



Northern Illinois University Student Association Bylaws

Revised
2010

Part I

General Policy

ARTICLE I
TITLE AND ROLE OF THE BYLAWS

Section 1

Purpose

The Bylaws are authorized and required by the Constitution of the Student Association. They exist in order to protect the rights of the individual students and the student body as a whole. They perform this function by providing for the proper conduct of all business related to student interest.

Section 2

Name of the Bylaws

The Bylaws shall be divided into four parts. Each part should contain all bylaws related to a particular subject. Part I shall be called the Bylaws on General Policy. Part II shall be called the Elections Policy. Part III shall be called the Student Organization Policy. Part IV shall be called the Finance Policy.

Section 3

Relationship to the Constitutions

All Bylaws shall obey the Constitutions of the United States, State of Illinois, Northern Illinois University, and the Student Association and all applicable local, state, and federal laws and regulations.

ARTICLE II

LEGISLATIVE BRANCH

Section 1

Duties and Responsibilities of the Senate

The Student Association Senate shall have the following duties and responsibilities as a body acting in accord with the Constitution, Bylaws, and Senate Operating Rules:

- A. Legislate on all matters of student interest.
- B. Review all activities, business, policy and property affecting the students of Northern Illinois University.
- C. Review any executive action that spends student fee money within two senate meetings after it has occurred, unless that expenditure was authorized by either of the following:
 - 1. The passage of a resolution or act by the Senate.
 - 2. The expenditure was necessary to the normal conduct of SA activities.
- D. Allocate student activity fees based on a budget submitted by the Treasurer on behalf of the organization(s) requesting funds. It shall be a sole responsibility of the NIU SA Senate to legislate upon salary increases for all student organizations.
- E. Investigate, initiate, and recommend student government and University policy and present such recommendations or orders to the proper people.
- F. Request the advice of any elected or appointed member of the Student Association. No person shall be compelled to give advice by the Senate other than its own members. No person shall give advice if the opinion requested is outside of their area of knowledge,

creates a conflict of interest, requires extensive research, or is the duty of the Senate or its committees.

G. The Senate shall adopt a set of Senate Operating Rules. The rules shall have a status inferior to the SA Bylaws and superior to Robert's Rules of Order. The Speaker of the Senate shall have the responsibility for keeping the Senate Operating Rules up-to date.

H. The Senate shall be the ultimate legislative decision making body of the Student Association in adherence to the Constitution and Bylaws.

I. Only the Senate shall have the power to authorize a person to be paid from student fee monies. The following officials are authorized to be paid from student fees at the amount determined by the Senate each year in its annual budget: SA Accountant, SA Office Support Specialist, SA Office Manager, and Mass Transit Board Graduate Assistant. President, Vice President, and Treasurer of the Student Association shall be paid one dollar and eighty-five cents plus the current minimum wage per hour worked for up to twenty hours per week. The Speaker of the Senate of the Student Association and the Chief of Staff shall be paid one dollar plus the current minimum wage per hour worked for up to twenty hours per week. All SA Directors of the Student Association shall be paid eighty-five cents plus the current minimum wage per hour worked for up to twenty hours per week. The President Pro Tempore shall be paid a flat fee of fifty dollars for all preparation and conduct of each regular or special Senate meeting, regardless of how long the senate meeting shall last. The Senate Clerk shall be paid the hourly minimum wage for a maximum number of ten hours per week. All other students employed by the SA shall be paid at the rate of the current minimum wage per hour worked for up to twenty hours per week. The pay of any student employed by the SA shall not be decreased during their one-year term of office.

J. To pass resolutions giving its opinion on behalf of the student body to the University, University committees, or any part of the Student Association, except that the Senate may not issue resolutions regarding the result of judicial verdicts from inside the university and the SA.

K. The Senate shall consist of forty (40) senators drawn in groups of 8 from each of 5 electoral districts. The location of the districts and procedures for elections shall be described in the Student Association Bylaws – Elections Policy.

L. The Senate shall have three (3) paid officers and each shall have duties as defined in the Constitution, Bylaws, and/or Senate Operating Rules. The Speaker of the Senate shall manage all Affairs of the body. The President Pro Tempore shall preside over Senate meetings under the direction of the Speaker. The Senate Clerk shall be responsible for all records and documents of the Senate as directed by the Speaker of the Senate. The Speaker, with the approval of the senate, shall appoint the President Pro Tempore, while the SA Office Manager with the consent of the Speaker shall appoint the Senate Clerk.

M. The Senate shall be designated a sum of one thousand dollars each fiscal year to be used for its general operations and programs. The Speaker of the Senate shall have the power to allocate these funds for the Senate with the approval of the chairs of the following three committees; the Campus Life and Greek Affairs committee, the University Services Oversight committee and the Public Affairs committee. The handling of the appropriation of these funds shall then follow all other general procedures set by the Student Association Finance Policy.

N. The Speaker shall have the authority to appoint the Sergeant-at-Arms of the Senate.
The Sergeant-at-Arms:

A. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.

- B. Shall be confirmed by the Senate no earlier than the third scheduled meeting of the academic year.
- C. Shall preserve order and decorum as directed by the Speaker or President Pro Tempore of the Senate and shall, at the direction of the Speaker or President Pro Tempore, have the authority to remove a disorderly individual or group from the Senate chambers.
- D. Shall escort all nominees seeking appointment or confirmation to and from the Senate chambers before and after deliberations on their confirmation, respectively.
- E. Shall be sensitive to individuals that require special seating for reasons of sight, hearing, etc.
- F. Shall enjoy the full rights and privileges extended to all other Senators including, but not limited to, the right to vote in any and all matters before the Senate.
- G. Shall be knowledgeable regarding the SA Constitution, the SA Bylaws, and Roberts Rules of Order and shall assist Speaker and President Pro Tempore in their duties upon request.
- H. This shall not be a paid position.

Section 2

Duties and Responsibilities of Senators

In addition to those described in the Constitution and Senate Operating Rules, SA senators shall have the following duties and responsibilities:

- A. Senators shall be required to serve on at least one (1) standing Senate or executive committee.
- B. Senators are encouraged, but not required to apply for appointment to university committees. If they are appointed, the senator must attend the meetings of the university committee. Absences are considered the same as an absence from a SA committee.
- C. Senators who fail to attend required Finance committee meeting will be charged with a ½ absence towards their semester senate attendance record for each committee absence. While, all other Senators who fail to attend all other required committee meeting will be charged with a full absence towards their semester senate attendance record for each committee absence
- D. Senators who fail to attend regular Senate meetings will be charged absences as follows:
 - 1. One-half (1/2) absence for missing the initial roll call during the Call to Order, unless quorum is never reached, in which case a senator would incur one full absence.
 - 2. One-half (1/2) absence for missing the roll call during Adjournment.
 - 3. One-half (1/2) absence when quorum is called for during a meeting and the meeting fails to have quorum at that time.
- E. Senators are required to complete five hours of community service per semester. Verification of these hours must be provided to the Rules and Procedures Committee no later than the 2nd to last Senate meeting of each semester. Senators who fail to complete or turn in the necessary hours of community service must submit, to the Rules and Procedures Committee a written statement as to why they were unable to complete the hours. This statement will be reviewed by the committee. If there is no written statement delivered for not completing the necessary hours of community service or if the reasoning of the statement is consider invalid by the committee, then it will result in the Senator's removal from office.

Section 3

Senate Committees

A. Committee procedures

1. All standing committees of the Senate shall meet at least once every fourteen (14) calendar days, when the Senate is in session, and shall submit a written report of each meeting to the Speaker. The Speaker of the Senate will appoint the members of all Senate committees with the approval of the Senate.

2. Officers of committees shall be a chair, who is the presiding officer, the vice-chair, who shall preside over the committee in the chair's absence and a secretary, who shall keep records of the committee's meetings. The Speaker shall appoint and remove the chair when deemed necessary. The vice chair and secretary shall be appointed by the chair with the consent of the committee.

3. The chairman of a committee shall be free to discuss any matter that concerns the committee, but shall vote only in case of a tie. Although the chairman is free to debate any matter before the committee, he shall conduct all meetings with regard for parliamentary procedure and see that order is maintained in meetings; keeping in mind that they are to be conducted in an informal manner. It is the duty of the chairman to see that the committee performs its required functions. The chair shall determine the schedule for regular meeting of the committee with its approval. The chair may call special meetings of the committee.

4. The following members of Student Association may attend meetings of any Senate committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: Speaker, President, Vice President, Treasurer, and Student Trustee.

5. Committee action can only be taken when a quorum is reached. Quorum is considered more than fifty percent (50%) of the committee's current voting membership.

B. Committee Chair Meetings

Chairs will be required to attend one meeting per week when senate is in session with the Speaker in order to monitor the progress of committees as well as encourage cooperation among the varying chairs.

C. Types of Committees

There shall be two types of Senate committees, standing and ad hoc.

1. Ad hoc committees are temporary committees of the Senate that may be created by the Speaker with the approval of the Senate or by a majority vote of the Senate to serve a particular purpose. Ad hoc committees are all closed at the end of the session. The Speaker may appoint an Ad-hoc committee to study any matter brought before them or the Senate that does not particularly relate to any standing committee. These committees shall consider only the matter referred to them and shall make a report to the Senate in relation to its study and subsequent findings in regard to the particular matter referred to it.

2. Standing committees are created in the bylaws and exist as permanent parts of the Senate.

Section 4

Senate Standing Committee Duties and Responsibilities

Standing committees shall have a total of up to nine (9) members, including the chair and the vice-chair. The SA Senate shall have the following standing committees:

A. Committee on Campus Life and Greek Affairs

1. The Committee on Campus Life and Greek Affairs shall be concerned with making recommendations on making this institution a more desirable one to attend. This committee shall be responsible for advancement of the University in all areas except those that are the duty of another standing committee.

2. The Committee shall be concerned with the overall improvement of the life of commuter students and any other matter that relates to commuter students.

3. The Committee shall be concerned with the overall improvement of the life of residents of this campus and any other matter that relate to residents' affairs.

4. The Committee shall be concerned with the overall improvement of the life of Greek students and the residential life of Greek Row.

5. The following members of Student Association may attend meetings of the committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: director of Campus Life, director of Athletics and Recreation, and director of Greek Affairs.

B. Committee on Rules and Procedures

1. The Committee on Rules and Procedures shall be concerned the proper management of the Student Association, the University, or their subdivisions. The Committee shall review and recommend revision of any procedures, guidelines, rules, or legislation of the Senate. The Speaker of the Senate shall chair the Committee.

2. The Committee shall also be concerned with legislation establishing penalties for violation of University regulations, including judicial penalties.

3. The Committee shall be concerned with the enforcement of the SA Constitution, Bylaws, and Senate Operating Rules. Those matters relating to student government management, including review of all executive appointments that are subject to Senate approval, are the responsibility of this committee. Review all candidates presented to the Senate to fill Senate and Supreme Court vacancies on the basis of past, present, and future contributions to the Student Association and the student body. Review all resolutions to be proposed to the Senate for proper form according to the Senate's Operating Rules.

4. The Committee shall be concerned with the services provided to the student body by the Student Association, and shall see that these services are maintained at their highest levels of excellence. Provide legislative oversight for all Student Association services.

5. The Committee shall ensure efficient communication is maintained between all bodies of the Student Association.

6. The following members of Student Association may attend meetings of the committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: All SA Directors.

C. Committee on University Services Oversight

1. The Committee on University Services Oversight shall be concerned with the improvement of all services and policies provided by the University for students and any other matter that is pertinent to these services. The committee shall recommend to the Senate the appropriate courses of action concerning university policies and promote an understanding of university policies to the student body

2. The Committee shall be concerned with the academic life of students and improvement of the academic policies that affect students

3. The committee shall make annual reviews of selected university services and academic departments.

4. The following members of Student Association may attend meetings of the committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: Director of Academic Affairs, the SA Director of Cultural Policy, and the SA Director of Student Life.

D. Committee on Public Affairs

1. Assisting the Director of Public Affairs in publicizing the SA and its initiatives

2. Design a proposal for an annual information campaign to educate the student body about the services and programs offered by or supported by the Student Association. The information campaign may take any form the committee has reason to believe will be effective. The proposal will be sent to the president of the SA for review, modification, and consent prior to implementation by the Director of Public Affairs. The proposal must include cost estimates of the entire plan and its parts.

3. Planning and implementing Community Service projects for the Student Association to participate in.

4. The Director of Public affairs will serve as a non-voting, ex officio member of the committee.

Section 5

Senate Vacancies

A. After the first Senate meeting following the Fall Elections has been closed, the Speaker will accept applications for all vacancies on the Senate. Vacancies shall include all seats where a senator has resigns, been removed, or the seat was not originally filled during the election. As each vacancy is announced, the Speaker shall present the name of the first applicant who has registered with a completed application for consideration for an open seat. No person who is on the applicants list may be skipped, except for the following:

1. The applicant asks to be skipped.
2. The applicant cannot attend the next regularly scheduled senate meeting.
3. The applicant's packet of information is not complete; such applicants will be moved to the bottom of the applicant list for later consideration.
4. The applicant has not attended at least one Senate meeting in its entirety.

B. The Senate will interview each applicant in order for each open seat. The Senate Speaker will introduce to the Senate all applicants who meet the current Senate seat replacement criteria.

C. The Senate Seat Replacement Criteria and procedures are as follows:

1. Candidates for all Student Association office shall be NIU students in good academic standing.
2. All candidates for Student Association office must sign waiver releasing their name and Student identification number to the Vice President allowing him/her to determine if the student is in good academic standing through the Office of Registration and Records.

3. Re-entering students shall be eligible for candidacy for Student Association posts.
4. All candidates for Senate seat replacement positions must have attended at least one full Student Association Senate meeting prior to candidacy for Senate. (To ascertain attendance, potential candidates must check in with the Senate Clerk within five minutes of roll being called and be present when their name is called at the final roll call at the adjournment of the meeting.)
5. Candidates must have turned in an application for the Senate seat replacement position to the SA Senate Speaker at least 48 hours prior to the Senate meeting in which they are first presented.
6. At the meeting in which they are presented the applicants will be given the opportunity to give a speech no longer than five minutes in order to address the Senate on their reasons for becoming a senator.
7. The order in which applicants will be allowed to speak will be the same order in which the applications were turned into the Senate Speaker. However, each applicant will be considered separately for each open seat. No applicant can be considered before an applicant who is qualified and turned in their completed application first.
8. After the candidate's speech the Senate floor will be open for the Senate to ask the candidate questions. Each senator will have five (5) minutes to ask questions and received answers. Following all candidate speeches, the candidates will wait outside Senate chambers as the Senate discusses the candidates.
9. After Senate closes discussion, each candidate will be voted on individually in the order in which they spoke. Any candidate who has completed the process outlined above, and is not selected to join the Senate will be required to attend an additional entire meeting before being considered again.
10. The applicants must be approved by a two-thirds vote of those present and voting.
11. The newly approved senators will take office after the voting has taken place on all candidates at that meeting.
12. If a Senator is removed from the senate for any reason other than resignation, military service, or medical emergency, they shall not be eligible to apply or be appointed to the Senate. They may, however, be elected into the Senate in the fall election. No person who has been removed from office in the Student Association by the Senate under the Constitution shall be eligible to apply or be appointed to the Senate.

ARTICLE III

EXECUTIVE BRANCH

Section 1

Student Association Committees

A. Standing Committee Procedures

Unless noted elsewhere in the SA Constitution or Bylaws, all SA standing committees must observe the following procedures.

1. All standing committees of the SA shall meet at least once every fourteen (14) calendar days, when the Senate is in session, and shall submit a written report of each meeting to the Chief of Staff. The President will appoint the members of all SA committees with the approval of the Senate, unless noted otherwise in the Constitution or Bylaws.

2. Officers of committees shall be a chair, who is the presiding officer, the vice-chair, who shall preside over the committee in the chair's absence and a secretary, who shall keep records of the committee's meetings. The President shall appoint the chair. The vice chair and secretary shall be appointed by the chair with the consent of the committee.

3. The chairman of a committee shall be free to discuss any matter that concerns the committee, but shall vote only in case of a tie. Although the chairman is free to debate any matter before the committee, he shall conduct all meetings with regard for parliamentary procedure and see that order is maintained in meetings; keeping in mind that they are to be conducted in an informal manner. It is the duty of the chairman to see that the committee performs its required functions. The chair shall determine the schedule for regular meeting of the committee with its approval. The chair may call special meetings of the committee.

4. The following members of Student Association may attend meetings of any SA committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: President, Vice President, Treasurer, Chief of Staff, and Student Trustee.

5. Committee action can only be taken when a quorum is reached. Quorum is considered more than fifty percent (50%) of the committee's current membership.

6. Standing committees shall have a total of no less than seven (7) members, including the chair and the vice-chair.

B. Committee Reports

Committee reports should be brief summaries of the committee's actions. In addition to being valuable to the President, they prove valuable to future committees that discuss related subjects. All committee reports should be submitted to the Chief of Staff with a total of three (3) copies. The reports must include the members of the committee present at the meeting.

Section 2

Student Association Standing Committees

A. Board of Elections

The Board of Elections shall be considered a standing committee of the Student Associations. Its procedures, organization, duties, and responsibilities shall be defined in the SA Bylaws – Elections Policy.

B. Finance Committee

The Finance Committee shall be considered a standing committee of the Student Associations. Its procedures, organization, duties, and responsibilities shall be defined in the SA Bylaws – Finance Policy.

C. Mass Transit Board

1. The Mass Transit Board will assist the President of the SA and the Director of Transportation with the management of the Huskie Line campus bus service and the Late Night Ride Service. The Board will set routes and policies to provide efficient bus service. The Board shall be considered a standing committee of the Student Associations.

2. The Mass Transit Board will be composed of 10 members including the chair. The Speaker with the approval of the Senate shall appoint Five (5) senators. Four (4) members shall be appointed the President with the approval of the Senate. The SA Director

of Transportation Services shall serve as the tenth member of the committee and shall serve at its chair.

3. The Mass Transit Board will have the following duties and responsibilities:
 - a. Set routes and policies for the Huskie Line. This includes additions or deletions to the bus service.
 - b. Research the route usage by Student Association members.
 - c. Employ Mass Transit Board Graduate Assistant to assist in busing issues. The Graduate Assistant shall not be a voting member of the Board, but shall attend meetings as a non-voting, ex-officio member.
 - d. Manage the Busing Activity Fee, including making recommendations as to the proper amount of the Busing Activity Fee. Changes in the Busing Fee are subject to SA Senate approval.
 - f. Ensure that the transportation needs for students with disabilities are adequately met.
4. The SA Director of Transportation Services oversees the operations of the student governed Huskie Line, and Adapted Transportation systems. The Director will act for the committee when the committee is unable to meet, with a full report at the next regularly scheduled SA Mass Transit Board meeting.
5. The President reserves veto rights over all actions of the Board and/or the Director of Transportation Services.

Section 3

Duties and Responsibilities of the Executive Branch

The Student Association Executive Branch shall have the following duties and responsibilities when acting in accord with the Constitution and Bylaws:

- A. To coordinate all Student Association activities to insure the success of the organization.
- B. Investigate issues of student interest using Senate and non-Senate persons.
- C. Initiate and recommend legislation to the Student Senate.
- D. Act for the student government in situations where immediate action is necessary.
- E. Allocate financial expenditures to a maximum of five percent (5%) of the total student activity fee collected during the fiscal year. A written report of purpose will be filled with the Senate Speaker and the SA Treasurer within four (4) business days following the executive allocation.
- F. Supervise Student Association committees to insure their efficient functioning according to the Bylaws of the Student Association.
- G. To establish ad hoc committees of the SA, such as taskforces etc, and/or conduct hearings. Establishment includes the determination of the organization, membership, and non-management duties of the ad hoc committees.
- H. The President shall conduct at least one (1) comprehensive evaluation of all paid SA executive branch staff members each semester, other than the elected officers. Staff evaluations are to be conducted by the tenth (10th) week of each semester. The Evaluations shall include recommendations as to how to improve. The Chief of Staff shall aid the president in the evaluation process.
- I. At the first senate meeting of the spring The President of the SA will be asked to address Northern Illinois University's student body and the Student Association's Senate by speaking on the state of the student government and student interest.

J. It will be the responsibility of the S.A. to review the following listed organizations and services, and provide funding to enhance the quality of life for NIU students: Campus Child Care, Health Enhancement, Huskie Bus System, Huskie Tracks (GPS Bus Locator), NIU EASY Calendar/Messaging System, Organizational Expo, Organizational Development, Recreation Services, Student Legal Service, Campus Security Fund, S.A. Voice Magazine, Go Student Leaders, Organizational Blackboard Community, S.A. Study Abroad Initiative, S.A. Senator Study Abroad Scholarship, and the S.A. Book Exchange.

Section 4

Student Association Cabinet

A. The Student Association Cabinet is created by the President and exists for the purpose of assisting the president in the performance of his/her duties and responsibilities. The SA Cabinet shall consist of the President, Chief of Staff, and all paid directors in the Executive Branch. All Directors shall be appointed by the President and confirmed by the Senate. The President may add the other elected members of the Executive Branch to the cabinet as members. The Cabinet shall be managed by the Chief of Staff and shall report to President. All Cabinet members, regardless of their position:

1. Shall attend university functions where S.A. attendance is needed at the direction of the President.
2. Shall assist in the transition of any new staff as needed.
3. Shall work and be paid for a minimum of ten (10) hours weekly and no more than forty-four (44) hours bi-weekly.
4. Shall submit and maintain a minimum of ten (10) office hours per week.
5. Shall participate in workshops, trainings, and retreats as directed by the President.
6. Shall work and hold summer office hours as directed by the President.
7. Shall attend weekly staff meetings, prepare weekly written staff reports and attend meetings of the Student Association Senate to provide reports as required by the Senate and the President.
8. May appoint a committee or volunteers, with the approval of the President, to assist in the execution of his/her duties. If given specific duties and hold office hours, volunteers may be appointed by the director as a deputy director, with the approval of the President. These individuals are not members of the Cabinet, will not receive pay, and are to be supervised by the director.
9. Shall perform other tasks as specified by the President.
10. Graduate Assistants shall be eligible to apply for positions in the Executive Cabinet. If hired, they shall receive a comparable university Graduate Assistant stipend.

B. The Chief of Staff, working under the direction of the President, is responsible for acting as

the Student Association's chief administrative officer, with duties including oversight of the executive cabinet and staff, office maintenance, and assisting the President. The Chief of Staff shall:

1. Provide oversight, direction, and management to the executive staff by conducting weekly staff meetings, coordinating overall activities of the Cabinet, assigning tasks, collecting weekly staff reports, assigning staff members Senate meetings to attend, and by meeting with individual staff members one on one bi-weekly.
2. Assist the President in the execution of his/her duties; this may include responding to inquiries made to the President.
3. Assist the President in interviewing, selecting, hiring, and training two (2) civil service employees and additional student employees.
4. Maintain staff office hour records for purposes of payment and manage the proper payment of all paid S.A. officials.
5. Assist the President in appointing students to serve on university committees and coordinate oversight of these appointments.
6. Assist the President in staffing university events where S.A. representation is needed, including but not limited to Open Houses.
7. Assist the President in coordinating staff evaluations for Senate review.
8. Keep the President up-to-date with monthly fiscal reports of payroll and general expenditures of the Student Association.
9. Assist the President in preparing the Executive Cabinet for Senate review and approval.
10. Coordinate the Student Association's representatives on the annual university student fee review committees and prepare an overall summary of the student fee recommendations.
11. Act as a liaison between the President, Vice President, and Speaker of the Senate to ensure that all legislation is signed and submitted to appropriate parties.
12. Coordinate with the Student Association Office Manager to ensure staff is provided access to computers, office supplies and the copy machine and that the S.A. Office is presentable and aesthetically pleasing.
13. Coordinate and keep track of all S.A. inventories, including but not limited to S.A. computers, cameras, printers, fax machines, laptops, and chairs.
14. Summarize the weekly staff reports into a weekly report to present to the President.
15. Update the Student Association staff manual annually.

C. The Director of Academic Affairs, working under the direction of the President and Chief of

Staff, is responsible for monitoring and making recommendations for changes in university academic policy and serving as liaison to the Faculty Senate and all student advisory committees. The Director of Academic Affairs shall:

1. Serve as the Student Association liaison to the Faculty Senate and attend the meetings regularly.
2. Coordinate the Student Association representatives on all academic university committees and meet with student representatives on a monthly basis.
3. Serve as the Student Association liaison to all college councils and departments' student advisory committee and assist in the establishment of such committees in departments that currently do not have one.
4. Monitor university academic policy and recommend changes in the policy as appropriate.
5. Serve on the University Council and coordinate the Student Association representation on the council by facilitating communication among all student members.
6. Receive reports from students representing the Student Association on academic university committees and provide summaries to the Chief of Staff and President.

D. The Director of Advertising, working under the direction of the President and Chief of

Staff, is responsible for coordinating the overall marketing and advertisement priorities of the Student Association. The Director of Advertising shall:

1. Be responsible for coordinating advertising on the Huskie Bus Line, including working with potential vendors and consulting with any related parties as appropriate.
2. Submit a monthly report of advertisement figures, profits and assessments to the S.A. President.
3. Be responsible for listing all S.A. events on the NIU calendar.
4. Create marketing strategies and plans for the S.A.
5. Coordinate Student Association advertising in the Northern Star and in other outlets by securing advertising space and assisting in the billing process.
6. Assist in coordinating promotional materials for all S.A. initiatives with the Director of Public Affairs.

E. The Director of Athletics and Recreation, working under the direction of the President and

Chief of Staff, is responsible for serving as the senior student liaison to Intercollegiate Athletics, providing student oversight to the Campus Recreation Center, and maintaining

relationships with university offices and organizations in development. The Director of Athletics and Recreation shall:

1. Serve on the university's Athletic Board and coordinate additional Student Association representatives on the board.
2. Serve as the Student Association senior liaison to the Office of Intercollegiate Athletics.
3. Serve on the Convocation Center Board and ensure the fulfillment of the shared governance agreement.
4. Monitor university policy concerning fundraising and development and serve as liaison to the Division of Development and University Relations.
5. Serve as the liaison to the Alumni Association and the Student Alumni Association.
6. Serve as the Student Association liaison to the Northern Illinois University Foundation.

F. The Director of Cultural Affairs, working under the direction of the President and Chief of

Staff, is responsible for promoting a diverse campus culture by encouraging cultural programming, ensuring support services are provided to underrepresented individuals, and monitoring policies that affect minorities. The Director of Cultural Affairs shall:

1. Serve as the Student Association liaison to all cultural student organizations.
2. Promote cultural programming and encourage joint programming across cultural organizations.
3. Act as the Student Association's liaison to campus support services for underrepresented individuals including, but not limited to, the Center for Black Studies, University Resources for Latinos, Asian Resource Center, CARR, LGBT Resource Center, and University Resources for Women.
4. Monitor and provide recommendations regarding university policies affecting minority members of the university community including the recruitment and retention of minority students, staff, and faculty.
5. Organize and chair a committee consisting of representatives from all recognized cultural student organizations to facilitate proposals to improve the quality of life for minorities on campus.
6. Serve on the Unity in Diversity Steering Committee as the Student Association representative.
7. Coordinate Student Association representation on the Presidential Commissions on the status of minorities.
8. Research and recommend major minority-related policy changes to the University via

the Student Association Senate.

9. Serve on the Affirmative Action and Diversity Resources Committee.
10. Attend meetings of Believing in Culture, a sub-organization of the Residence Hall

Association.

G. The Director of Governmental Affairs, working under the direction of the President and

Chief of Staff, is responsible for all off campus and external relations for the Student Association, including community, state, and national relationships. The Director of Governmental Affairs shall:

1. Serve as the Student Association's voting representative to the Illinois Board of Higher Education's Student Advisory Committee and represent the interests of the students of Northern Illinois University to the Illinois Board of Higher Education.

2. Monitor all state and federal legislation pertaining to higher education and maintain relationships with appropriate legislators and executive officers.

3. Maintain relations with student governments across the state, the Mid American Conference, and the nation as appropriate and any other state or national organization.

4. Monitor all city policy that pertains to the students of Northern Illinois University. The director shall maintain relations with City of DeKalb officials including the Mayor, Aldermen, and the City Manger.

5. Maintain relations with community organizations and units of government as necessary including the DeKalb Chamber of Commerce and the County of DeKalb.

6. Work with the DeKalb registrar to host voting registration drives as needed.

7. Serve as the Student Association's deputy registrar on campus.

8. Conduct a voter registration drive each semester and promote student voting in all elections.

H. The Director of Greek Affairs, working the direction of the President and Chief of Staff, is

responsible for monitoring university policies pertaining to Greek life on campus, assisting Greek student groups in the development of their organizations, and serving as the liaison to the umbrella Greek organizations. The Director of Greek Affairs shall:

1. Serve as the Student Association liaison to the Inter Fraternity Council (IFC), the National Pan Hellenic Council (NPHC), College Pan Hellenic Council (CPC), and the Multicultural Greek Council (MGC) student organizations.

2. Monitor university policy affecting Greek student groups and make recommendations to amend current regulations as appropriate.

3. Assist Greek organizations in conducting philanthropic activities by coordinating

large service projects.

4. Serve as the Student Association liaison to the appropriate Greek Affairs university staff in the Student Involvement and Leadership Development Office.
5. Facilitate communication between the leadership of the Greek community and officials from the City of DeKalb pertaining to issues affecting the Greek Row area.
6. Conduct a voter registration drive of members of Greek student organizations each semester with the assistance of the Director of Governmental Affairs.
7. Work with the leadership of Greek organizations to assist them in securing adequately maintained and financed housing for Greek organizations.

I. The Director of Mass Transit, working under the direction of the President and Chief of Staff, is responsible for the oversight of the Huskie Bus Line & Freedom Mobile, and for monitoring university transportation & road maintenance policy. The Director of Mass Transit shall:

1. Organize and chair the Student Association Mass Transit Board and administer the decisions of the board upon approval by the President. The Mass Transit Board is responsible for all policies for proper management of the Huskie Bus Line and Freedom Mobile.
2. Promptly respond to any complaints concerning the Huskie Bus Line or the Freedom Mobile.
3. Act as the liaison to the City of DeKalb on all transportation issues and attempt to secure state and national transportation grants as appropriate.
4. Serve as the Student Association liaison to the Late Night Ride Service.
5. Serve as a Student Association representative on the University Parking Committee and the Parking Appeals Committee and coordinate the additional Student Association representatives on these committees.
6. Monitor and provide recommendations concerning university transportation policy and the maintenance of the university road system.
7. Serve as a member of the annual Student Bus Fee Review Committee and make recommendations to the committee for future fee rates and services.
8. Create, coordinate and disseminate the annual Huskie Bus route booklet in print form and online.
9. Submit a monthly report of the S.A. Mass Transportation Service General Reserve, its holdings, and any spending recommendations.
10. Conduct at least one open forum in the residence halls and the Northern View area

to solicit recommendations, complaints, or issues surrounding the Mass Transportation system.

11. Conduct at least one open forum for the Huskie Bus Line drivers to accept feedback or any issue surrounding the Mass Transportation System.
12. Monitor the GPS tracking system, make recommendations and act as a liaison to all negotiating departments.

J. The Director of Organizational Development shall work under the direction of the President and Chief of Staff and is responsible for assisting recognized student organizations in the development of outreach activities, publicity, and fundraising. The Director of Organizational Development shall:

1. Assist recognized student organizations with preparation and advisement in dissemination of printed materials including flyers, pamphlets, and brochures.
2. Provide media relations training to recognized student organizations including how to conduct an interview and how to place advertisements.
3. Maintain a record or a book of all university policies affecting student organizations including poster policy, how to book rooms, and a second book on Student Association organizational recognition and financial policies.
4. Attend the Student Association mandatory organizational meetings and provide relevant presentations as requested by the Student Association Vice President.
5. Assist the Student Association Vice President in preparation and dissemination of a Student Organization handbook that will include applicable policies and advice.
6. Advise recognized student groups on recruitment and retention techniques, leadership development opportunities, event planning, and programming.
7. Advise student groups on how to secure funding including advice on Student Association funding, CAB mid level, fundraising, and corporate donations.
8. Advise student organizations on Student Association web policy, provide assistance in developing web sites, and assist in the use of the university event calendar.

K. The Director of Public Affairs shall work under the direction of the President and Chief of Staff and shall be responsible for communicating, on behalf of the Student Association, to the students of Northern Illinois University and ascertaining the concerns of the campus community. The Director of Public Affairs shall:

1. Direct communications for the Student Association by conducting open student forums and by maintaining regular speaking engagements for Student Association elected officials to recognized student organizations.

2. Serve as the Student Association liaison to all media, including but not limited to the Northern Star, Daily Chronicle, and Midweek.
3. Monitor relevant news sources and report to the Chief of Staff any items that are of interest.
4. Act as the official Student Association Historian by maintaining articles and records for future use, including file digital copies of relevant materials and information in the NIU Library archives for later review.
5. Coordinate and maintain the S.A. window located in the HSC.
6. Assist in coordinating promotional materials for all S.A. initiatives with the Director of Advertising.
7. Assist the Student Association Vice President in facilitating an organizational fair.
8. Serve as the Student Association's special events officer and organize any relevant events including an annual open house.
9. Work with the election commissioner and Director of ITS to setup the annual S.A. Executive debate.
10. Work with the President to order and disseminate S.A. promotional material to enhance and bring awareness to the S.A.

L. The Director of Student Life, working under the direction of the President and Chief of Staff, is responsible for monitoring and providing recommendations on all issues affecting students' quality of life, including housing, financial services, safety, healthcare, and other support services. The Director of Student Life shall:

1. Monitor and act as the S.A. liaison to university offices relating to financial services (including the Bursar's Office and Office of Student Financial Aid), Housing and Dining, offices affecting the safety and security of the campus (including Judicial Affairs and University Police), and all campus support services (including University Health Services, Students' Legal Assistance, Commuter Non-Traditional Student Office, and Campus Child Care).
2. Act as the S.A. liaison to Residence Hall Association by regularly attending RHA meetings.
3. Conduct surveys of the student body to collect data at the direction of the President.
4. Assist in the coordination of the annual Organizational Expo and the GO! Student Leader Social.
5. Coordinate the annual Student Choice Awards in the spring semester.

6. Assist the Chief of Staff in coordinating the S.A. representatives on university committees that fall under the purview of student life, including the Campus Security and Environmental Quality Committee and the Judicial Board.

7. Work as the Student Association liaison to SILD's NIU Cares Day annual volunteer effort.

M. The Director of Information & Technology, working under the direction of the President and Chief of Staff, is responsible for communicating and maintaining all technology and technology related items on behalf of the Student Association. The Director of Information & Technology shall:

1. Be responsible for maintaining and updating software and hardware on the Student Association computers located in the Campus Life Building 180 and 190 suites and work with those occupants to ensure all information is stored correctly on the server.

2. Be responsible for updating and maintaining all aspects of the Student Association website.

3. Advise Student Association Executives and directors on all technology related matters.

4. Work with ITS Director to make sure that the Student Association is in compliance with any updates to workstation policies.

5. Serve as the Student Association liaison to ITS and any other technology groups.

6. Work with the President and Chief of Staff to negotiate any technology contracts.

7. Be responsible for tracking and maintain all computer inventories including but not limited to the locations of printers, scanners, CD writers, digital cameras, CPU's, and monitors.

8. Coordinate any workshops or trainings with the Chief of Staff to keep the S.A. updated on how to use new programs.

9. Maintain administrative privileges and rights on all S.A. workstations.

10. Be responsible for recommendations or changes needed on the S.A. server.

**Northern Illinois University
Student Association
Bylaws, Part II
Elections Policy**

ARTICLE I

VOTER ELIGIBILITY

Section 1

Voter Eligibility

Any eligible student wishing to vote must present an official, valid NIU Student ID and/or whatever else is determined by the Election Commissioner to prove student registration in order to obtain a ballot. The stated criteria for valid ballots shall be clearly posted at all polling stations. All disputes/questions concerning voter eligibility shall be directed to the Election Commissioner.

Section 2

Absentee Voting

Students on temporary leave of absence from the University or students on University business studying or working away from NIU's DeKalb Campus shall be entitled to vote by Absentee ballot. Any such student shall be charged with responsibility of informing the Election Commissioner of his/her status and requesting such materials before the election. The Election Commissioner must receive said absentee ballots by 4:00 p.m. of the last day before the scheduled election.

ARTICLE II

REQUIREMENT OF NEUTRALITY

Section 1

Public Neutrality

No member of the Board of Elections, the Vice President, or the Election Commissioner shall play an active role in the campaign of any candidate. Nor shall any of the above mentioned persons endorse, publicly support, or play an active role in advocating in public any candidate or referendum which is subject to election. However, the Vice President is exempt from these restrictions if they themselves are running for office.

Section 2

Penalties for Non-Neutrality

Any member of the Board of Elections, the Vice President, and the Election Commissioner, who fails to comply with the rule regarding Public Neutrality or whose misfeasance, malfeasance or incompetence jeopardizes the conduct of an election, will be subject to removal as prescribed herein and in the SA Constitution.

ARTICLE III

SENATE VOTING DISTRICTS

Section 1

Voting Districts

A. DISTRICT 1: This district shall be composed of those students residing in Stevenson Towers, University Plaza, and Neptune Hall during the academic year.

- B. DISTRICT 2: This district shall be composed of those students residing in Lincoln Hall, Douglas Hall, and Grant Towers.
- C. DISTRICT 3: This district shall be composed of those students residing In DeKalb, IL west of the Kishwaukee River excluding students residing in districts 1, 2, and 4.
- D. DISTRICT 4: This district shall be composed of those students residing in the following boundaries: North - DeKalb City limit; East – Kishwaukee River; South - Lucinda Ave.; West - Annie Glidden Road. This district does not include University Plaza.
- E. DISTRICT 5: This district shall be composed of those students residing in DeKalb, IL. East of the Kishwaukee River and all students residing outside of the DeKalb city limits during the academic year, excluding the summer semester.
- F. All questions and disputes regarding the district status of any candidate or student shall be directed to the Election Commissioner. Decisions of the Election Commissioner on the disputes referenced immediately above may be appealed to the Board of Elections.

Section 2

Senators per District

All districts shall be composed of eight (8) Senators.

Section 3

Census Committee

Every four years a committee shall be appointed by the senate to perform a University Census. This census shall be used to give the senate an accurate representation of the students' places of residence. This representation will then be used to recommend to the senate on how best to compose the voting districts. The first Census Committee shall be created on the first Senate meeting of the Spring 2008 semester. It shall be composed of one senator from each district and chaired by a member of the committee appointed by the senate. It will have one month to complete its research and submit a proposal to the senate body

ARTICLE IV

Candidate Qualifications

Section 1

Qualifications for Office

- A. To hold any elected or appointed position within the SA a student must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.00 during his or her tenure in office or be in their first semester at the University. This shall apply to all officers, senators and representatives of the SA. In addition, to hold the office of President, Vice President, Treasurer, or any other paid SA position an undergraduate student must also be enrolled in the Fall and Spring for twelve (12) semester hours; all other students must also be enrolled for nine (9) semester hours.

Qualifications for office must be met by a candidate/elected prior to taking office but need not necessarily be met at the time of candidacy. However, if a candidate/elected fails to meet all qualifications for office by the time they are to assume office, they shall not assume their office. Instead the office shall be considered vacated and shall be filled in accordance with the procedures established in the SA Constitution and By-Laws.

B. Those seeking the office of Student trustee must have met minimum State of Illinois requirements for the position before being eligible to run. Each year the Board of Elections chairman is advised to review the most current requirements before elections. Current requirements are as follows: "The student member must be a resident of this State, must have and maintain a grade point average that is equivalent to at least 2.5 on a 4.0 scale, and must be a full time student enrolled at all times during his or her term of office except for that part of the term which follows the completion of the last full regular semester of the succeeding academic year at the university."

Section 2 **Release**

All candidates for Student Association office must sign a waiver releasing their name and Social Security number to the Student Association Election Commissioner allowing him/her to determine if the student is in good academic standing through the Office of Registration and Records.

Section 3 **Residency Requirements**

All candidates and previously elected Senators must reside in his/her own representative district for their term.

ARTICLE V **BOARD OF ELECTIONS**

Section 1 **Selection of Members when the Senate is in Session**

When the Senate is in Session, all person interested in becoming members of the Board of Elections shall apply with the Office Manager of the Student Association or shall be nominated at a senate meeting by a member of the Senate. Those who shall qualify to hold a position on the Board of Elections shall appear at the same Senate meeting. The senators shall vote on all candidates for membership on the Board of Elections at the same time. Each senator shall have one (1) vote. Senators who are being considered for positions on the Board may not vote in the determination of Board members. The five (5) persons receiving the most votes shall become members of the Board. If a tie vote occurs, then the Senate shall vote again, only to break the tie and decide between those who are tied. The Senate meeting at which members of the Board of Elections are appointed shall be held at least six (6) weeks, and no more than eight (8) weeks prior to the Spring elections.

Section 2 **Selection when the Senate is Not in Session**

When the Senate is not in Session the following persons shall each choose one member to serve on the Board of Elections: The President, Vice President, Treasurer, Speaker, and Chief Justice of the Supreme Court. If any of the person's listed in the previous sentence shall also be a candidate in the election covered by the Board, then the Supreme Court shall choose their member of the Board from among those who shall apply. The Board of Elections so appointed will hold office thereafter for the duration of the election in progress.

Section 3

Removal of a Member of the Board of Elections

After a person becomes a member of the Board of Elections, they shall only be removed during an election except by resignation, the Supreme Court, or in accordance with the Removal Process outlined in the Student Association Constitution.

Section 4

Selection of the Chair of the Board of Elections

The Senate shall vote a second time to choose one of the members of the Board and shall designate that person as Chair of the Board of Elections. The Senate shall vote with each senator having one vote. The person with the most votes shall become chair. If the Senate is not in session the Speaker shall designate one of the members of the Board to serve as its Chair.

Section 5

Removal of the Chair of the Board of Elections

After a person becomes the Chair of the Board of Elections, they shall only be removed during an election except by resignation, the Supreme Court, or in accordance with the Removal Process outlined in the Student Association Constitution.

Section 6

Qualification for Board Members

To serve on the Board of Elections, a student must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.00 during his or her tenure in office or be in their first semester at the University.

Section 7

Authority and Duties

- A. The Board of Elections will assist the Election Commissioner in the proper administration of all Student Association student elections and referenda and perform other duties as set forth herein.
- B. The Board of Elections will be composed of five (5) members, including the Board of Elections Chair. The Election Commissioner or an Acting Election Commissioner shall not serve as a member of the Board of Elections.
- C. The Board of Elections shall have the authority to issue sanctions to any candidates, their supporter, or any other person interfering with an election. Only the Board of Elections, not the Election Commissioner, shall have the authority to disqualify any

candidate(s) for office or election. The Board shall do so with a majority vote. The Election Commissioner shall have the authority to issue sanctions to candidates, their supporter, or any other person interfering with an election. The Board of Elections shall define a sanction as a statement of guilt to a person for violation of the election procedures, SA policies, or University policies, which carries with it a penalty. All sanctions must be issued in writing, however a standardized form may be used.

D. All rulings of the Board of Elections shall be in writing and shall be posted in the Student Association Office and available for review by any member of the SA or the student body within twenty-four (24) hours. Board rulings can only be made when a quorum is reached. Quorum for the Board shall consist of three (3) members. If the Chair is not present at a meeting, those present shall select one of their members to serve as Chair for the remainder of the meeting. The Election Commissioner, the Chair of the Board, the Board's Official Advisor, or three (3) members of the Board may call a meeting of the Board.

E. When the Board shall meet to discuss giving a student a sanction, the candidate so affected shall be invited to the meeting and shall have the right to hear the argument against them from the Election Commissioner (or any other accuser) and the right to respond for the same length of time. Another student during this process may represent the candidate(s).

F. The duties of the Board of Elections shall include the publicizing and promoting of the election.

Section 8

Meeting Times

A. On the morning of each Election Day, the Board shall travel to each polling station. The Board shall insure that all campaign materials and persons are removed from the polling station. The Board shall also insure that all proper procedures are followed for the duration of the day.

B. On the day prior to each election the Board shall meet. Each day of the election, the Board shall meet immediately following the closing of the polling stations and all events necessary to secure the ballots. These meetings shall serve as the only point on each Election Day in which disqualification as a punishment shall be determined and issued. The Board shall hear all cases and issue all sanctions and/or punishments, in writing, that it shall deem necessary, prior to opening the sealed report from the Tabulation Officer.

C. A meeting of the Board may be called by the Election Commissioner, the Chair of the Board, the Board's Official Advisor, or three (3) members of the Board.

D. A weekly meeting of the Board will be scheduled by the Election Commissioner to discuss the matters concerning the election.

ARTICLE VI

ELECTION COMMISSIONER

Section 1

Selection when the Senate is in Session

The President with the approval of the Senate shall appoint the Election Commissioner for the Spring Election. The President shall nominate the Election Commissioner on Sunday, two weeks prior to the first day on which the election Packets will be available.

Section 2

Selection when the Senate is Not in Session

When the Senate is not in Session, the President with the approval of at least three of the five members of the Board of Elections shall appoint the Election Commissioner. The Election Commissioner so appointed will hold office thereafter until the Senate can convene. If the President is unable to reach an agreement with the Board as to an Election Commissioner, then the Speaker shall appoint the Election Commissioner with the approval of at least three of the five members of the Board of Elections.

Section 3

Removal of Election Commissioner

After a person becomes Election Commissioner, they shall only be removed during an election except by resignation, the Supreme Court, or in accordance with the Removal Process outlined in the Student Association Constitution.

Section 4

Qualifications for Office

To hold the office of Election Commissioner, a student must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.00 during his or her tenure in office or be in their first semester at the University. The Election Commissioner shall be paid the same hourly rate as the highest paid executive staff member for each hour worked. No person shall become Election Commissioner who already holds a paid position within the SA. Any person who simply refuses to be paid for a specified period of time shall still be ineligible to hold the office of Election Commissioner. In addition, to hold the position an undergraduate student must also be enrolled in the same semester in which they shall serve for twelve (12) semester hours; all other students must also be enrolled for nine (9) semester hours.

Section 5

Authority and Duties

A. The Election Commissioner will administer all NIU Student Association elections and referenda in accordance with the SA Constitution, SA Bylaws, and Elections Policy. The Election Commissioner shall have responsibility for hiring, supervising, and processing payment for all poll workers. No person who is a student at NIU shall serve as a poll worker, except to fill in during emergencies as may occur and shall be defined by the Election Commissioner.

B. The Election Commissioner shall have the authority to issue sanctions to candidates, their supporter, or any other person interfering with an election. The Board of Elections

shall define a sanction as a statement of guilt to a person for violation of the election procedures, SA policies, or University policies, which carries with it a penalty. All sanctions must be issued in writing, however a standardized form may be used.

C. All rulings of the Election Commissioner shall be in writing and shall be posted in the Student Association Office and available for review by any member of the SA or the student body within twenty-four (24) hours of business.

D. No sanction issued by the Election Commissioner shall carry with it a punishment that shall last for more than forty-eight (48) hours and/or cover more than three (3) buildings or locations. On the day(s) of an election, no sanction issued by the Election Commissioner shall carry with it a punishment that shall last for more than four (4) hours and/or cover more than one (1) building or location. The penalty for multiple sanctions may accumulate a series of sanctions that may last beyond the time limits indicated in this paragraph or cover multiple locations.

E. The Election Commissioner shall be responsible for holding an executive candidate debate, one week before the first day of Spring Elections.

F. No endorsement for any candidate may be written with chalk for the SA elections.

ARTICLE VII **ELECTION PROCEDURES**

Section 1 **Training**

The Election Commissioner and members of the Board of Elections shall meet with the Board's Official Advisor(s) prior to the Candidates' Meeting for training.

Section 2 **Candidates' Meetings**

A. On the Monday, six (6) weeks prior to the week in which a spring election occurs, the Election Commissioner shall hold a Candidates' Meeting. On the Monday, three (3) weeks prior to the week in which a fall election occurs, the Election Commissioner shall hold a Candidates' Meeting. The members of the Board shall attend the Candidates' Meetings. The Board shall schedule additional Candidates' Meeting if it shall deem it necessary, the same week as the first meeting and prior to the date on which Registration Packets are due.

B. Each Candidate Meeting shall consist of the following: (1) a comprehensive orientation to elections policy, (2) a copy of the Elections Policy shall be issued to each candidate, (3) Registration Packets shall be distributed, and (4) dates for all major election events - election days, Registration Packet due dates, etc... All candidates, including potential write-in candidates, are required to attend the Candidates' Meeting. Persons who do not attend a Candidates' Meeting shall not be allowed to run in an election. All Candidates who wish to be on the ballot shall return their Registration Packets to the SA Office Manager or their designee prior 4 o'clock p.m. on Friday of the same week of the first

Candidates' Meeting. All candidates shall request and shall be given a receipt for their Registration Packets noting the date and time. Ballot order for all elections shall be in the same order as the return of completed Registration Packets, with the first candidate for each office appearing first on the ballot. If two or more candidates turn in their registration packets at the exact same time, then random lot shall determine their order.

Section 3

Qualifications Check and Campaigning

The Election Commissioner shall check on the qualifications for all candidates on Monday and shall contact each candidate immediately and privately for confirmation of the results of the qualifications check. The candidates who are determined to be eligible shall be announced on the Tuesday following the Friday on which Registration Packets are due. Candidates who are not allowed to run may appeal to the Board. Election campaigning may begin on the next day, Wednesday, following the announcement of eligible candidates.

ARTICLE VIII

CAMPAIGNING REGULATIONS

Section 1

Printed Material

A. All candidates for all offices are required to file a signed copy of all printed campaign materials, including handbills and flyers, with the Election Commissioner before any material is posted or distributed. The terms of this paragraph shall also apply to any yard signs or like objects used by any candidate. However, a candidate can choose to file a color photograph of the sign(s) to be posted instead of filing a physical copy of the sign(s).

B. All posted material must be visibly stamped by the University Programming and Activities Office and the residence hall desk where applicable. One copy of all posted materials must be signed by the candidate(s) and left at the respective desk/office. In the case of yards signs or like objects, the office of University Programming and Activities thereof must approve the contents, and the location of the posting must be approved by the University Grounds Department, where applicable.

C. Unstamped-posted material will be confiscated by the Election Commissioner or any Commission member and kept on file. In the event of an inordinate amount, as determined by the Board, of material in violation of these regulations is collected, the candidate(s) involved will be required to remove all of his/her/their posted material campus wide for a period of at least twenty-four (24) hours but no more than forty-eight (48) hours. The candidate(s) involved will be granted four (4) hours after notification of the sanction in which to comply.

D. All campaign material which is stamped by the University Programming and Activities Office, displayed in a manner that violates University Posting Policy, may be removed by the Election Commissioner or his/her designate, and the candidate(s) to whom the material belong(s) will be forbidden from displaying campaign materials in the building in which the offense occurred for a period of not less than twenty-four (24) hours, but not more than forty-eight (48) hours.

- E. No endorsement for any candidate may be written with chalk for the SA elections.
- F. When candidates turn in their election packets they must do so personally and are required to wait outside the SA offices until the office manager arrives.

Section 2

Campaign Teams

Any candidates for office shall have the right, if they so choose, to campaign as a team.

Section 3

University Buildings

- A. Under no circumstances will any campaigning of any type be allowed in university classrooms from 7:00 a.m. to 9:00 p.m. This shall include, but not be limited to, speeches given outside the scope of class work, posting materials, use of blackboards or passing out materials.
- B. No campaigning will be allowed in university classroom buildings that might tend to disrupt or hinder scheduled classes.
- C. No campaigning will be allowed in any of the libraries, with the exception of posting materials on public bulletin boards.

Section 4

Campaign Infractions

Candidate(s) found to be acting in variance with these regulations shall be subject to the following actions:

- A. For the first offense, the Election Commissioner or the Board shall forbid the candidate(s) from displaying campaign materials in the building in which the offense occurred for a period of at least twenty-four (24) hours, but not more than forty-eight (48) hours.
- B. For each additional offense, the Election Commissioner or the Board shall forbid the candidate(s) from displaying campaign materials in any and all university buildings for a period of not less than twenty-four (24) hours, but not more than forty-eight (48) hours.

Section 5

General Restrictions

- A. No campaign material shall be allowed where it may physically deface or destroy property. This includes but is not exclusive of, posted materials, stickers of any type, banners, brochures, palm cards, buttons, novelties, and/or anything physically written, printed or drawn in any medium in and/or on any public vehicle or surface. SA candidates may not use stickers or any other form of self-adhesive materials to post any campaign material.

B. In questions of defacement or irremovability, a candidate or designee's successive demonstrations of removability in all instances shall be sufficient.

C. Excessive litter of campaign materials in the absence of reasonable effort by the candidate(s) to control the litter, as determined by the Election Commissioner, shall constitute a violation equal to the defacement of property. Those candidates found to be in violation of this regulation must immediately clean up and/or repair any and all damages they have caused. Those individuals found to be in violation will be held liable for any damages caused which require professional repair.

D. All campaign material sent through the mails must be properly postmarked by the U.S. Postal Service. Failure to do so will result in the candidate(s) being prohibited from campaigning in any and all residence halls where such materials were received, for the remainder of the campaign.

Section 6

Soliciting

No door-to-door solicitation of votes in residence halls may be done without proper permission from the residence hall director. Those in violation of this regulation may be forbidden from campaigning in that residence hall for a period of not less than 48 hours.

Section 7

Violations of Law

All candidates in violation of any university policy or federal, state, county, or municipality laws may be subject to the sanctions and punishments contained therein. They may also be sanctioned or punished up to and including disqualification from the election.

Section 8

Election Day Restrictions

A. On Election Day (s) no campaigning will be allowed within 100 feet of any polling station. This shall include any means of verbal or nonverbal communications. The Election Commissioner prior to the opening of the polls on the first day of the election shall establish exceptions for the purpose of practicality.

1. Candidates and/or their workers who violate this regulation may not be allowed to distribute literature in the vicinity of that particular polling station where the violation occurred for the remainder of the election.

2. For any further violation of this regulation after the first, the candidate and/or their workers will not be allowed to distribute literature anywhere on campus for the remainder of the election.

B. No campaigning will be allowed inside any university building where there is a polling station on the day of the election. Candidates who are found to be in violation of this whether by their own actions or through the actions of their workers may be forbidden from campaigning at that polling station for the remainder of the election. For any further violation of this regulation after the first, the candidate(s) may be forbidden from campaigning anywhere on campus. No Candidate shall be sanctioned for a violation of this

section unless it is shown by a substantial weight of the evidence that the candidate or someone working on behalf of the candidate was the violator. Candidates shall not be considered to be in violation of this section simply because someone possessed their campaign material inside of a polling place.

C. Campaigning is forbidden on any Huskie Line Bus, stationary or in motion during the elections. A violation of this may result in a sanction left up to the discretion of the Election Commissioner. Bulletin Boards on Huskie Line Buses may be used for posting campaign material.

Section 9

Sanctions

A. Sanctions may be imposed for violations by candidates or persons campaigning on their behalf as stated in the Bylaws, even if the candidate does not have specific knowledge of the person acting on their behalf. Whenever a sanction is issued, the Election Commissioner shall notify the SA Office Manager as soon as possible. The Office Manager shall notify by phone the candidate(s) sanctioned and post the sanction in the SA Main Office within four (4) Business hours.

B. In addition to the sanctions stated herein, the Board of Elections shall disqualify a candidate at any time before, during or after an election upon commission by the candidate or person(s) acting on behalf of the candidate of one or more of the following: five (5) or more separate violations of the SA election procedures before election day or three (3) or more separate violations of the SA election procedures on election day(s); Any fraud relating to the election including, but not limited to, stuffing ballot boxes, altering or destroying ballots, buying votes, intimidating other candidates or voters, or repeated interference with another candidate's campaign. If the candidate(s) or candidate's workers are caught interfering with another candidate(s) campaign, the applicable sanctions, or even disqualification from the race entirely will be levied upon the interfering candidate(s). A note to disqualify a candidate from an election shall require four (4) of the five (5) members of the board to agree in writing.

E. The Election Commissioner shall notify the candidate in writing of any sanction(s) and the reason(s) for the imposition of the sanction(s) as soon as possible after the imposition thereof. A copy of the written sanction(s) will be filed in the Office of the Student Association and will be available for review by any member of the NIU student body. If additional evidence relating to a violation for which a candidate has been sanctioned or evidence of additional violations comes to the attention of the Election Commissioner after notice of original sanction(s) was provided to the candidate, the Election Commissioner will send separate written notice to the candidate of such new grounds or additional sanctions as soon as possible.

Section 10

Representatives of Candidates

A. Individual candidates and candidates campaigning as a team will be held responsible for the actions of all persons campaigning on their behalf either as individuals or as a team. Violations of these regulations will be charged against the candidate(s) themselves, and whenever applicable punishment for such violations will be levied upon the candidate(s).

B. Each voter shall deposit his/her ballot into the locked ballot box once he/she has voted and may only do so once per election

Section 11

Effects of Disqualification

In the event a candidate is disqualified, the candidate will not be allowed to assume office and any votes cast for him/her will not be counted and will be reported as disqualified votes. A disqualified candidate will be disqualified for the entirety of the election for which he/she ran for office, including special or run-off elections. Sanctions and punishments, including disqualification of a candidate, will remain in effect pending the outcome of any appeals.

ARTICLE IX **CANDIDACY**

Section 1

Registration

A. Each candidate for executive office must have the signatures of 400 fee-paying NIU students on his/her official petition. Each person who shall sign a petition shall give his or her printed name, signature, and local home phone number. The Board shall check on the validity of signatures by randomly calling thirty (30) or more of the names listed on each candidate's petition.

B. Candidates for Student Association offices must do each of the following, prior to campaigning or being placed on the ballot:

1. Attend the Candidates' Meeting.
2. Receive, complete, and return the Registration Packet, with petitions if
3. Provide proof of student status, hours enrolled, and residency upon request.
4. Qualify for office.
5. Receive notification from the Elections Commissioner of eligibility for

office.

C. These rules shall apply to all candidates, including write-in candidates. Any candidate, who begins to campaign for office prior to being notified by the Elections Commissioner, shall be disqualified from election to office and from holding office.

Section 2

Unqualified Candidates

Candidates for any SA office are required to obey all applicable rules. Candidates who fail to qualify under all the rules described herein shall not be considered candidates. They shall not be allowed to campaign for themselves, nor shall they be placed upon the ballot.

ARTICLE X **ELECTIONS PROCEDURE**

Section 1

Names

The following stipulations shall govern the acceptable forms of a candidate's name, as it is to appear on the petition/ballot:

- A. The candidate's surname must appear in its full legal form.
- B. The candidate's given (first) name or contracted form of that name must appear on the petition/ballot preceding his/her surname. The initial form of the candidate's given name may be used preceding a middle name in its full, diminutive or contracted (but not initial) form preceding the surname.
- C. The Candidate's middle name in its full, diminutive, contracted or initial form may appear at the discretion of the candidate in accordance with the above rules.
- D. The Candidate's nickname may appear on the petition/ballot placed anywhere between the given name/initial and legal surname. The candidate may use no more than one nickname on any petition/ballot. Any such nickname shall be enclosed in quotation marks wherever it appears.
- E. No designation of title or degree may appear on any petition/ballot.
- F. The Candidate's nickname or party name may appear on the petition/ballot placed anywhere between the given name/initial and legal surname. The candidate may use no more than one nickname of no more than twenty characters, and no more than one party name composed of no more than twenty-five characters on any petition/ballot. Any such nickname shall be enclosed in quotation marks wherever it appears and any such party name shall be enclosed in parentheses."

Section 2

Petitions

All petitions and all sheets therein on which candidates for office seek signatures shall include the following:

- A. The name of the candidate on whose behalf the petition is being signed in compliance with the appropriate section of the SA Bylaws.
- B. The office being sought.
- C. The district of candidate residency.
- D. All other wording as shall be required/determined by the Elections Commissioner.
- E. A vote for a registered write-in candidate, but the name of the candidate is misspelled.

Section 3

Number of Votes

In Senate election only, each student shall be eligible to vote for up to, but not exceeding eight (8) candidates in any district. In all executive elections, each student shall be eligible to vote for only one (1) candidate for each office.

Section 4
Ballot Boxes

The Election Commissioner shall provide one official ballot box for each polling station. All boxes shall be delivered, unopened and locked, to the polling station by the Commissioner or any officially designated member of the Board of Elections

Section 5
Poll Workers

The Election Commissioner will be charged with the responsibility of dividing ballots, poll workers, and polling station according to the districts as outlined in the SA Bylaws. Two (2) poll workers will be assigned to each polling station at all times during the election. If at any time two (2) poll workers cannot be present at a polling station, it shall be temporarily closed in accord with Section 10, Paragraph D of this Article.

Section 6
Voting Times

The polls shall be open for two consecutive days from 9:00 a.m. to 6:00 p.m. for Fall and Spring elections.

Section 7
Runoff and Special Elections

The polls for special elections, run-off elections, and all special referenda elections shall be open 9:00 a.m. to 6:00 p.m. for one day only.

Section 8
Polling Stations

The following locations shall have permanent polling stations: Holmes Student Center, DuSable Hall, Founders Memorial Library, Campus Recreation Center, and Barsema Hall. An official record of poll workers and voters shall be maintained at each polling station.

Section 9
Voter Identification

Any eligible student wishing to vote must present an official, valid NIU Student ID and/or whatever else is determined by the Election Commissioner to prove district residency and/or student registration in order to obtain a ballot. The stated criteria for valid ballots shall be clearly posted at all polling stations.

Section 10
Voting Procedure

- A. After determining a voter's eligibility, the poll worker will initial the front of each ballot before handing it to the voter. No ballot will be considered valid unless such mark is affixed to the ballot.
- B. Each voter shall deposit his/her ballot into the locked ballot box once he/she has voted.

- C. In the Senate election, each voter is allowed to vote for up to eight (8) candidates. These votes can be cast for candidates running in any district.
- D. Polling stations are to remain open at all times during the hours designated herein, unless closed for good and sufficient cause by authority of the Election Commissioner or Acting Election Commissioner. In the event a polling station is closed, written notice will be provided of the time the said polling station will reopen, if known, and of the location(s) of other polling stations where students may cast their votes.
- E. A ballot box may be impounded at any time by authority of the Election Commissioner or Acting Election Commissioner for good and sufficient cause.
- F. In the case of either of the above instances, the Commissioner is required to file an official written report stating the reasons for the temporary closure or impoundment within four (4) hours of its occurrence.

SECTION 11

Polling Station Identification

- A. Upon the days of elections, banners identifying the buildings labeled as polling places are to be displayed on the outside of the location and nearest to the voting area. The banners will be neutral as well as advocating only that a SA sponsored election is taking place inside.
- B. The Student Association logo must appear on all banners/signs displayed at the polling locations.
- C. Banners must display the name of the building in which a polling place is located to avoid confusion and to allow easy recognition for their placement.
- D. All banners and signs will remain visible and displayed during the duration of the Election Day, and will be removed upon the end of the final voting day.

ARTICLE XI

TABULATION

Section 1

Tabulation Procedure

- A. After the closing of the polls, the poll worker(s) shall wait for the Election Commissioner or his/her designated representative to arrive, identify his/herself, secure all elections materials and lock or seal the top of the ballot box before leaving.
- B. All ballots are to be counted at one location. Ballots are to be counted by the Tabulation Officer as designated by the Election Commissioner. Ballots may be counted by electronic means. The Board prior to review election results shall review all problem ballots.
- C. Any executive election candidate whose name appears on the ballot may designate one (1) person to observe any discussion of the validity of ballots. All candidates who shall campaign as a team may be required to choose only one observer to represent the entire ticket. Candidates may not represent themselves during this process. Any action by the candidate's designated observer that disrupts the counting of the ballots will be cause for the observer's removal and will constitute a campaign violation, which may subject the candidate

to disqualification at anytime. During, the counting of ballots by machine those present shall be restricted to the Tabulation Officer, Board members, the Election Commissioner, Vice President, and the Board's Official Advisor(s).

D. Once the ballot boxes are open and counting has begun, no candidate or candidate's representative, other than a designated observer, will be permitted to be present in the area where the counting is taking place.

Section 2

Valid and Invalid Votes

The following votes shall not count in the determination of winners and shall be considered invalid votes for the office(s) so affected, and only for the office so affected. All valid votes on the same ballot for other offices shall be counted:

1. Votes for disqualified or unqualified candidate(s);
2. Votes on which the candidate intended is not determinable in the opinion of the Board of Elections shall not count for the office so indicated, but shall be counted for all offices which the intended vote is determinable; and

Section 3

Valid and Invalid Ballots

The following ballots shall not count in the determination of winners and shall be considered invalid votes for all the offices listed on the ballot:

1. A ballot that is not initialed by a poll worker will not be counted and will be reported as an invalid ballot;
2. A ballot which is properly initialed but which has too many votes cast on one ballot, or in which votes are cast in the wrong or more than one place;
3. A vote for an unregistered or disqualified write-in candidate;
4. A vote for a registered write-in candidate, but the name of the candidate is misspelled;
4. Ballots which are profane; and
5. Ballots on which a non-person is marked (such as animals or cartoon figures).

Section 4

Valid Votes and Ballots

Only the following votes shall count in the determination of winners and shall be considered valid votes for the office(s) so affected, and only for the office so affected. All valid votes on the same ballot for other offices shall be counted: and

1. A ballot which is properly initialed, but which is unmarked for any office;
2. A vote for a registered, non-disqualified write-in candidate, with the correct spelling of the candidate's name; and
3. A vote for a non-disqualified candidate listed on the ballot, even if written in.

Section 5

Invalid Elections

A. Other than votes and ballots for disqualified candidates who appeared on the ballot, if the total number of invalid ballots in any election is greater than 5% of the total ballots cast in that election, the entire election will be ruled invalid. Ballots cast for a disqualified

candidate will be disregarded for purposes of this Section, and will not count as either valid or invalid ballots.

B. If the difference between the total number of votes cast for any particular office in any particular election (including valid votes, valid no-votes, invalid votes and disqualified votes) and the number of valid signatures or ID presentations on that election's voter registration lists is greater than 5%, the election will be ruled invalid.

C. An invalidated election must be re-run as a special election within one week of the invalidation.

D. Upon completion of the counting of the ballots, the Commissioner or a designated member of the Board shall make a reasonable attempt to contact all candidates or their official representatives as is feasible to locate at that time, and notify them of the results, prior to releasing the total to the public.

E. All returns shall immediately be made open to the public when the ballots have been completely tabulated and Paragraph D of this Section has been fulfilled.

F. All ballots and petitions must be accounted for and saved by the Election Commissioner for sixty (60) days. Following that time they shall be destroyed. The Election Commissioner shall issue a report of the results to the Senate and the President of the SA.

Section 6

Advance Copies of the Ballot

Copies of the voided, official ballot shall be given to the Tabulation Officer two (2) weeks prior to the first day of elections for the purpose calibrating machinery. If changes are made to the official ballot after this time, copies shall immediately be made available to the Tabulation Officer. After the machine counting process, the Tabulation Officer shall return all election results sealed to the Election Commissioner and Board Chair.

Section 7

Determination of Winners

A. The candidate receiving a majority of all legitimate and valid votes cast for the office in question shall be considered the winner for the offices of President, Vice President, or Treasurer. If no candidate shall receive a majority, then a run-off election for those candidates with the two highest vote totals shall be held.

B. The eight (8) Senate candidates with the most votes for each district shall be the winners. If a tie occurs, then a runoff election shall be held.

C. The person with the most votes in a runoff election shall be considered the winner. If a tie occurs, then a new runoff election shall be held. All runoff elections shall be held within one week and shall be for one day only.

D. Write-in candidates shall be considered legitimate candidates and shall be allowed to win elections provided that the Board has not disqualified them.

Section 8
Write-In Candidates

- A. Spaces must be provided on the ballot for write-in candidates. These spaces must equal the number of available seats being contested. The ballot will instruct the voter that he/she may write in as many candidates as seats available in any district.
- B. Write-in candidates shall register one version of their name, which must obey the same rules listed for candidates whose names appear on the ballot. Only this registered name shall be accepted as a vote for the candidate. An instruction sheet describing and illustrating how to cast a correct vote for a write-in candidate will be made available to students at all polling places. To be valid, a vote for a write-in candidate must be cast in the correct manner, which will be as follows: 1) the name written in on the ballot must be identical in form and spelling to the name which the write-in candidate registered; and, 2) a completed oval must appear before the name.
- C. If a write-in candidate has not properly registered two (2) calendar weeks prior to the election, the votes cast for the candidate will not be counted in the determination of winners for that office, even though that ballot itself is still valid. The remaining votes will determine the winner. Any candidate who is not properly registered may not win an election and shall be considered disqualified.
- D. The name that is registered with the Student Association Office must appear identical to that written on the ballot with the appropriate spelling and a completed oval before the name. Failure to do so will result in the ballots with those inappropriate write-in names to be not counted in the determination of winners for that office, even though that ballot itself is still valid. The remaining votes will determine the winner. Misspelled, incomplete, and/or illegible names shall not count as votes or count in the determination of winners.
- E. All write-in votes cast for persons who have registered as write-in candidates will be counted and reported with the election results. A write-in vote cast for a person whose name already appears on the ballot will be counted as a vote for that candidate. Any write-in candidate may win an election if he/she complies with the registration requirements of the election procedures.

ARTICLE XII
APPEALS

Section 1
Right to Appeal

- A. All candidates will have the right to appeal any sanction imposed on them or ruling issued against them as prescribed herein.
- B. All appeals of sanctions or rulings issued by the Election Commissioner must be given to the Board of Elections. Only the Board may hear appeals regarding sanctions or rulings issued by the Election Commissioner. Any student may appeal any ruling made by the Election Commissioner, relating to an election in which the person appealing is a

candidate or voter, to the Board. However, the student making the appeal must be affected by the ruling. For the purposes of this section rulings shall include actions and decisions.

C. All appeals of sanctions or rulings issued by the Board of Elections must be given to the SA Supreme Court. Only the Supreme Court may hear appeals regarding sanctions or rulings issued by the Board. Any student may appeal any ruling made by the Board, relating to an election in which the person appealing is a candidate or voter, to the Supreme Court. However, the student making the appeal must be affected by the ruling. For the purposes of this section rulings shall include actions and decisions.

Section 2

Filing an Appeal to the Board

A. Prior to Election Day: All appeals to the Board must be filed within twenty-four (24) hours of the notice of action or decision of the Election Commissioner. Such time of action or decision must be written on the hard copy of the decision or action posted in the SA office. All appeals will be in writing and will be directed to the Chair of the Board of Elections who will, within four (4) hours of receipt of the appeal, notify the Elections Commissioner, Board of Elections Members, and other persons who it may be reasonably assumed are relevant parties to the appeal, of both the filing of the appeal and the time at which a hearing will be held on the appeal. The SA Office Manager may receive appeals on behalf of the Chair, but shall immediately notify the Chair of the filing appeal.

B. The Board of Elections will hear and rule on any appeal within two (2) days, except on election days. Each day of elections and prior to reviewing any election results, the Board shall meet at the end of each election period and hear all requests for appeals that are pending. On the day of an election appeals may be made in person at the meetings of the Board, no written appeal is necessary. The Board of Elections may uphold, reverse, or modify any action or decision of the Election Commissioner appealed to the Board.

C. No appeal may be made to the Board after two (2) hours after the close of the polling stations on the last day of the election, unless entirely new information has been discovered and the person making the appeal could not be properly expected to have known about the information.

D. During an appeal all elections will proceed as scheduled, unless the Board concludes that the conduct of a fair election has been rendered impossible due to a violation(s) of the election procedures.

E. In the event of an appeal, the Election Commissioner will impound all ballots and seal all election results pending the exhaustion of all appeals to the Board of Elections and the SA Supreme Court.

Section 3

Filing an Appeal to the SA Supreme Court

The submission of the appeal must be made pursuant to the procedures set forth by the Supreme Court's Code of Procedure, or in its silence by the Chief Justice. Copies may be obtained from the SA Main Office.

**Northern Illinois University
Student Association
Bylaws, Part III
Student Organization Policy**

ARTICLE I
DEFINITION OF RECOGNITION

The Student Association (SA) is charged with recognizing, assisting, and regulating all student organizations at NIU which are not a project of a particular University department. This policy explains all of the responsibilities and benefits of student organizations and the responsibilities of the Student Association. The Vice President has primary responsibility for administration of this policy.

ARTICLE II
REQUIREMENTS OF RECOGNITION

In order to receive and maintain recognition from the Student Association, all organizations must meet the requirements listed in this policy. Student organizations that do not meet these requirements shall be ineligible for annual renewal of their recognition and may have their recognition suspended or revoked in accordance with the Student Association Constitution and Bylaws and shall be required to re-apply for Senate recognition.

Section 1
Membership

- A. All student organizations must have an active membership that consists of at least two-thirds (2/3) currently registered NIU students.
- B. Additionally, funded student organizations may not have any restrictions that prevent any student from full membership or full participation except for not having good conduct within the organization and/or a good standing with NIU. Organizations that serve as governing bodies shall be allowed to restrict membership to those elected from the constituent groups with approval from the Senate.
- C. Every organization shall guarantee to all students the right to enjoy fair, impartial, and equal treatment regardless of sex, race, national origin, marital status, age, color, political views or affiliation, religious views or affiliation, sexual orientation, gender identity, or handicapped status.

Section 2
Officers

- A. Each organization must have a minimum of two elected student officers: a president and a treasurer. The president, vice president (if applicable), secretary (if applicable), and treasurer must be full-time, fee-paying students in good standing with the University and the SA with regards to all academic, misconduct, judicial, and student organization funding issues. All officers are responsible for making sure that they, and the organization, fulfill and obey all applicable SA and NIU policies, as well as federal, state, and local laws.
- B. The duties of the president include serving as the chief executive officer and representing the organization in all university duties and responsibilities. The president, or his/her designee, must attend one of the annual organizational assemblies hosted by the Student Association. All organizations, whether funded or non-funded, must attend the assemblies.

C. The duties of the treasurer include serving as the chief financial officer and handling all the funds of the organization. The treasurer, or his/her designee, must attend one of the annual budget workshops hosted by the Student Association. Only organizations which are either currently funded or seeking funding for the next fiscal year must attend this meeting.

D. Any change in officer positions must be reported to the Student Association within fourteen (14) calendar days of the change by completion of an updated Officer Form. The form will include new names, mailing addresses, email addresses, and phone numbers.

Section 3

Faculty Advisor

A. Each organization must have a faculty advisor. The advisor must be a current, full-time, Northern Illinois University employee in good standing with the University and the SA with regards to all misconduct and student organization funding issues. The role of the faculty advisor is to oversee the organization and make sure it is doing whatever is in the best interest of the organization, and to assist the organization in fulfilling and obeying all applicable SA and NIU policies, as well as federal, state, and local laws. Organizations may have more than one advisor; however, they may have only one primary advisor who must be registered and approved by the SA. Unless it is part of their job duties, no person shall serve as the advisor to more than three (3) student organizations.

B. Any faculty advisor changes must be reported to the Student Association within fourteen (14) calendar days of the change by submitting an updated Officer Form. The form will include new names, mailing addresses, email addresses, and phone numbers.

Section 4

Constitution and Democratic Procedures

A. All organizations must have their constitution, mission statement, and bylaws on file with the Student Association, which must include the organization's name, purpose(s), requirements for membership, method of office selection and impeachment proceedings, and a non-discrimination clause. All documents must be up-to-date. If an organization is affiliated with a national organization, then the national constitution, mission statement and bylaws must be submitted in addition to the local organization's constitution. It is the responsibility of the Vice President to assist recognized student organizations and those organizations seeking recognition with creating and updating of constitutions, bylaws, and other governing documents required for recognition.

B. The organization's constitution must guarantee that the president and treasurer are elected and that major decisions including but not limited to changing the constitution and the selecting of officers are made in a democratic way by the whole of the organization's membership.

C. Any modifications or changes by a student organization that results in a change in the information turned into the SA must be submitted to the SA vice president within fourteen (14) days. Any such changes that alter the organization type, name, or identity of an organization will result in the organization being required to seek Senate recognition again. This does not apply to the annual updating of officer or faculty advisor forms.

Section 5

Recognition Forms

In order to become and remain recognized, all organizations must complete all SA forms by the published deadlines. An Officer Form must be filled out in the September of every school year and anytime during the year that there is a change in contact information or positions held. A Faculty Advisor form must be filled out any time you get a new Faculty Advisor. A Mailbox Request form must be filled out in order to be assigned a mailbox in the SA Main Office.

Section 6

New Member Education Program

All SA funded and Greek organizations are required to conduct programs for all new members in order to educate them on the basic functions, traditions, and other information regarding the organization. A copy of any new member education program materials and the requirements and regulations an organization has for potential or new members must be submitted with the recognition packet and updated annually.

Section 7

Consequences for not adhering to Article II

The SA holds the right to suspend, revoke, and/or re-issue recognition status as per the constitution and bylaws if not all of the preceding article is not complied with. Issues of suspension shall be addressed by the Vice President and issues regarding revoking of recognition shall be addressed by the Senate.

ARTICLE III

THE RECOGNITION PROCESS

The SA shall provide for an orderly process to assist organizations in obtaining recognition and prevent false or inappropriate groups from receiving recognition. The Vice President is charged with assisting all organizations in the recognition process. The recognition process consists of the following steps listed below.

A. The Application Packet

All groups seeking recognition must complete an application packet, which consists of the following documents:

1. Application for Recognition: for use by all new organizations, as well as returning organizations that wish to change their description or their classification. Any organizations meeting the definitions in Part B below shall be required to classify their organization according to the definition that is met (religious, political)

2. Officer Form: for use when seeking recognition, to update officer information in the September of each academic year or at any time an officer or faculty advisor changes during the academic year.

3. Faculty Advisor Agreement: for use at the beginning of each academic year and at any time the faculty advisor changes during the following school year.

4. Mailbox Request: for use by the organization to attain a mailbox within the S.A. office. This form must be filled out at the beginning of each school year due to a first come first served basis for boxes.

5. Web page Application (optional): for use only by the organizations who wish to use space on the S.A. server for the organization's web page.

6. Constitution, mission statement, bylaws, new member regulations (if applicable), and national constitution (if applicable): the new organization must create its own constitution and submit it with all the above paperwork. If applicable, the national constitution must be submitted as well.

B. Special Organizational Definitions

a. A Political Organization shall be defined as an organization which dedicates a part of their activities or purpose to carrying out informational campaigns or lobbying designed to, or resulting in, individuals petitioning Federal, State, or Local legislative or executive bodies for policies advocated by that group.

b. A Religious Organization shall be defined as an organization any church, congregation, society, or organization founded for the purpose of religious worship.

C. Vice Presidential Review

Three (3) copies of the completed Application Packet must be turned into the SA Main Office. Once filed with the Vice President, temporary recognition may be extended to organizations for by the Vice President for a period not to exceed 6 months and shall be non-renewable. Temporary recognition is good only until the organization has the opportunity to present itself to the SA Senate for full SA recognition and is non-renewable. Potential organizations should ask for a meeting with the Vice President to review the Application Packet and to make sure that the organization meets all applicable SA and University requirements and regulations.

D. Senate Committee Review

Once an Application packet is complete, the SA Vice President will submit it to the Speaker of the Senate. The Vice President may make a recommendation to approve or reject the potential organization. If a committee meeting is called to discuss the Application Packet, the officers in the potential organization will be notified to attend and make a presentation on behalf of the organization. After review by the committee or in the absence of committee review, the application Packet will be forwarded to the Senate for review. The committee may make a recommendation to approve or reject the potential organization.

E. Senate Review

When receiving an Application Packet from the Vice President or a Senate committee, the Senate will schedule the organization for a meeting. The decision of the Senate to approve or reject an application shall be final. Each organization may be asked to give a presentation about the organization and should prepare a statement. The officers for the organization should also be prepared, at a minimum, to answer questions about the presentation and Application Packet. The Speaker of the Senate will notify each organization when they will need to attend a Senate meeting.

F. Reapplication Following Rejection

Any organization which has been rejected by the Senate for approval shall wait at least one (1) full calendar year from the date of rejection to reapply for recognition by the Student Association. In cases where an organization has lost recognition due to violations of Student Association policy and has shown a pattern of such behavior, the Senate may, by a 2/3 majority vote, extend the waiting period for reapplication for a period not to exceed 2 (two) calendar years from the date of rejection.

ARTICLE IV **ANNUAL RENEWAL**

A. If full recognition is granted, it is permanent; unless it is lost due to revocation by the Senate for one or more of the following items: failure to complete required forms, attend mandatory meetings, forfeit by improper behavior/G.P.A., and/or any non-adherence to any section in Article II, or forfeit by any suspension of the organization or members acting on its behalf, by NIU Judicial Affairs. However, recognition must be renewed in the September of each year by submitting appropriate officer renewal forms to the Vice President and within two weeks of the election of any new officers. If an organization is suspended or revoked pursuant to the bylaws, the Senate shall not grant recognition to a new organization with substantive similarities to the suspended/revoked organization including: Mission statement, officers, members or affiliation with a larger, outside local or national group.

ARTICLE V **BENEFITS OF RECOGNITION**

Some of the benefits of being a recognized student organization in good standing on campus include:

- A. University discounts on room reservations, equipment, and services.
- B. Training and professional development assistance by the Student Association and Student Involvement & Leadership Development.
- C. The ability to post flyers on campus. University policy states that only recognized organizations may post flyers throughout campus. All fliers must be approved by Student Involvement & Leadership Development before posting on campus.
- D. The ability to make room reservations on campus.
- E. The ability to have a mailbox in the Student Association Main Office. Information from the Student Association, University Offices, and other campus organizations are distributed through these mailboxes. Mailboxes must be checked weekly. Failure to comply will result in the loss of mailbox privileges.
- F. The ability to use Student Association server space for organizations to maintain websites.

G. The ability to seek funding from the Student Association. The funding process shall be outlined in the SA Bylaws – Finance Policy.

ARTICLE VI

PROPERTY OF STUDENT ORGANIZATIONS

All funds, equipment, documents, and other types of property received by the organization shall be the property of the organization and not of the officers or individual members of the organization. Should the organization ever cease to exist, all property of the organization shall be turned over to the Student Association.

ARTICLE VII

CONSEQUENCES FOR NON-ADHERENCE

A. Any complaint regarding student organizations shall be referred to the Vice President. The Vice President shall work with the student organization and its advisor to attempt to resolve the dispute. If the complaint cannot be resolved, then the Vice President shall refer the matter to an Ad Hoc committee created by the Speaker of the Senate. All affected organizations shall be notified of the referral.

B. Any complaint must be submitted in writing and signed by either three (3) members of the organization, three (3) SA senators, or an SA executive officer. The Ad Hoc committee, upon receiving the complaint, shall conduct an investigation and make a full report with recommendations to the Senate. The organization's president and advisor shall be notified as to when and where any hearing by the committee will be held.

C. In the event of discrepancies on the part of the student organization, the committee shall notify the Vice President that the organization shall receive a temporary suspension until all problems are resolved. The Vice President shall notify both the Student Association Office Manager and the organization President of the temporary suspension. If the problems are severe or are not resolved by the organization, the committee shall recommend to the Senate that the organization receive permanent suspension. In this case, the Senate shall review the case in accordance with the Constitution. Permanent revocation of recognition shall require a 2/3 majority vote of all seats filled as required by the Constitution.

**Northern Illinois University
Student Association
Bylaws, Part IV
Finance Policy**

| | |
|--|-----------|
| General Funding Questions..... | Article 1 |
| Funding Policy..... | 1.1 |
| Who can receive funding?..... | 1.2 |
| What can funding be used for?..... | 1.3 |
| What can't funding be used for?..... | 1.4 |
| Applying for Funding..... | Article 2 |
| Important dates and timeline..... | 2.1 |
| How to apply..... | 2.2 |
| Finding out if your organization received funding..... | 2.3 |
| Spending Money..... | Article 3 |
| Buying equipment..... | 3.1 |
| Raffles..... | 3.2 |
| Holding Events..... | Article 4 |
| Tickets (Cover & Security)..... | 4.1 |
| Revenue..... | 4.2 |
| Contracts (performers and other)..... | 4.3 |
| Fiscal Issues & Responsibility..... | Article 5 |
| Supplemental Funding..... | 5.1 |
| Keeping track of money (General Ledger)..... | 5.2 |
| Having an outside account..... | 5.3 |
| Paying bills..... | 5.4 |
| Rollover..... | 5.5 |

SA Finance Policy

1.1

Funding for recognized student organization and service unit budgets is allocated from money collected from Student Activity Fees, which are generated from Northern Illinois University fee-paying students. Usually, the funds that are available are allocated in a manner by which the interest of the NIU student body will be best served. Funds are distributed in a way that encourages the growth of educational, cultural, social, recreational, and other co-curricular activities on the NIU campus. Student Association funding is allocated for innovated services that will benefit students, as a whole and in areas that are not well served by campus wide programming. Additionally, centralized funding is provided to university service units that will improve the quality of life on campus.

1.2

A Student Association recognized organization must be determined to be eligible to receive funding by the SA Senate or have been recognized for the past two years. The beginning of this two year recognition will be initiated starting with the date the organization is confirmed by the SA Senate. The following types of organizations and purposes are not eligible to receive funding under any conditions: a religious organization (or an organization with a religious purpose), a political organization, an individual Greek chapter, an organization for which its members receive academic credit for participation, pre-professional development organizations, or having restricted membership (this includes certain GPA requirements or declared major requirements). The SA Finance Committee will be responsible to judge an organizations functions in order to ensure that they are abiding by all necessary requirements. Greek umbrella councils are not to be considered to have restricted membership. Student organizations may have a travel or competition team with limited or competitive membership and still receive funding, if the organization's regular membership is open to all students.

First year SA recognized organizations are not eligible to receive funding. Organizations that duplicate the efforts of another organization, in the opinion of the SA Finance Committee, will not receive funding. During the second year, organizations may receive an allocation from the Supplemental Fund. In addition, a second year organization, may ask for funding as an annual budget for next fiscal year, if they have been granted permission to do so by the SA Senate. The budget for this year may exceed four hundred dollars (\$400), but this will be the recommended amount that the SA Finance committee should consider.

1.3

Student Association funding may be used for the financial needs of an organization to exist, program, operate, function, and expand. Some examples include conferences, competitions, equipment, concerts, and events. (If you are unsure of whether the Student Association will fund a particular line item, contact the Student Association Treasurer.) Student organization funds from the SA or generated from programs supported by SA

funding may belong to the organization and may not be used as the property of individuals.

1.4

Student Association funding may not be used for the purchase of items that will be for the personal use of an organization's members, political backing or campaign use, charity efforts, overseas travel or religious benefits. Whenever possible, Pepsi soft drinks products must be purchased when spending any SA funding, including both on-campus and off-campus events. The Student Association Treasurer will have final approval of what can and cannot be funded.

2.1

The following timetable is a rough guideline for the Fiscal Year:

| | | |
|--|-----------------|---|
| Mandatory Budget Meetings..... | 1 st | Week of September (Two Meetings) |
| Budgets Due..... | 2 nd | Monday Business Day of October by 3:30 pm |
| Budget Presentations Start..... | 1 st | Tuesday of November or earlier |
| Senate Consideration of Allocations..... | 2 nd | Sunday of April |

2.2

To apply for an annual budget or Supplemental Funding, an organization must be eligible in accordance with the Student Organization Policy and the Finance Policy, must not be serving a suspension issued by NIU or the SA Treasurer, and must attend one of the Mandatory Budget Meetings. Then the organization must complete the "Annual Budget Application" which is available on the Student Association website. The budget application must be turned in by the specified deadline. For each calendar day that the budget application is late or incomplete, the organization's budget for the same fiscal year will be reduced five percent (5%). Under extreme circumstances, an organization may arrange to have an extension, if approved by the Treasurer and a majority of the Finance Committee. An organization will present its budget request before the Finance Committee at a predetermined date. Each organization must contact the SA Office Manager to schedule the meeting appointment. Every organization is required to present their budget on the date and time assigned, unless arrangements are made in advance with the SA Treasurer. Each organization meeting with the Finance Committee will have a slot of 15 minutes, in which you will be able to explain your budget proposal. At least one organizational representative who helped to prepare the budget request should be present at the Finance Committee Meeting during which the organization's budget will be up for consideration. If an organization fails to have a representative present, the Finance Committee will proceed to act on the budget request without the organization being represented.

2.3

It is the responsibility of the Treasurer to notify each organization via email or the groupwise network of their final budget allocation when available. Notification should occur before the end of the spring semester.

2.4

All organizations and university units using SA funding must obey all relevant Treasurer rulings, SA policies, NIU policies, and related laws. Failure to do so will result in suspension by the SA Treasurer or NIU. Suspension will result in no access or use of SA funds until the suspension is lifted. A suspended organization may still apply for funding, but may not access current or future funds until the suspension is lifted.

3.1

An organization may purchase equipment for their organization's use. All equipment must be purchased using a Purchase Order Requisition. The form is available through the NIU Accounting Office, or the SA website. All equipment purchased by student organizations using SA funds is the property of the Northern Illinois University Student Association. The student organization or its officers will be held accountable for any equipment purchased. Equipment purchased with student activity fees may only be loaned to another recognized organization or university department. The receiving organization will be liable for any repairs and/ or replacement in the event the equipment is damaged or lost while on loan. All such loans must be made using a written agreement between both organizations.

3.2

Organizations wishing to have a raffle must file and register with the City of DeKalb before the event takes place. The SA Treasurer also needs to be informed of all raffles. The following must be submitted to the SA Treasurer: a list of the prizes, and who is holding them, a list of the individuals selling the tickets, all ticket information (including price), the date of the raffle drawing, and who will be drawing to declare the winner. Raffles must be approved by the SA Treasurer in advance.

4.1

If an organization is having an event where it will be charging for attendance, the following must be adhered to: The event must be submitted to both Student Involvement and Leadership Development (if required) and the Student Association, including price, location, etc. Tickets are required for an event if a charge is required. Student organizations must have at least a two-tier pricing system. One price will be established for NIU students and the other for non-NIU student attendees. All prices for events need to be displayed on all advertisements, handbills, posters, fliers, and at the event location. For information on the Campus Security Fund, please consult the executive policy relating to the fund.

4.2

The money that an event generates shall be considered activity fee money, if the organization or the event is funded wholly or in part by the S.A. This includes all generated income. Raffles, fundraisers, parties, social events, dues, or any event where individuals are charged can be a source of income. The organization shall be responsible

for depositing the money into their cost center no later than 5 business days or when receipts amount to \$500, whichever comes first.

4.3

Organizations that must have contracts for services provided must read the following: Students may not solely enter into or agree to any contracts for speakers, speaker's agency, entertainment groups, etc. Only an authorized University Official can enter into a contract. If proper approval was not granted for a speaker, speaker's agency, entertainment groups, etc., the organization and/or its officers will be held personally liable for the contract fees. All student organization contracts must be approved through the office of Student Involvement & Leadership Development, in accordance with procedures approved by the NIU Office of Legal Services. Contracts must be attached to a completed Purchase Order Requisition and submitted to the SA Accountant for processing.

The Faculty Advisor and the organization's President and Treasurer must sign the SA Expenditure Form and the Advisor's signature is required on the purchase order requisition. Only the office of Student Involvement & Leadership Development can enter into a contract. The Faculty Advisor and/ or the organization's President, or any other organization member, must **not** sign any contracts.

Members may only make purchases on behalf of your organization that were approved in the organization's annual budget or approved as a change by the SA Treasurer. Purchasing items or obligating monies for services that have not been previously approved may leave individuals personally responsible for the bill, not the SA or the organization.

5.1

Additional funding, known as "Supplemental Funding" may be available to SA funded organizations when the amount budgeted for a unique or unexpected expense is not sufficient or an emergency arises. Supplemental Funding can also be used for unique, unexpected instances that may occur. The Senate must approve all Supplemental Funding. Applications for Supplemental Funding are available on the SA website and from the SA Treasurer. To receive Supplemental Funding, an organization must submit the application to the SA Treasurer then appear before the finance committee at a scheduled time. After that meeting, the request will go on to the Senate, where the full body will vote on the request. After the Senate has adjourned for the year, an e-mail request for Supplemental Funding should be sent to the SA Treasurer, copying the SA Accountant. The SA Treasurer will respond to the organization and let them know that the request will be held until the SA Senate reconvenes the next fall.

5.2

During the Fiscal Year, each organization must keep a general ledger (keep track of their money). The organization should have documented who, what, where, when, and why

money was spent or received. The organization's records must match the financial reports generated by the NIU Accounting Office. The organization may receive a copy of these reports by an email request to the SA Accountant. An organization will be held liable for any over-expenditure that occurs, so be sure to balance the organization's account often. The SA has the right to audit all general ledgers based upon problems, complaints, or general inquiries.

5.3

Student organizations that are SA funded are not permitted to have any outside accounts. Outside accounts are accounts established with institutions other than the University. If an organization is found to have any outside accounts appropriate measures will be taken against the organization at the discretion of the SA Finance committee.

5.4

If an organization that receives funding from the Student Association, or has gained recognition from the Student Association, is found to have outstanding bills or unauthorized charges the following steps will occur:

Stage #1

A bill made for a service should be settled no more than 30 days after the event or after the receipt of the bill has been received. If the bill has not been paid and the Student Association is contacted or is aware that a bill exists, the organization must submit proof of why the bill was not paid.

Stage #2

If the bill remains unpaid even after contact, the organization's account(s) will be unavailable to the organization and the organization will be suspended until the bill is settled. However, if another account established by the organization outside of the University has been setup then the organization will be required to pay the money owed using funds from that account first. If there is only one existing account, which would be an organization's allocation, then the funds will be removed and the bill will be paid by the SA Treasurer.

Stage #3

If no money can be found in an outside account or in your current SA budget to settle the bill, the funds will be extracted from your next year's allocation. The remaining funds, if any, will be frozen and the organization will be suspended until the next set of officers are elected and the money is repaid.

An organization being suspended by the SA means the following:

There shall be no events conducted by your organization except for business meetings. You are restricted from co-sponsorship, receiving CAB funding, Supplemental Funding, parties, entertainment of any kind, socials, social events, programs. No organizational events will take place until the funds have been raised and the bill is paid in full.

5.5

At the end of the fiscal year, if an organization has a positive balance in their account and the amount of the balance is less than the income generated that year or carried over from previous years, the SA Accountant will rollover the generated funds amount to the new fiscal year's account.

At the end of the fiscal year, if an organization has a positive balance in their account that is not from generated income, the organization may request from the SA Treasurer that part or all of the balance be rolled over into their account for the new fiscal year. The typical reasons for this action include, but are not limited to the following: rewarding an organization for proper management of funds; payment of pending bills; conducting events that are contracted for, but have not occurred; purchasing of equipment important to the organization; etc.

All requests for rollovers must be submitted in writing to the Treasurer. The SA Treasurer is responsible for determining if the rollover is appropriate for the organization and the needs of the NIU student body. If approved the funds will be rolled over immediately. If not approved, the organization may appeal to the SA Finance committee. If an acceptable resolution is not met, the appeal will be sent up to the SA Senate for final review.

5.6

All discretionary decisions made by the SA Treasurer may be appealed to the Finance Committee when in session. All discretionary decisions of the Finance Committee may be appealed to the SA Senate when in session. The SA Senate will hear appeals on Treasurer decisions, if the Finance Committee is unable to hear or decide the issue. These appeals require a two-thirds majority vote to pass.

Organizations may not appeal decisions that are enforcement or enacting of SA or NIU policies. The normal process of amending those policies must be used.