chair may not vote.

**Article III. Time of Elections and Electoral Districts**

**Section 1: Electoral Districts**

The electoral and voting districts shall be as follows:

1. **Geographical Districts**
   a. The five geographical districts consist of:
      i. Nelson/Grantham
      ii. Dahl/Ballard
      iii. Snarr
      iv. Neumeier/Holmquist
      v. Off-Campus
   b. There shall be no fewer than eight off-campus representatives without geographical boundaries subject to change by increases based on results from the reevaluation.

2. **Academic Districts**
   a. The seven academic districts consist of the following:
      i. Business and Innovation
      ii. Arts, Media, and Communications
      iii. Education and Human Services
      iv. Humanities and Social Sciences
      vi. University College, General Studies, and Undeclared
      vii. Graduate Studies

3. **Determining Seats**
a. Membership of Senators representing these positions will fluctuate based on the number of students in that respective district as such:
   i. 1-700 = 1 Senator
   ii. 701-1400 = 2 Senators
   iii. 1401-2100 = 3 Senators
   iv. 2101-2800 = 4 Senators
   v. Etc.

b. A reevaluation of the number of students in geographical and academic areas will be gathered prior to when the elections are held. From those results the Election Board shall allot the amount of seats accordingly.

c. All student senatorial or officer elections shall be held no fewer than three weeks before the end of the respective semester.

**Article IV. Appointments**

Senate shall approve executive appointments made by the President with a two-thirds majority vote to be taken by a written secret ballot and counted by the Secretary and one other member of the Executive Board.

**Article V. Election Rules**

Section 1: Filing

1. Potential candidates must file candidacy application online to be placed on the election ballot.

2. When potential candidates file, they shall receive a copy of the election rules and all other documentation from the election board by email.

3. A student may only file for one seat even if he/she is qualified for more than one seat. This also means that if a student is running for an executive seat, he/she may not run for a senatorial seat. A student may only run for one executive seat. If a student has multiple majors, then he/she may pick which college to run for.

4. For academic seats, the candidate must be in a major of the college that he or she is filing for at the moment he/she files. For residential seats, the candidate must reside in the district of which he/she is filing for the following academic year.

Section 2: Campaigning

1. A candidate is responsible for the actions of his or her campaign staff.

2. Campaigning is defined as:
   a. The public distribution of any material of information promoting a candidate or a candidate’s office.
   b. Speaking before an organized group or in a public place with the purpose of promoting a candidate or candidate’s office.
   c. Any activity requesting the vote of a constituent for a specific candidate or candidates.
   d. Campaigning does not include encouraging voting in general, without specifying a
particular candidate or candidates.

3. Campaigning materials:
   a. Shall be defined as literature, posters, advertisements, banners, flyers, printed materials, etc. distributed for the purpose of supporting a candidate or candidates.
   b. Campaign material guidelines:
      i. Candidates must take down all campaign materials after the election is over.
      ii. Candidate must take down all campaign materials in the immediate vicinity of the polling place by midnight before the polls open.
      iii. All campaign materials must be approved where applicable.
      iv. A candidate may not destroy or cover up another candidate’s campaign material.
   c. All campaign material may not mention any other candidates by name or identifying characteristics, excluding references to running mates.
   d. Candidates are encouraged to speak at open forums if held. In the event that a candidate is unable to attend, he/she may send a proxy or a written statement to be presented on behalf of the candidate. It is imperative that the candidate notifies the election board chair no later than 24 hours before the open forum, otherwise the proxy or statement will not be considered.
   e. Candidates and their campaign workers are encouraged to promote voting and the election in general but will refrain from utilizing personal electronic voting methods to create an alternative polling place. One example of creating an alternative polling place is inviting students to the candidate’s dorm room to vote for the candidate. It is permissible to announce the elections and promote a particular candidate in a classroom of computers.
   f. Candidates and their staff may not break university policies.

4. It is the candidate’s responsibility that he/she follows all university policies regarding advertising.

Article VI. Chairs

Section 1: Campus Affairs

The Campus Affairs chair is the liaison between the campus at large and the student senate. They do this by:

1. Providing guidance as well as oversight to the geographical senators.
2. Chairing regular Campus Affairs Committee meetings
3. Keep regular contact with the Physical Plant Manager.
4. Must either attend or send a proxy to the Facilities, Grounds, and Safety University Committee.

Section 2: Legislative and Internal Affairs

The Legislative and Internal Affairs chair is responsible for knowing and updating the Student Senate
Constitution and Bylaws and being up to date on higher education legislation at all levels of government. They do this by:

1. Chairing regular Legislative and Internal Affairs Committee meetings.
2. Evaluate the Constitution and Bylaws at least once a year or when necessary.
3. Bring forward to the senate any and all policy changes at the university, city, and state levels that may affect higher education.

Section 3: Public Relations

The Public Relations chair is responsible for raising awareness of Student Senate and its efforts throughout campus. They do this by:

1. Chairing regular Public Relations Committee meetings.
2. Managing Student Senate’s social media accounts.
3. Keep regular contact with the campus newspaper.

Section 4: Student Affairs Oversight

The Student Affairs Oversight chair is responsible for the committee’s at MSUM as well as being a liaison between the online and extended learning and graduate students. They do this by:

1. Chair regular Student Affair Oversight Committee meetings.
2. Oversee University and senate committee appointments.
3. Keep regular contact with the Dean of Online and Extended Learning.

Section 5: Diversity Committee

The Diversity chair is the liaison between the diverse student population at MSUM and the Student Senate. They do this by:

1. Chairing regular Diversity Committee meetings.
2. Keep regular contact with the Chief Diversity Officer, the Office of Diversity and Inclusion, International Student Services, and the diversity and social justice student organizations.

Section 6: Academic Affairs

The Academic Affairs chair is the liaison between the academic areas of MSUM and the Student Senate. They do this by:

1. Providing guidance as well as oversight to the academic senators.
2. Chairing regular Academic Affairs Committee meetings.

3. Keep regular contact with the Provost, the Associate Vice President for Academic Affairs, and the Academic Support Center.

Section 7: Chair Requirements

Chair positions must fulfill three office hours per week during the normal academic year. A minimum of two office hours must be completed in the senate office. The third hour could be fulfilled in duty related meetings held on campus or the senate office. Chairs are not required to attend Student Senate meetings.

Article VII. Committee Meetings

Section 1: Chairperson

1. The Senate President shall appoint a Chairperson for each of the Senate committees.

2. Committee meetings may be held by the chairperson.

3. If the Chairperson is unable to attend a meeting it will still be held.

4. The Chairperson may appoint a committee member to serve as Secretary.

5. The Chairperson shall take attendance at regularly scheduled meetings and indicate which members are present and which are absent in their posted committee reports.

6. The Chairperson shall report the committee’s actions at the meeting of the senate and submit a report for inclusion in the senate minutes.

Section 2: Committee Meeting Times

The committee’s meeting times will be posted in the Senate office.

Section 3: Attendance and Absences

1. Meticulous attendance records are required of the Chairperson of each committee.

2. The Chairperson of a committee may excuse a Senate committee member.

Section 4: Chair’s Compensation

1. Each of the Senate standing committee chairs shall receive a stipend of no less than $200 every semester to be determined during the budget discussion. Chairs will receive a portion of their semester stipend every pay period. If a chair does not serve a full semester, the pay will be prorated for his/her time served.

2. Ad Hoc committee chairs may receive a stipend at the discretion of a two-thirds majority vote of
The amount of the stipend must also be specified in the motion but shall not exceed the compensation of standing committee chairs.

**Article VIII. Other Bodies**

The following structures exist to enhance the communication within the Senate.

**Section 1: Student Election Board**

The purpose of the committee shall be to ensure an accurate and fair election for officers and senators. A new Election Board shall be formed every time a Senate election is called.

**Section 2: Executive Board and Cabinet**

1. The purpose of the Executive Board shall be to oversee all actions of the senate and its committees. The President of the Senate shall chair the Executive Board.

2. The President's Cabinet shall include but is not limited to the President and all Committee Chairs.

**Section 3: Ad Hoc Committees and Task Forces**

The Senate has authority to design an Ad Hoc committee or task force for a specific time frame and purpose. The time and purpose are to be defined before the committee can be formed. Formation of the committee or task force is at the President's discretion. Ad Hoc committees report to the senate. Task forces report to a designated Executive Board member.

**Article IX. Senatorial Transition and the Transitional Manual**

**Section 1: The Transitional Manual**

The transitional manual shall be a clearly organized formal document containing but not limited to:

1. Copies of all committee motions.
   a. To prevent redundancy

2. To monitor progress of policies.

3. To keep an archive of committee work.

4. List of Events/Programs.
   a. Description of events/programs sponsored by committees
   b. Marketing plan for events committee

5. Contacts.
   a. Personal contacts and resources
   b. Campus contacts/resources
   c. City and state contacts/resources
Section 2: Rules of the Transition Manual

1. The Executive Board will oversee the completion of transition manuals.

2. All recognized senate members are responsible for completion of their positions’ transition manuals.

3. All Chairs will complete the transition manual one week prior to the end of the term and Chair compensation may be withheld until the task is completed.

4. If a Chair fails to complete the task, the duty may be assigned to the remaining members of the committee under the description of the Senate President.

5. Executive members will hand in the transitional manual one week prior to the end of their term.

6. The Vice President will administer the transition manual program.

Article X. Meeting Procedures

Section 1: Agenda

1. The President of the Senate shall set the agenda for the senate meeting. Prior to the meeting, senators and officers may inform the Senate President of items they wish to have placed on the agenda. Business not on the agenda may be raised from the floor. The standard format for the agenda includes:
   a. Call to Order
   b. Roll Call
   c. Approval of the Agenda
   d. Approval of the Minutes
   e. Meet and Confer
   f. Public Forum
   g. Reports:
      i. Executive Board
      ii. Chairs
      iii. Senators
      iv. Advisor
   h. Approval of Reports
   i. Students United Update
   j. SABC Update
k. New Business
l. Appointments
m. Points for the Good of the Order
n. Adjournment

2. All reports and the agenda must be posted on DragonCentral by the end of the day on Wednesdays.

Section 2: Main Motions

1. Motions shall be submitted in writing and will be numbered to facilitate filing and reference. Any resolution, bill or other type of motion must include the name of the committee it went through and a contact person or the name of the sponsor if the motion is raised from the floor.

2. A resolution is defined as an issue where the senate may take a position or a stand. The motion raising a resolution must include the reason for the senate to take a position and the position itself. A recommendation letter from the senate president shall be sent to the person/agencies involved stating the agreed upon position of the Senate.

3. A bill is defined as a legislative action by the Senate involving financial transactions, policy changes, and other appropriate legislative actions.

4. Other types of motions consist of committee appointments, student organization constitutions, university committee recommendations, bylaws, etc.

Section 3: Minutes

1. A Senate summary written by the Secretary shall be sent, by request, to the student newspaper(s), Resident Hall Association, Senators, organizations, other universities, faculty associations, the University President and the Vice President of Student Affairs.

2. The minutes shall be written according to the order of the agenda.

Article XI. Students United

Section 1: Presidential Board of Directors

The President of the Student Senate is authorized to cast Minnesota State University Moorhead's vote in the Students United Presidential Board of Directors. Each vote by the president shall stand unless overturned by a 2/3 majority vote of the senate at the first meeting after receiving the Students United minutes.

Section 2: Student Delegates

Student delegates shall be chosen by the Students United Campus Organizing Intern and the Board of Director for Moorhead and shall abide by Students United policy. If they fail to come to an agreement, the Student Senate body will decide through a secret ballot vote.
**Article XII. Demerit Point System**

Section 1: Demerit Points

A Senator will be up for removal after they accumulate 12 demerit points. Demerit points can be obtained by the following:

1. Fails to attend a senate meeting:
   a. If a Senator is unexcused from a Senate meeting, and does not send a proxy, 4 demerit points will be earned. A proxy in this context is defined as any MSUM student who is not a voting member of the Senate.
   b. If a Senator is excused from the meeting, but does not send a proxy, 2 demerit points will be earned.
   c. If a Senator is unexcused from the meeting, but does send a proxy, 2 demerit points will be earned.
   d. If a Senator is excused from the meeting, and sends a proxy, 0 demerit points will be earned.

2. Fails to attend a committee meeting:
   a. If a Senator is unexcused from a Senate or University committee meeting, and does not send a proxy, 2 demerit points will be earned.
   b. If a Senator is excused from a Senate or University committee, but does not send a proxy, 1 demerit point will be earned.
   c. If a Senator is unexcused from the meeting, but does send a proxy, 1 demerit point will be earned.
   d. If a Senator is excused from the meeting, and sends a proxy, 0 demerit points will be earned.

3. If a Senator fails to complete a week of office hours 2 demerit points will be earned.

4. If a Senator fails to uphold the accountability statement 2 demerit points will be earned.

5. Any member of senate can appeal to the Executive Board for any demerit points earned throughout the academic year.
   a. Any Executive Board member subject to the appeal process must abstain from the deliberation.

**Article XIII. Accountability Statement**

1. As it is the policy of Minnesota State University Moorhead Student Senate (MSUM Student Senate) that its officers, senators, and general membership uphold the highest standards of ethical and mature behavior. To that end, all officers, senators, and general membership shall dedicate themselves to carrying out the mission of MSUM Student Senate and must:
   a. Recognize that the chief function of MSUM Student Senate is to serve the interests of its constituency.
   b. Act with respect, concern, courtesy, and responsiveness in carrying out the mission of MSUM Student Senate.
   c. Act in such a manner as to uphold and enhance the honor, integrity, and dignity of
d. Demonstrate high standards of personal integrity, truthfulness, honesty, and fortitude in all MSUM Student Senate-related activities in order to inspire confidence and trust in such activities.

e. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, disability, age, or national origin.

f. Conduct themselves with professional competence, fairness, impartially, efficiency, and effectiveness.

g. Hold paramount the safety, health, and welfare of the public in the performance of duties

h. Adopt a positive and productive leadership style exemplified by open communication, creativity, dedication, and compassion.

i. Keep up to date on emerging issues in higher education and use that information to keep MSUM Student Senate, the Fargo-Moorhead Community, faculty, and administration informed about issues affecting them.

j. Accept the responsibility to act in a mature, responsible, and respectful manner at all MSUM Student Senate-related functions so as to ensure a positive experience for all attendees.

k. Take seriously the responsibility to arrive in a timely manner to all MSUM Student Senate functions and participate fully in all scheduled activities therein.

2. If an officer, senator, or general member of MSUM Student Senate fails to uphold any standards of conduct enumerated above, he or she is subject to immediate disciplinary action as outlined by the Constitution of MSUM Student Senate and the Student Code of Conduct of Minnesota State University Moorhead.

**Article XIV. Senate Recognition**

**Section 1: Stole Requirements**

1. Any member, or secretary, of senate who serves two full semesters, excluding the summer semester, is eligible to receive a student senate stole.

2. A full semester is defined as having served three quarters of a recognized academic semester.

3. You shall receive your stole a month prior to your commencement date from Minnesota State University Moorhead.

* Approved 1/19/17