

# BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION

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## **By-Law I.** Standing Committees

### Section 1. Organization

#### A. Officers:

1. The chairperson shall be elected by the committee to preside over the meetings, to set agendas, and to help the committee to reach its goals.
2. The vice-chairperson shall be elected by the committee to assist the chairperson in helping the committee reach its goals. The vice-chair will serve as acting chair in the absence of the chairperson. In conjunction with the committee advisor, the vice-chair will also act as a training coordinator to do team building and other relevant projects.
3. The secretary shall be elected by the committee and will be responsible for recording committee minutes and publicizing committee events and accomplishments.

#### B. Procedures:

1. Each committee shall meet weekly or at the call of the chair and shall conduct itself in accordance with the most recent edition of Robert's Rules of Order Newly Revised.
2. Each committee shall take accurate minutes, which shall include attendance and how senators voted on the final committee recommendation on legislation. A copy of the minutes shall be given to the Office Manager.
3. Committees must bring a formal complaint against their own members that have acquired too many absences.

### Section 2. Finance Committee

#### A. Duties:

1. The Finance committee shall be responsible for interim appropriations to student organizations
2. It shall recommend to the Student Government Association action on the transfer of funds within the Student Association General Fund.
3. It shall evaluate and recommend to the Student Government Association approval or disapproval of requested realignment of funds with the accounts of Student Association funded organizations.
4. It shall handle a periodic review of expenditures made from the accounts of Student Association funded organizations with the authority to recommend to the Student Government Association any necessary action to be taken on those organizations found to be fraudulent on the discharge of their funds.
5. The committee shall be responsible for holding budget seminars and other organizational development projects.
6. It shall also be the responsibility of the Finance Committee to carry out any duties deemed necessary by the Student Association President.

#### B. Ex-officio Membership:

1. The Business Manager shall be a non-voting member of this committee.
2. The chairperson shall serve on the Student Association Budget Committee.

### Section 3. State and Local Committee

#### A. Duties:

1. The committee shall strive toward building community and University relations, maintaining contact with alumni, handling issues for Board of Regents meetings, and communicating with the South Dakota Student Federation.
2. It shall recommend the action to the Student Government Association on local, legislative, and regental affairs.
3. The committee shall initiate, in years containing South Dakota legislative or gubernatorial elections, a "Pro-Higher Education Candidate Recognition Program." This program shall be developed by the committee and shall be subject to approval by a two-thirds (2/3) vote of the Student Government Association.
4. The committee is responsible for coordinating Students for Higher Education Days in conjunction with the Student Federation.
5. It shall also be the responsibility of the State and Local Affairs Committee to carry out any duties deemed necessary by the Student Association President.

- B. **Ex-officio Membership:** The student representatives on the Vermillion City Council and the Vermillion Chamber of Commerce and the Student Association President shall be non-voting members of this committee.

### Section 4. Student and Internal Affairs Committee

#### A. Duties:

1. The committee shall be responsible for identifying and communicating student concerns to the student judicial process.
2. It shall be responsible for the yearly revision of the Student Association section of the Student Handbook.
3. It shall be responsible for ensuring the effectiveness and efficiency of student services and is responsible for investigating and acting upon student concerns in all areas of campus life.
4. It shall act as an internal disciplinary committee for the Student Government Association, providing hearings for Senators who are delinquent in their attendance or duties.
5. It shall handle all revisions and parliamentary questions the deal with the Student Association Constitution or By-Laws.
6. It shall be responsible for the yearly review of one-third (1/3) of the standing student organization constitutions.

7. It shall be responsible for reviewing the constitution and establishment of all groups that desire status as an active student organization.
8. It shall also be the responsibility of the Student and Internal Affairs committee to carry out any duties deemed necessary by the Student Association President.

B. Ex-officio Membership: The Student Association Vice-President shall be a non-voting member of this committee.

## **By-Law II. Special Committees**

### Section 1. Budget Committee

#### A. Membership:

1. The Student Association President shall appoint a budget hearing committee no later than October 1, which shall function during the Student Association budget process. The Student Government Association must approve the appointments.
2. The committee shall consist of six (6) Student Senators and the Student Association Vice-President. One (1) of the senators shall be the Finance Committee chairperson.
3. The Student Association President shall serve as a non-voting member of the committee.
4. The Student Association Business Manager shall be the non-voting chairperson of the committee.

#### B. Duties:

1. The Budget Committee shall initiate legislation to the Student Government Association regarding fiscal allocations for recognized student organizations.
2. The Budget Committee shall convene budget hearings in the fall of each year for any organization that requests funding.
3. Notification of Senators: The budget recommendations are to be given to each Senator one (1) week prior to the date they are scheduled to be on the floor.
4. Student Government Association Approval: It will be the responsibility of the Student Government Association to approve and/or amend the annual budget of the Student Association.
5. President's Final Approval: The President shall have until the second Tuesday of December to either sign or veto budget bills approved by Student Government Association. Vetoed budget bills shall be handled in the same process as regular legislation. Once the budget is approved, the Student Association President will forward a copy to the university president and to the University General Activity Fee Committee.

### Section 2. Student Academic Affairs Committee

#### A. Duties

1. The Student Academic Affairs Committee shall be responsible for addressing student concerns, needs, desires, and perceptions related to enhancing the academic culture at USD.
2. The Student Academic Affairs Committee will have the authority to set its own guidelines and procedures. It is recommended that the committee defines the word "academic" as issues related to or associated with a school of higher learning, namely USD, and work to enhance the learning experience of USD student body. It is recommended that the Committee focus on enhancing communication between students and the University administration on academic issues including, but not limited to: academic honesty and integrity (plagiarism, cheating, etc.), assist in advertising existing University sponsored events related to academics (major/minor fairs, guest speakers, etc.), develop new University sponsored events related to academics (such as round table discussions or informative sessions on applying to graduate schools, pros and cons on taking on-line courses, etc.), and advocate for long-term solutions for enhancing the academic culture at USD (such as addressing concerns about monetary cuts to existing academic programs and the development of existing academic programs). It is also recommended that the Committee actively solicit student questions, concerns, and issues (e.g., monthly or once a semester "town hall" meetings where students can voice their concerns about academic issues, setting up a suggestion box in the Student Center, etc.). Last, it is recommended that the Student Academic Affairs Committee work in tandem with the University Academic Affairs Committee on academic issues concerning the USD student body.
3. It shall recommend the action to the Student Government Association on student academic affairs.
4. The committee shall appoint a liaison to provide a monthly written and oral report to both the Student Government Association and the University Academic Affairs Committee.

#### B. Membership

1. The council shall consist of one (1) University advisor, three (3) representatives from the Student Government Association (SGA), senators or executive committee members, with the recommendation that the three (3) representatives also serve on the Student and Internal Affairs, State and Local, and Finance committees, and three (3) elected members of the student body at large.
2. The criteria for student body positions for the Academic Affairs Committee are as follows: description of program of study, degree level, examples of student leadership and community involvement, academic and scholastic involvement and achievement, explanation of how the individual will contribute to the Academic Affairs Committee and adequately address student academic concerns, and any other information the candidate or senate feels is relevant. It is the goal of the criteria to be used to find the best applicants possible. All applications will be confidential. These criteria will later be used in a resume examination by the interview committee for the Academic Affairs Committee.
3. The criteria for Student Government Association representatives are as follows: by nomination and vote of the Student Government Association Senate.

4. The Committee shall elect a chair and vice-chair once all membership positions have been filled. The chair or vice-chair will be a SGA member.
  5. The Committee shall have a University advisor, with the recommendation that the advisor be a tenured or tenure-track professor.
- C. Student Government Association Deliberation
1. The Student Government Association shall have the latitude to independently recommend the student portion of the Academic Affairs Committee.
  2. The applications will be reviewed by the Student and Internal Affairs Committee of Student Government Association and any other senator(s) that would like to participate.
  3. The top five (5) applicants will be interviewed by the Student Government Association in the general meeting while during executive session to maintain the integrity of the interviewees.
  4. If there are not three (3) qualified applicants, the committee will have the ability to reduce that number of student body members.
  5. If two (2) members of the student body are not deemed qualified for the Academic Affairs Committee, the Student Government shall elect one (1) or two (2) senators from their ranks.
  6. The Student Government representatives and/or executive committee representatives will sit on the Academic Advisory Committee concurrently with one (1) senate term.
  7. The Student Government Association will review those recommendations forwarded by the Academic Affairs Committee within the first three (3) meetings after election or swearing into office.
- D. Authority
1. It is the privilege and the responsibility of the Academic Affairs Committee to address issues brought forth by the students and faculty in any facet of University academia that is deemed appropriate.
- E. Accountability
1. If any student representative does not attend two (2) meetings without a proxy or prior notice, that person may be removed from the Committee.

**By-Law III.** Fiscal Guidelines

- A. The Student Government Association, Finance Committee, Allocation Committee and the Budget Hearing Committee shall adhere to fiscal guidelines and appropriation guidelines set by the Student Government Association. The guidelines shall be approved and amended by the Student Government Association by a two-thirds (2/3) vote. The guidelines are considered part of these by-laws.

**By-Law IV.** Relationship of Union Advisory Board, Publications Board, and Student Broadcasters

- A. Recognizing the fact that the Union Advisory Board and the Publications Board are directly related to the Student Association, their constitutions are considered part of these by-laws. In reflection of the fact that these organizations draw their authority from the Student Association, their constitution and/or by-laws may only be changed upon approval of the Student Government Association.

**By-Law V.** Teacher, Academic Advisor, Organizational Advisor, and Department of the Year Awards

Section 1. Application and Nomination

- A. It will be the duty of the Student Association President to carry out the administration procedure for the selection of Teacher of the Year, Academic Advisor of the Year, Organizational Advisor of the Year, and Department of the Year. The Student Association President must make applications available within the Student Association office and must provide notice to the student body through various media on campus. Applications and notice must be provided no later than March 10. Nomination applications are due one (1) week prior to Swing-out.

Section 2. Selection Committee

- A. The selection committee for awards will be comprised of one (1) senator selected from each constituency by the President, the Student Association President and Vice-President, and the president of Mortar Board. The selection committee will meet any time prior to Swing-out and select the award recipients from the application nominations. The winners will be announced by the Student Association President at Swing-out.

Section 3. Ineligibility

- A. No teacher may be chosen as Teacher of the Year more than once every five (5) years.

**By-Law VI.** Election Regulations

Section 1. Polls

- A. It shall be the duty of the Elections Steering Committee to set up at least two (2) polling places for each election, one of which will be in the Coyote Student Center and the other in the Commons Concourse. The polls will be staffed by workers mutually selected by the campaign teams. Each team recommends one (1) person for each time period. This should be completed at least one (1) week prior to the election. The Election Steering Committee must provide a training session for those who are staffing the tables on the Monday before the election.

Section 2. Instructions to Poll Workers

- A. Before any Student Association member may vote, valid student identification must be presented and the poll worker must instruct the voter on the proper voting method. No poll worker may in any way discuss a candidate or any part of the election that might persuade the voter's decision. Should any poll worker violate the rules or instructions established by the

constitution, by-laws, or the Election Steering Committee, they shall be removed from their position and may be subject to a fine of no less than \$10 and no more than \$30 to be imposed by majority decision of the Election Steering Committee.

### Section 3. Voting More Than Once

- A. It shall be illegal in any Student Association sponsored election for any person to vote more than once or for the same Student Government Association candidate twice. If a person violates this section, none of his or her votes shall be counted.

### Section 4. Campaign Regulations

- A. There shall be no active campaigning, posters or advertisements of any kind within fifty (50) feet of the voting booth. There shall be no posters in classrooms. There shall be no taping or chalking on the exterior of buildings, the carillon, or on any sidewalks. Violations of this section will result in a fine of \$20 per infraction. It is the candidate's responsibility that all posters are taken down within forty-eight (48) hours after the polls have closed. There shall be no destruction or tampering of election material by anyone. Persons proven to have destroyed material will be subject to a fine of no less than \$20 and no more than \$50.

### Section 5. Collection of Fines

- A. Empowerment to collect any fines shall be delegated to the University Judicial System, who shall in turn give any collected moneys to the Student Association, who shall earmark said moneys for future Election Steering Committee use.

### Section 6. Stipend

- A. The Student Government Association will appropriate a stipend to be divided equally among all candidates whose names appear on the ballot for the presidential election. This amount may not exceed half (1/2) the stipend per team.

### Section 7. Recount

- A. A candidate must verbally request a recount to the chairman of the Election Steering Committee within twenty-four (24) hours of the announcement of the results. The Election Steering Committee must honor the request within twenty-four (24) hours.

### **By-Law VII.** Federation Representation

- A. The President and the Vice-President of the Student Association shall server as the official voting representatives to the South Dakota Student Federation. A member of the Student Government Association shall attend the meetings if the President or Vice-President is unable to attend.

### **By-Law VIII.** General Activity Fee

#### Section 1. General Activity Fee Advisory Committee

- A. The General Activity Fee Advisory Committee will have the authority to set its own guidelines and procedures. The committee shall consist of one (1) non-voting chairperson, four (4) students appointed by the Student Association President and approved by the Student Government Association, and three (3) institutional employees.
- B. The chair of the General Activity Fee Advisory Committee will meet with the Student Government Association on the last regularly scheduled meeting of the first academic semester to present information regarding the General Activity Fee Advisory Committee's recommendation.

#### Section 2. Student Association Deliberation

- A. The Student Association shall have the latitude to independently recommend the portion of the General Activity Fee for the Student Association.
- B. The Student Government Association will review those recommendations forwarded by the General Activity Fee Advisory Committee during the first two (2) meetings of the second academic semester.
  1. A member of the General Activity Fee Committee will introduce the legislation concerning each budgetary unit.
  2. A representative of the budgetary unit will have an amount of time determined by the Student Association President to make a condensed budget presentation.
  3. The Student Government Association shall pass a recommendation on each budgetary unit by the conclusion of the second meeting of the second academic semester.
- C. The President of the Student Association shall present a final General Activity Fee recommendation including any vetoes at the third meeting of the second academic semester. During this meeting a final budget compromise must be agreed upon by the Student Government Association and the President.
- D. The Student Association President will forward the Student Associations recommendation to the university president the following day.

#### Section 3. General Activity Fee Authority

- A. Final authority on all General Activity Fee matters will be vested within the policies of the University of South Dakota and the General Activity Fee By-Laws.

### **By-Law IX.** Policy Advisory Council

#### Section 1. Policy Advisory Council

- A. The Policy Advisory Council will have the authority to set its own guidelines and procedures. The council shall consist of the President of the University, Provost and Vice President of Academic Affairs, Vice President of ITS, Vice President of Finance and Administration, Assistant Vice President of Enrollment Services, Vice President for Research, Vice President of Marketing, Enrollment, and Student Services, Vice President for Health Affairs, Assistant Vice President of Diversity, Assistant Vice President of Student Services, Executive Dean, Dean of Health Sciences, Dean of Arts and Sciences, Dean of Business, Dean of Continuing Education, Dean of Education, Dean of Fine Arts, Dean of Law, Dean of Medicine, Director of Human Resources, Director of Athletics, Director of Libraries, three (3) faculty members, and four (4) student

representatives including: one (1) member of the executive committee, one (1) Student Government Association senator, and two (2) elected members of the student body at large.

- B. The criteria for student body positions for the Policy Advisory Council are as follows: description of program of study, degree level, examples of student leadership and community involvement, explanation of how the individual will contribute to the Policy Advisory Council and adequately address student concerns, and any other information the candidate or Senate feels is pertinent. It is the goal for the criteria to be used to find the best applicants possible. All applications will be confidential. These criteria will later be used in a resume examination by the interview committee for the Policy Advisory Council.
- C. No more than two graduate students, including the member of the executive committee of Student Government Association, may sit on the Policy Advisory Council in order to represent student population and concerns as accurately as possible.
- D. The council shall be chaired by the President of the University and in the President's absence by the Vice President of Academic Affairs.

#### Section 2. Student Government Association Deliberation

- A. The Student Government Association shall have the latitude to independently recommend the student portion of the Policy Advisory Council.
  - 1. The applications will be reviewed by the Student and Internal Affairs Committee of Student Government Association and any other senator(s) that would like to participate.
  - 2. The top five (5) applicants will be interviewed by the Student Government Association in the general meeting while during executive session to maintain the integrity of the interviewees.
    - i.) If there are not five (5) qualified applicants, the committee will have the ability to reduce that number.
    - ii.) If two (2) members of the student body are not deemed qualified for the Policy Advisory Council, the Student Government shall elect the required number of senators from their ranks.
  - 3. The Student Government representatives and the executive committee representative will sit on the Policy Advisory Council concurrently with one (1) senate term.
- B. The Student Government Association will review the recommendations for the two (2) student body positions forwarded by the Policy Advisory Council interview committee and make a decision on the candidates during the first three (3) meetings of the first academic semester.
- C. The Student Government Association President will forward the Student Government Association's recommendations to the University President the following day.

#### Section 3. Policy Advisory Council Authority:

- A. Final authority on all Policy Advisory Council matters will be vested within the policies of the University of South Dakota.
- B. The President of the University has all discretion over the agenda for the meetings of the Policy Advisory Council.
- C. It is the privilege and the responsibility of the Policy Advisory Council to address issues brought forth by the students and faculty in any facet of the University that is deemed appropriate.

#### Section 4. Duties of the Policy Advisory Council

- A. The senator appointed to the Policy Advisory Council shall be held accountable to the senate at large. This individual will be responsible for an oral and written report following each meeting of the Policy Advisory Committee.
- B. If any student representative does not attend two (2) meetings without a senate proxy or prior notice, that person will be removed and never allowed to be a part of the Policy Advisory Council again.