

The Minnesota State Student Association

Bylaws

Article I

Requirements

Section 1: Meeting Attendance

Subsection 1: Senate Meetings, a Senator or their proxy shall not be absent from two (2) consecutive regular meetings of the Senate or from more than forty-nine percent of the regular meetings during a semester.

Subsection 2: Committee Meetings, a Senator or their proxy shall not be absent from two (2) consecutive Student Affairs Committee or Academic Affairs Committee meetings or from more than forty-nine percent of the regular meetings during the semester without prior arrangement.

Section 2: Senator Reports

Every MSSA Senator is required to give a minimum of three (3) Senator reports per semester. Senator reports must be given orally unless a disability is registered with the Office of Disability Services, as well as submitted in writing by noon on the day the report is to be given, to the Speaker and Office Manager. These reports may entail but will not be limited to Senate, its subcommittees' activities, lobbying efforts, meetings with administration and/or Deans of the colleges, current involvement, and future plans. These reports shall be given during regular weekly meetings under Senator Reports on the agenda. In the event of an absence, the Senator will be required to give their report at the next regularly scheduled meeting. It is the right of the Senate Speaker to make adjustments to this Section as needed by special cases.

Section 3: Office Hour Requirements

The following MSSA members are required to fulfill a weekly office hour requirement: Senators and Specialists are required three (3) office hours per week, Coordinators are required five (5) hours, and Executive staff are required ten (10) hours.

Section 4: Event Attendance

Every MSSA Senator is required to be an ambassador for the organization at various events throughout the year. Senators shall wear approved MSSA Clothing or their MSSA name badge while in attendance at such functions. Senators are encouraged, but not limited to, discussing the following: SAC subsidy procedures, student activity fees, addressing student concerns, explanation of services provided by MSSA, etc.

Subsection 1: Diversity Each MSSA Senator is encouraged to attend at least 1 diversity related event each semester and attendance should be reported during scheduled Senator Reports.

Programs Attendance at one of these events shall count as one (1) office hour.

Subsection 2: Senators for Residential Life-managed properties As ex-officio members of RHA, Senators for Residential Life-managed properties shall attend regular RHA meetings. Attendance at these meetings will count as one (1) office hour. Senators may also spend up to half of their office hours tabling in their respective main lobby or dining facility area. These activities shall be reported during a scheduled Senator Report. The Student Affairs Coordinator will be responsible for coordinating these activities.

Subsection 3: Off Campus Senators In an effort to foster positive relationships with the City of Mankato and the residents of the Neighborhood Associations, Off Campus Senators may attend these Neighborhood Association meetings to represent student interest. Senators attending these meetings should work closely with the Student Activities Assistant Director for Greek Life and Off-Campus housing. Attendance at these meetings will count as one (1) office hour. These activities shall be reported during a scheduled Senator Report. The Student Affairs Coordinator will be responsible for coordinating these activities.

Subsection 4: Academic Senators Academic Senators will serve on their respective college's Student Advisory Board as an ambassador from MSSA. Senators may highlight procedures to obtain SAC funding, answer student questions, or explain MSSA services and events. Attendance at these meetings will count as one (1) office hour. These activities shall be reported during a scheduled Senator Report. The Academic Affairs Coordinator will be responsible for coordinating these activities.

Subsection 5: RSO's and Tabling Any Senator wishing to table or be made available in the CSU or other location (on or off campus) while acting on behalf of the Senate may count that time up to half of their office hours. Senators may attend an RSO meeting that they are not a member of. If acting on behalf of the Senate, it shall count as one (1) office hour. The Senate Speaker shall be responsible for coordinating these activities.

Section 5: Violations

If a Senator, Coordinator, Specialist, Committee Appointee the Speaker, the Vice President or the President are in violation of the requirements set forth by this article and all related governing documents, a complaint may be lodged against that elected or appointed official with the Commission on Ethics and Standards, as outlined in Article V, Section 3 of the Constitution.

Article II

Appointment of Proxies

The following guidelines must be met in the appointment of proxies:

Section 1: Methodology to Inform Speaker of Proxy

The Speaker of the Senate must be informed by the Senator or his proxy appointee in person, in writing, or by telephone.

Section 2: Limitation of Vote

No member of the Senate, a board of the Senate, or a committee of the Senate may exercise more than one (1) vote.

Section 3: Constituency of Proxy

Any proxy must be a member of the constituency represented by that seat. In the case of an Academic Senator a minor or major in the college may serve.

Article III**Cabinet**

The President's cabinet shall include, but not be limited to, the President, the Vice President, the Campus Coordinator, the Legislative Affairs/Minnesota State College and University (MnSCU) Specialist, the Public Relations Specialist, the Diversity Specialist, the Student Affairs Coordinator, the Academic Affairs Coordinator, and the President of the Student Advisory Board at Edina. All actions of the Cabinet are subject to Presidential approval.

Section 1: Campus Coordinator

The Campus Coordinator shall be responsible for coordinating the activities of the Legislative Affairs/ MnSCU Specialist, Public Relations Specialist and Diversity Specialist. They will also be expected to report the current topics of the Minnesota State University Student Association and their effect on the Minnesota State University, Mankato.

Section 2: Legislative Affairs/MnSCU Specialist

The Legislative Affairs/MnSCU Specialist shall be the liaison between the Minnesota State Legislature, the United States Congress and the Minnesota State Student Association Senate. In addition, they may be responsible for chairing the Legislative Affairs Committee and executing any action as directed by the committee, or the President relating to legislative issues.

Section 3: Public Relations Specialist

The Public Relations Specialist shall be the chief liaison from the cabinet to the Public Relations Committee, which they will serve on, and all relevant committees pursuant to promoting knowledge of the Minnesota State University Student Association (MSUSA) and the Senate to the student body through events, initiatives, resources, services, and other functions as needed.

Section 4: Diversity Specialist

The Diversity Specialist shall seek to promote diversity throughout campus and subsequently the MnSCU system. They are encouraged to chair the Diversity Committee and sponsor diversity awareness events.

Section 5: Student Affairs Coordinator

The Student Affairs Coordinator shall be responsible for coordinating the efforts of all Student Affairs Senators. The Student Affairs Coordinator in conjunction with the Vice President will facilitate communications between the Diversity Committee, Newspaper Board, Public Relations Committee, Student Health Services Advisory Committee, Athletics Advisory Committee, Parking Advisory Board and Environmental Committee and their respective chairs to the cabinet of the MSSA and University administration as appropriate. In the event of an absence in the office of

Student Affairs Coordinator, the MSSA Vice President shall assume duties until an appointment is made.

Section 6: Academic Affairs Coordinator

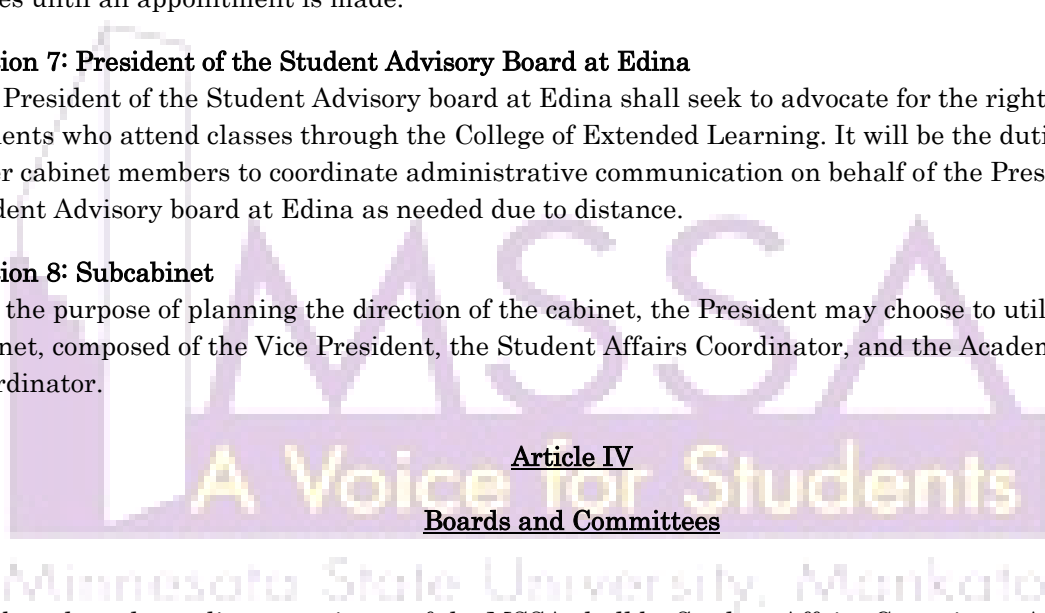
The Academic Affairs Coordinator shall be responsible for coordinating the Maverick Textbook Reserve Program as well as the efforts of all Academic Senators. The Coordinator in conjunction with the Vice President will facilitate communications between the Bookstore Advisory Committee, Library Advisory Committee, Technology Advisory Committee, college Student Advisory Boards, Legislative Affairs Committee, and University Administration as appropriate. In the event of an absence in the office of the Academic Affairs Coordinator, the MSSA Vice President shall assume duties until an appointment is made.

Section 7: President of the Student Advisory Board at Edina

The President of the Student Advisory board at Edina shall seek to advocate for the rights of students who attend classes through the College of Extended Learning. It will be the duties of the other cabinet members to coordinate administrative communication on behalf of the President of the Student Advisory board at Edina as needed due to distance.

Section 8: Subcabinet

For the purpose of planning the direction of the cabinet, the President may choose to utilize a sub-cabinet, composed of the Vice President, the Student Affairs Coordinator, and the Academic Affairs Coordinator.



Article IV

Boards and Committees

The boards and standing committees of the MSSA shall be Student Affairs Committee, Academic Affairs Committee, Student Allocations Committee, Bookstore Advisory Committee, Diversity Committee, Legislative Affairs Committee, Technology Advisory Committee, Budget Committee, Steering Committee, Library Advisory Committee, Student Health Services Advisory Committee, Public Relations Committee, and Athletics Advisory Committee.

All boards and standing committees shall meet at least once a month and shall be chaired by a Committee or Board Chair. Committee actions and meetings will be recorded by a committee or board secretary.

The length of term for any Presidential board or committee appointment shall expire the day of spring commencement, unless the appointment is to a University Presidential Committee which meets during the Summer, in which the term of appointment will expire on September 1st. Within five (5) days of their adoption, boards and committee recommendations shall be submitted in writing to the Speaker of the Senate for action by the Senate. A recommendation of a board or standing committee may be amended by the Senate before adoption. Actions by all boards and committees are subject to review by the Senate unless specified by the MSSA Constitution or elsewhere in these bylaws.

Action of Senate board and committees will be facilitated by the Senate Vice President.

Action of University committees with student representation will be facilitated by the Senate President.

Section 1: Student Affairs Committee

The Student Affairs Committee shall be responsible for representing the student position regarding student life and services.

- Subsection 1:** Membership of the Student Affairs Committee will be open to all students with Presidential appointment but must include all Senators representing students living Off-Campus, or within Residential Life managed properties.
- Subsection 2:** The Student Affairs Coordinator shall not be a voting member of the Senate, or hold any other MSSA staff position.
- Subsection 3:** The Student Affairs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Presidential Cabinet meetings.
- Subsection 4:** The Student Affairs Committee will meet weekly throughout the academic year. During a meeting scheduled, once a month, by the Student Affairs Coordinator, the chair of each, non-academic, Student Affairs related committee (listed above) will report on their committee actions. If a committee chair cannot attend the Student Affairs Committee meeting, scheduled for their committee report, they must appoint a designee to attend in their place.
- Subsection 5:** The Student Affairs Committee will work on student service related policy review.

Section 2: Academic Affairs Committee

The Academic Affairs Committee shall be responsible for representing the student position regarding academic areas.

- Subsection 1:** Membership of the Academic Affairs Committee will be open to all students with Presidential appointment but must include all Senators representing an Academic College, including Graduate and Undeclared Senators.
- Subsection 2:** The Academic Affairs Coordinator shall not be a voting member of the Senate, or hold any other MSSA staff position.
- Subsection 3:** The Academic Affairs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Presidential Cabinet meetings.
- Subsection 4:** The Academic Affairs committee will meet weekly throughout the academic year. During a meeting scheduled, once a month, by the Academic Affairs Coordinator, the chair of each Academic Affairs related committee (listed above) will report on their committee actions. If a committee chair cannot attend the Academic Affairs

Committee meeting, scheduled for their committee report, they must appoint a designee to attend in their place.

Subsection 5: The Academic Affairs Committee will work with grade appeals and academic policy review.

Section-3: Student Allocations Committee

Subsection 1: The Student Allocations Committee shall possess the authority to develop recommendations to ensure efficient budget handling by programs supported by student activity fees. The Student Allocations Committee shall make recommendations for the approval, modification, or rejection of the annual budget of student activity programs.

Subsection 2: Voting membership of the Student Allocations Committee shall consist of nine (9) students. At most, three (3) may be members of the Senate.

Section 4: Bookstore Advisory Committee

Subsection A: The Bookstore Advisory Committee shall exist to promote interaction between the University Bookstore and the students. The committee shall be responsible for investigating, evaluating, and recommending necessary courses of action to the appropriate authorities in the following, but not limited to the following areas:

- 1) Provisions of the contract between the bookstore and the University.
- 2) Policy and procedure of the bookstore regarding the pricing and promotion of goods sold in the Bookstore.
- 3) Buy back policy and procedures of the Bookstore.
- 4) Complaints against the Bookstore.
- 5) Establishment and sustainability of a Textbook Reserve Program.

Subsection B: The membership of the Bookstore Advisory Committee shall consist of:

- 1) One (1) representative from the Office of Academic Affairs appointed by the Vice President of Academic Affairs.
- 2) One (1) representative of the IFO appointed by the local President of the IFO Faculty Association.
- 3) Five (5) students appointed by the MSSA President and confirmed by the Senate.
- 4) One (1) representative from the University Operations Division appointed by the Vice President of University operations, ex-officio, non-voting.
- 5) Director of the Centennial Student Union, ex-officio, non-voting.
- 6) Manager of the University Bookstore, ex-officio, non-voting.

Subsection C: The Chair of the Bookstore Advisory Committee or an appropriate designee will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 5: Diversity Committee

Subsection The Diversity Committee shall possess the authority to develop recommendations on

A: how the University can ensure culturally diverse learning experiences for students, faculty, staff, and the community through curriculum, programming, and other activities.

Subsection Membership of the Diversity Committee shall consist of:

- B:**
- 1) Three (3) international students (one (1) being the International Student Association President or appropriate designee), three (3) minority students, and three (3) Senate representatives (one (1) being the Diversity Specialist for MSSA to MSUSA, Article V, Section 4 of these by-laws). All students will be appointed by the President and confirmed by the Senate.
 - 2) The Dean of Institutional Diversity (ex-officio, non-voting).
 - 3) The Director of the International Students Office (ex-officio, non-voting).
 - 4) A faculty representative appointed by the local president of the IFO Faculty Association (ex-officio, non-voting).

Subsection The Chair of the Diversity Committee or an appropriate designee will report as
C: scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 6: Legislative Affairs Committee

Subsection The Legislative Affairs Committee shall be responsible for monitoring legislation at
A: the state and federal levels. Other duties of the committee shall include, but not be limited to, organizing lobby days at the capitols, and organizing letter writing campaigns.

Subsection The voting membership of the Legislative Affairs Committee shall consist of the
B: Legislative Affairs/ Minnesota State College and University (MnSCU) Specialist for MSSA to MSUSA, Article V, Section 6 of these by-laws, and others as appointed by the MSSA President and confirmed by the Senate.

Subsection The Chair of the Legislative Affairs Committee or an appropriate designee will
C: report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 7: Technology Advisory Committee

Subsection The Technology Advisory Committee shall possess the authority of oversight and
A: review of MSU Technology. The Technology Advisory Committee shall make recommendations on the distribution of the instructional computing equipment budget, existing computing fees, and policy and operations of student computing according to MnSCU regulations

Subsection The Technology Advisory Committee will be comprised of six (6) voting members
B: appointed by the MSSA President and confirmed by the Senate.

Subsection The committee chair and two (2) committee members will also serve as student
C: representatives to the Learning Technology Roundtable and will report LTR actions back to the Technology Advisory committee.

Subsection The Chair of the Technology Advisory Committee or an appropriate designee will
D: report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 8: Budget Committee

Subsection The Budget Committee in coordination with the President's Cabinet, and Office
A: Manager shall be responsible for setting the Senate budget for the next fiscal year.

- Subsection B:** The voting membership of the Budget Committee shall consist of five (5) students, with a minimum of three (3) Senators.
- Subsection C:** All expenses should be reported to the Budget Committee chair, or Office Manager, within five days of their occurrence.
- Subsection D:** Any action by the Senate or its officers, including but not limited to the members of the cabinet, that is not required by law, contract, or the MSSA Constitution and results in a deficit in the Senate budget is forbidden and in no case whatsoever is allowed.
- Subsection E:** The Chair of the Budget Committee will provide meeting minutes and a budget review monthly to the Cabinet.

Section 9: Steering Committee

- Subsection A:** The Steering Committee shall make recommendations to the MSSA President on appointments to MSSA Staff positions and all Senate Board and Committees.
- Subsection B:** The voting membership of the Steering Committee shall consist of five (5) students, a minimum of three (3) Senators.
- Subsection C:** The Chair of the Steering Committee shall report directly to the Senate President as needed.

Section 10: Library Advisory Committee

Subsection A: The Library Advisory Committee exists to advocate for the rights of the academic student in the library. The committee will make proposals to Library administration which improve conditions necessary to provide a diverse environment conducive to academic success.

Subsection B: Committee voting membership shall consist of:

- 1) Four (4) students, a minimum of two (2) of which serve as Senators to an Academic College, including Graduate Studies or Undeclared Majors. All students will be appointed by the President and confirmed by Senate.
- 2) One (1) Library faculty member serving the Administrative offices.
- 3) One (1) Library faculty member serving within Reference Services.
- 4) One (1) Library faculty member serving within Technical Services.
- 5) One (1) representative of the IFO appointed by the local President of the IFO Faculty association.

Subsection C: The Chair of the Library Advisory Committee or an appropriate designee will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 11: Student Health Services Advisory Committee

Subsection A: The Student Health Services Advisory Committee shall possess the authority to develop recommendations pertaining to Student Health Services. The Student Health Services Advisory Committee shall make recommendations for the approval, modification, or rejection of the Student Health Services operating

budget according to the internal operating policies set forth by the Student Allocations Committee. It is recognized that the Director of Student Health Services has the authority to execute the necessary administrative duties. Upon appeal, such duties and the execution of those duties shall be reviewed by the Student Health Services Advisory Committee. Following such a review, a recommendation shall be made to the Senate which may be taken to Meet and Confer.

Subsection B: Voting membership of the Student Health Services Advisory Committee shall consist of:

- 1) Two (2) students elected at large in the Spring Elections.
- 2) Six (6) students appointed by the MSSA President and confirmed by the Senate.

If fewer than two (2) students are elected in the Spring Elections the remaining members shall be elected during the Fall Elections. If a vacancy is not filled during this election, it may be filled during any subsequent regular meeting following Article III Section 4 of the MSSA Constitution.

Subsection C: The Chair of the Student Health Services Advisory Committee or an appropriate designee will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 12: Public Relations Committee

Subsection A: The Public Relations Committee shall be responsible for marketing the Minnesota State Student Association (MSSA) as well as the Minnesota State University Student Association (MSUSA) to the student body at Minnesota State University, Mankato.

Subsection B: The voting membership of the Public Relations Committee shall consist of the Public Relations Specialist for MSSA to MSUSA outlined in Article V, Section 5 of these by-laws, and others as appointed by the MSSA President and confirmed by the Senate.

Subsection C: The Public Relations Committee will plan and market events which fulfill Subsection 1 of this Section, as well as market events planned on behalf of all boards or committees of the Senate.

Subsection D: All marketing material produced on behalf of the Senate or sponsored by the Senate must be approved by the Presidential cabinet before distribution or use.

Subsection E: The Chair of the Public Relations Committee or an appropriate designee will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 13: Athletics Advisory Committee

Subsection A: The Athletics Advisory Committee shall possess the authority to develop recommendations pertaining to the Department of Intercollegiate Athletics. The Athletics Advisory Committee shall make recommendations for the approval, modification, or rejection of the Department of Intercollegiate Athletics operating budget according to the internal operating policies set forth by the Student Allocations Committee. It is recognized that the Athletics director has the authority to execute the necessary administrative duties. Upon appeal, such duties and the execution of those duties shall be reviewed by the Athletics Advisory Committee. Following such a review, a recommendation shall be made to the Senate which may be taken to Meet and Confer.

Subsection B: Voting membership of the Athletics Advisory Committee shall consist of:

- Two (2) students elected at large in the Spring Elections.
- Four (4) students appointed by the MSSA President and confirmed by the Senate.
- Two (2) students appointed by the Student Athlete Advisory Committee.

If fewer than two (2) students are elected in the Spring Elections the remaining members shall be elected during the Fall Elections. If a vacancy is not filled during this election, it may be filled during any subsequent regular meeting following Article III Section 4 of the MSSA Constitution.

Subsection C: The Chair of the Athletics Advisory Committee or an appropriate designee will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.

Article V

Minnesota State University Student Association (MSUSA)

Section 1: MSUSA Membership

The MSSA shall be a member of the Minnesota State University Student Association (MSUSA).

Section 2: MSUSA Spokesperson

The President or his designee shall be the official spokesperson for MSSA at all MSUSA functions.

Section 3: Campus Coordinator

Subsection A: A Campus Coordinator shall be appointed by the President and confirmed by the Senate.

Subsection B: The duties of the Campus Coordinator shall be to:

- 1) Act as a liaison between MSSA and MSUSA.
- 2) Attend MSUSA meetings throughout the year.
- 3) Prepare, train, and recruit students to attend MSUSA meetings. This includes but is not limited to organizing transportation, disseminating conference and meeting schedules and agendas, recruiting attendees, organizing training and orientation to MSUSA, and coordinating all

- activities at MSUSA functions.
- 4) Perform all tasks delegated by the President, MSUSA Presidential Board of Directors and the MSUSA executive staff.
 - 5) Host regular MSUSA Campus Committee meetings comprised of the three below positions and report the Campus Committee meeting minutes to the MSSA President in a timely manner.
 - 6) Attend Cabinet meetings to inform MSSA leadership of MSUSA actions and coordinate a collaborative response when needed.

Section 4: Diversity Specialist

Subsection A: A Diversity Specialist shall be recommended to the President by the Campus Coordinator within three weeks of their appointment and confirmed by the President.

Subsection B: The Diversity Specialist will be expected to:

- 1) Serve on the MSSA Diversity Committee.
- 2) Coordinate diversity events with other MSUSA Campus Diversity Specialists.
- 3) Attend regular MSUSA Campus Committee meetings
- 4) Attend MSUSA Diversity functions and meetings
- 5) Attend Cabinet meetings to inform MSSA leadership of statewide issues regarding diversity.
- 6) Perform all tasks delegated by the President, MSUSA Presidential Board of Directors and the MSUSA executive staff.

Section 5: Public Relations Specialist

Subsection A: A Public Relations Specialist shall be recommended to the President by the Campus Coordinator within three weeks of their appointment and confirmed by the President.

Subsection B: The Public Relations Specialist will be expected to:

- 1) Serve on the MSSA Public Relations Committee.
- 2) Coordinate Public Relations efforts with other MSUSA Campus Public Relations Specialists.
- 3) Attend regular MSUSA Campus Committee meetings
- 4) Attend MSUSA Public Relations functions and meetings.
- 5) Attend Cabinet meetings to inform MSSA leadership of statewide issues regarding public relations.
- 6) Perform all tasks delegated by the President, MSUSA Presidential Board of Directors and the MSUSA executive staff.

Section 6: Legislative Affairs Specialist

Subsection A: A Legislative Affairs Specialist shall be recommended to the President by the Campus Coordinator within three weeks of their appointment and confirmed by the President.

Subsection B: The Legislative Affairs Specialist will be expected to:

- 1) Serve on the MSSA Legislative Affairs Committee.
- 2) Coordinate Lobby Core efforts with other MSUSA Campus Legislative

- Affairs Specialists.
- 3) Attend Regular MSUSA Campus Committee meetings.
 - 4) Attend MSUSA Legislative Affairs functions and meetings.
 - 5) Attend Cabinet meetings to inform MSSA leadership of statewide and federal issues regarding legislative affairs.
 - 6) Perform all tasks delegated by the President, MSUSA Presidential Board of Directors and the MSUSA executive staff.

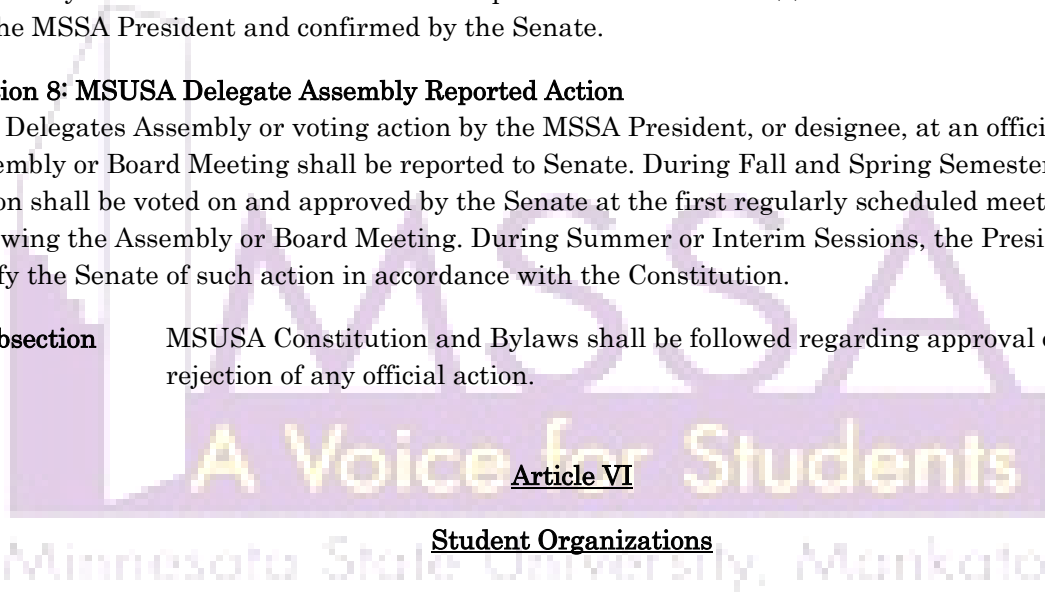
Section 7: MSUSA Delegate Assembly - Representation

MSSA's representation at the MSUSA Delegate Assembly shall be in accordance with the MSUSA Articles of Operation. Representatives of our University shall act in a professional manner for the duration of the event as to not discredit Minnesota State University, Mankato and are subject to University Student Conduct Policies. The representatives and two (2) alternates shall be appointed by the MSSA President and confirmed by the Senate.

Section 8: MSUSA Delegate Assembly Reported Action

Any Delegates Assembly or voting action by the MSSA President, or designee, at an official MSUSA Assembly or Board Meeting shall be reported to Senate. During Fall and Spring Semesters such action shall be voted on and approved by the Senate at the first regularly scheduled meeting following the Assembly or Board Meeting. During Summer or Interim Sessions, the President shall notify the Senate of such action in accordance with the Constitution.

Subsection A: MSUSA Constitution and Bylaws shall be followed regarding approval or rejection of any official action.



Article VI

Student Organizations

Section 1: Recognition

Any student organizations wishing to receive University recognition from the Senate must apply for "established organization" status. These organizations will:

- Subsection A:** Complete, and submit to the Student Activities Office an organizational registration form.
- Subsection B:** Complete and submit to the Student Activities Office, a constitution for the organization. Upon determination by the Senate that the organization is in compliance with the stipulations of this Section the organization will be granted University recognition. If the organization meets all the stipulations of the Mankato State Student Association Bylaws, it will be granted "established organization" status for the immediately successive academic year.

Section 2: Automatic Renewal

Organizations shall receive automatic annual renewal of their "established organization" status when they meet the following criteria:

- Subsection A:** The organization has been an approved organization at Minnesota State University, Mankato for at least one academic year immediately previous to the academic year in which they are applying for University recognition.
- Subsection B:** The organization applying for University recognition has not had its recognition revoked for any period of time during the immediate past academic year.
- Subsection C:** The organization has on file, in the Student Activities Office, a constitution for

the organization. Compliance with these stipulations shall entitle the organization to receive automatic University recognition at the beginning of the academic year, pending the completion of an organizational recognition form to be turned into the Student Activities Office.

Section 3: Revocation

An organization's University recognition may be revoked if it is found in violation of the MSSA Constitution or these bylaws, or any combination of these.

Subsection A: Any individual believing that an organization is in violation of the MSSA Constitution, or bylaws, or any combination of these, may file a written grievance with either the Senate or the Student Activities Office.

Subsection B: Any grievance filed by an individual, with either the Senate or the Student Activities Office, will be brought before the Senate. The Senate will review, and investigate, this grievance. If the grievance is found to have justification, disciplinary action may be taken against the organization. This action may include revocation of the organization's University recognition.

Subsection C: The Senate reserves the right to review the status of all student organizations at an interval of once every five years. The Senate also reserves the right to examine a given student organization at any point in time.

Article VII

Leadership Training

Section 1: Training

It is incumbent upon each elected and appointed member serving in the executive and legislative branches of student government to become fully informed about the University, to serve effectively as an elected or appointed student leader and represent all constituents.

Subsection A: Leadership Planning: To ensure that a comprehensive approach, designed to incorporate the principles cited in Section 1, is incorporated in any seminar or briefing session. A leadership team shall be established comprised of the Student Association Vice-President as convener, and, the Senate Speaker, and additional Senators as deemed needed by the Vice-President.

Subsection B: Frequency of Training Sessions: At least one comprehensive full day training seminar shall be held prior to the beginning of classes each Fall Semester. During the academic year, the Speaker shall administer a training session, which is similar in scope and content to the one held before Fall Semester classes convened. Such a mid-year session is designed to educate and provide background information to new Senators and appointees.

Section 2: Mandatory Attendance

Participation is mandatory for Senators, because of the comprehensive nature and content of these training sessions. Conflicts of schedule will be considered on a case by case basis by the Speaker, a make-up meeting will be conducted in such event.

Section 3: Transitional Materials

Senators, Coordinators, Committee or Board Chairs, MSUSA specialists, as well as the Senate Speaker, Vice President, and President, will also work within their constituencies (respective college, committee, board, living representation, or leadership position) to establish and maintain

informational materials such as would be constructive or useful during transitioning into the position.

Article VIII

Senate Operating Policies

Section 1: Senate Operating Policies

The Senate Operating Policies shall be established and shall include all Senate policies, enactments, ethics laws, and all other laws not stated previously in the MSSA Constitution or these Bylaws. This document shall be considered by the Constitution Commission as the third binding document of the association.

Section 2: Compilation of Senate Operating Policies

The Speaker of the Senate shall be responsible for compiling and updating this document.

Section 3: Amendments

These operating policies shall be amended by a simple majority vote of the Senate, with the exception of committees Articles of Operation.

Section 4: Public Information

All governing MSSA documents, including the MSSA Constitution, Senate Bylaws, Senate Operating policies, and all committee Articles of Operation, agendas, and minutes should be kept as public information for all students.

Minnesota State University, Mankato

Article IX

MSSA Sponsored Services

Section 1: Hertz on Demand

The MSSA will establish and run a Vehicle rental program for student use. The Vice President shall oversee and coordinate program activities in accordance with the contract. All duties are directed by the President or by Hertz on Demand, this includes but is not limited to: budget management, marketing, and fleet maintenance.

Section 2: Maverick Textbook Reserve Program

The MSSA will establish and run a textbook reserve program. The program shall be coordinated by the Academic Affairs Coordinator as outlined above in Article III, Section 6. The program will be run in coordination with the Library. The program will be funded by the on campus bookstore as negotiated by the Bookstore Advisory Committee.

Section 3: Student Attorney

The MSSA shall employ an attorney to provide free legal advice to its members and to provide assistance to the Senate, the President, and the Cabinet. The Students' Attorney may represent a

client in court only if directed by a majority vote of the Senate. The Attorney shall be included as Senate Professional staff as outlined in Article IX Section 1 of the MSSA Constitution.

Article X

Association Recognition

Section 1: Graduation Cords

The MSSA will recognize service to the students of Minnesota State University, Mankato with distinguished service Graduation Cords. The following requirements must be satisfied to receive MSSA Distinguished Service Cords:

- GPA Requirement:** Senators, Executives, Coordinators, Chairs, or Specialists must hold at least a 2.5 minimum GPA to be considered. GPA will be determined by the MSSA office manager.
- Service Time:** Any past or present Executive, Senator, Coordinator, Chair, or Specialist with at least one full semester of service is eligible past or present Executive, Senator, Coordinator, Chair, or Specialist with at least one full semester of service is eligible
- Application:** Members seeking recognition should submit a letter of intent to the MSSA office manager at least 2 weeks before graduation
- Eligibility:** The applicant for cord recognition may only apply for the graduation cords after s/he has been admitted to graduate
- Approval:** If all above criteria are met, the Cords are approved. Approval exceptions may be made by the Cabinet on an individual basis.