

Student Government

Constitutional Bylaws

As Amended April 26, 2017; April 4, 2018; March 27, 2019; April 3, 2019; April 10, 2019; November 20, 2019; April 22, 2020; October 7, 2020; October 28, 2020; April 7, 2021, April 13, 2022, April 2, 2023, September 6, 2023, November 8, 2023, March 13, 2024, September 11, 2024.

Article I - Requirements

Section 1: Meeting Attendance

- Subsection A: Senate Meetings.** A Senator or their proxy shall not be absent from two (2) consecutive regular meetings of the Senate or from more than forty-nine percent of the regular meetings during a semester. The Senator may receive special exceptions at the discretion of the Speaker in the result of emergencies.
- Subsection B: Committee Meetings.** A Senator or their proxy shall not be absent from two (2) consecutive Student Affairs Committee or Academic Affairs Committee meetings or from more than forty nine percent of the regular meetings during the semester without prior arrangement. The Senator may receive special exceptions at the discretion of the Speaker or Committee Chair in the result of emergencies.
- Subsection C: Student Government and Senate Leadership.** President, Vice President, Speaker, Student Affairs Coordinator, Academic Affairs Coordinator, Public Relations and Marketing Coordinator, Diversity, Equity and Inclusion Coordinator, Legislative Affairs Coordinator, and Basic Needs Coordinator who represent the Executive and Legislative branches of the Student Government are compensated by student activity fees, because of that their attendance to the regular meetings of the Senate is expected and shall be held at a higher standard than a Senator.
- Subsection D:** Respective committee chairs may be requested to attend a Senate meeting at the request of the Student Government President by notice of no less than (2) business days.
- Subsection E: Senate Meeting Quorum.** A minimum of 13 Senators present (or their authorized proxies) is required to establish a quorum for each Senate meeting. The Speaker shall include in that count Senators participating in the meeting via ZOOM or similar remote conferencing techniques. The Student Government President and Vice President may be counted to meet that 13 standard, but not the Senate Speaker. In the event there are fewer than the required 13 elected members present, the Senate may complete Informational Items only and the election of new Senators. [Bylaw Amendment approved 3/13/24.]

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Section 2: Senator Reports

Every Student Government Senator is required to give a minimum of two (2) Senator reports per semester unless they are elected in a vacancy. Senator reports must be given verbally unless the Senator notes that they are unable to give it verbally. If so the Speaker shall read the report to the Senate. These reports may entail but will not be limited to Senate, its subcommittees' activities, lobbying efforts, meetings with administration and/or Deans of the colleges, current involvement, and future plans. These reports shall be given during regular weekly meetings under Senator Reports on the agenda. In the event of an absence, the Senator will be required to give their report at the next regularly scheduled meeting. It is the right of the Senate Speaker to make adjustments to this Section as needed by special cases.

Section 3: Office Hour Requirements

Subsection A: A minimum of forty-five (45) hours per semester (average of 3 hours a week) for the following:

- Student Senators

Subsection B: A minimum of eighty (80) hours per semester (average of 5 hours a week) for the following:

- Academic Affairs Coordinator
- Student Affairs Coordinator
- Public Relations and Marketing Coordinator
- Diversity, Equity, and Inclusion Coordinator
- Legislative Affairs Coordinator
- Basic Needs Coordinator

Subsection C: A minimum of one-hundred and sixty (160) hours per semester (average of 10 hours a week) for the following:

- Student Government President
- Student Government Vice Present
- Student Senate Speaker

Subsection D: Office hour schedules of those mentioned within Section 3 of Article I Subsections B and C are encouraged to be displayed and posted in the Student Senate Office and in such other public communications as appropriate.

Subsection E. The Speaker should collect office hours either weekly or bi-weekly to track progress in terms of office hour minimums.

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Section 4: Event Attendance

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

Subsection A: Diversity Programs. Each Student Government member is required to attend at least one diversity related event each semester and attendance should be reported during scheduled Senator, Coordinator, or Officer Reports or in their office hours. Attendance at one of these events shall count for the duration of the event.

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

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

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

Subsection E: Tabling. Any Senator wishing to table or be made available in the CSU or other location (on or off campus) while acting on behalf of the Senate may count that time up to half of their office hours. The Senate Speaker shall be responsible for coordinating these activities. [Bylaw Amended 11/8/23]

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Subsection F: **RSOs.** Student government members are encouraged to visit Recognized Student Organizations (RSOs) that use student allocation fees at least once a semester to get insight into the RSO and make informed decisions during the budget meeting. Attending RSO Meetings that they are not a member of if acting on behalf of the senate, it shall count as on (1) office hour. Attendance should be reported during scheduled senator reports or in their office hours. [Bylaw Amended 11/8/23]

Section 5: Senator Committee Membership Requirements

Each elected Senator is required to serve on a minimum of (2) two committees. Senators representing students living Off-Campus, or within Residential Life managed properties are required to serve on the Student Government Student Affairs Committee. Senators representing an Academic College, including Graduate and At-Large Senators are required to serve on the Student Government Academic Affairs Committee. Additional Committee appointments shall be made by the Student Government President.

Section 6: Meeting Requirement with Constituency Administrators

To ensure that University administrators are aware of the Student Government and its Student Senate, and their responsibilities to represent the needs of students, each Senator shall meet at least once each semester with a senior administrator associated with their constituency. For example, Residential Life Senators would meet with the Residential Life Professional Staff; Academic Senators would meet with the College Dean of their respective College or School and/or the administrators within the Academic Affairs Office; Off-Campus and At-Large Senators would meet with Student Affairs & Enrollment Management Vice President, and/or the Administration and Finance Vice President, IT Solutions & Chief Information Officer Vice President, or the Vice President for Strategic Business, education and Regional Partnerships. Such contacts will foster better communications and serve to better educate Senators on how the Campus Administration works.

Section 7: Violations

Subsection A: If a Senator, a Student Government Coordinator, Committee Appointee, the Speaker, the Vice President or the President are in violation of the requirements set forth by this article and all related governing documents, a complaint may be lodged against that elected or appointed official with the Commission on Ethics and Standards, as outlined in Article V, Section 3 of the Constitution. Failure to meet the requirements stated in Article I Sections 1-6 may result in a complaint to the Commission on Ethics and Standards at the discretion of the Speaker, the Vice President, or the President. [Amended 4/2/23 adding “Vice President, or the President” after Speaker.]

Subsection B: Within the meaning and intent of the Constitution’s Article X, Section 2 Petition of Recall (removal of office), which include this existing sentence:

In a case in which the petition is brought forth by the Senate, a two-thirds (2/3) vote shall be required to remove the person from office,

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the Ethics and Standards Commission, after a reasonable effort to correct the documented rules violations of a Senator, Appointee, Speaker, Vice President or President (e.g. habitual absences at meetings, failing to file required informational reports to the Senate or reliably maintain published office hours for constituents, or abuse as outline in Article I Sections 1,2,3,4,5,6 of the Constitutional Bylaws), with a vote of at least three of its voting members, may recommend the removal for cause from office of any Senator, Appointee, Coordinator, Speaker, Vice President, or President. Such action of the Ethics Commission shall qualify within the text of “petition is brought forth by the Senate,” and shall be formally considered by the Senate which then, using due process where the affected parties are allowed to testify, with a two-thirds (2/3) vote standard being applied can remove said appointed or elected official from office. [Bylaw Amendment Adopted March 27, 2019, and further amended September 6, 2023.]

Subsection C: Within the meaning and intent of the Constitution’s Article V Section 2, Subsection B, the Commission on Ethics and Standards may decide an appropriate sanction (e.g. an agreement to fulfill duties, an apology to affected parties, a recommended removal from office, a recommendation to file with the Office of Student Conduct). The Commission on Ethics and Standards cannot suspend duties of affected parties as a sanction. If the sanctioned parties resign or graduate before completing their sanction, the sanction is dismissed unless the sanctioned student is reelected or reappointed to Student Government. [Amended 4/2/23.]

Article II - Appointment of Proxies

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

Section 1: Methodology to Inform Speaker of Proxy

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

Section 2: Limitation of Vote

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

Section 3: Constituency of Proxy

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

Article III – Student Government President’s Cabinet and Extended Cabinet

The President's Cabinet shall include, the Student Government President, the Student Government Vice President, Senate Speaker, Senate Office Manager (Ex-officio Nonvoting), and the Student Government Advisor (Ex-officio, Nonvoting). The Extended Cabinet shall include the President, Vice President, Senate Speaker, Senate Office Manager (Ex-officio, Non-voting), Student Government Advisor (Ex-officio, Non-voting), the Academic Affairs Coordinator, the Student Affairs Coordinator, the Public Relations and Marketing Coordinator, the Diversity, Equity and Inclusion Coordinator, the

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Legislative Affairs Coordinator, and Basic Needs Coordinator. City and Local Affairs Coordinator, the Public Relations and Marketing Coordinator, the Diversity, Equity and Inclusion Coordinator, and the Basic Needs Coordinator. [Bylaw Amendment approved 4-07-21 and amended September 6, 2023.]

Additional Coordinators, Liaisons, and Chairs appointed by the President or elected through other Student Government Committees are permitted to attend Expanded Cabinet Meetings of the President's Cabinet with either an invitation from the President or prior approval from the President. All actions the Cabinet are subject to Presidential approval. [As Amended September 11, 2014.]

Section 1: Academic Affairs Coordinator

The Academic Affairs Coordinator shall be responsible for coordinating the efforts of all Academic Senators, as well as overseeing the activities of the Chair of the Maverick Textbook Reserve Subcommittee. The Coordinator in conjunction with the Vice President will facilitate communications between the Library and Bookstore Advisory Committee, Technology Fee Advisory Committee, Student Advisory Boards, Legislative Affairs Committee, and University Administration as appropriate. The Academic Affairs Coordinator will chair the Academic Affairs Committee. The Academic Affairs Coordinator will assist students in the Grade Appeals process. In the event that the Academic Affairs Coordinator is currently or becomes a Senator, they will be excused from required membership of additional Senate Committees. In the event of a vacancy in the office of the Academic Affairs Coordinator, the Student Government Vice President shall assume duties until an appointment is made. [As Amended April 3, 2019. And amended September 6, 2023.]

Section 2: Student Affairs Coordinator

The Student Affairs Coordinator shall be responsible for coordinating the efforts of all Student Affairs Senators. The Student Affairs Coordinator in conjunction with the Vice President will facilitate communications between the Diversity Committee, Newspaper Board, Public Relations and Marketing Committee, Student Health Services Fee Advisory Committee, Athletics Fee Advisory Committee, Parking and Transportation Advisory Committee, Environmental Committee, and the City of Mankato University-City Committee and their respective chairs to the Cabinet of the Student Government and University administration as appropriate. The Student Affairs Coordinator shall chair the Student Affairs Committee. In the event that the Student Affairs Coordinator is currently or becomes a Senator, they will be excused from required membership of additional Senate Committees. In the event of a vacancy in the Office of Student Affairs Coordinator, the Student Government Vice President shall assume duties until an appointment is made. [Bylaw amended September 6, 2023.]

Section 3: Public Relations and Marketing Coordinator

The Public Relations and Marketing Coordinator shall develop and implement a comprehensive Marketing and Public Relations plan that addresses Student Government initiatives, projects, and

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events. The Public Relations and Marketing Coordinator shall chair the Public Relations and Marketing Committee. The Coordinator and/or Committee, in conjunction with the Vice President, shall manage and maintain the Student Government's social media presence, and in coordination with the Student Government Office Manager, the Student Government website. The Coordinator shall serve as the primary media contact for the Student Government. In the event there is a vacancy in the Public Relations and Marketing Coordinator position, the Vice President shall assume the duties until an appointment is made.

Section 4: Diversity, Equity, and Inclusion Coordinator

The Diversity, Equity, and Inclusion Coordinator shall create a comprehensive plan to promote diversity initiatives and promote diversity awareness events across campus and subsequently across the Minnesota State System. The DEI Coordinator will work and assist with but not limited to the Diversity, Equity, and Inclusion Office, Multicultural Center, LGBT Center, Women's Center, Accessibility Resource Center, and other equity minded groups. The DEI Coordinator will work in conjunction with the Vice President to facilitate communication pertaining to all concerns affiliated with Diversity, Equity, and Inclusion within Minnesota State University, Mankato, and its surrounding community. The Diversity, Equity, and Inclusion Coordinator shall Chair the Diversity, Equity, and Inclusion Committee. In the event there is a vacancy in the Office of Diversity, Equity, and Inclusion Coordinator, the Vice President shall assume duties until an appointment is made. [Bylaw amended September 6, 2023.]

Section 5: Legislative Affairs Coordinator

The Legislative Affairs Coordinator shall create a comprehensive plan to coordinate in conjunction with the Vice President to develop outreach and GOTV initiatives, Student Government legislative agendas, and maintain relationships with the City Councils of Mankato and North Mankato, Blue Earth County Board of Commissioners, State, and Federal Legislatures. The Legislative Affairs Coordinator will attend City Council and County Board meetings to record all information of importance to student. If need be, the Coordinator will advocate on behalf of the Student Body with Senate approval. In addition, the Legislative Affairs Coordinator will serve on the City and University Committee and report to the Senate what is occurring at the City level. The Legislative Affairs Coordinator shall Chair the Legislative Affairs Committee. In the event there is a vacancy in the Office of legislative Affairs Coordinator, the Vice President shall assume duties until an appointment is made. [Bylaw Amendment approved October 28, 2020, and amended September 6, 2023.]

Section 6: Basic Needs Coordinator

The Basic Needs Coordinator shall be responsible for coordinating the efforts of all Basic Needs Resources. The Basic Needs Coordinator, in conjunction with the Vice President, will facilitate communication pertaining to the accessibility and improvement of access of Basic Needs resources on and off-campus. The Basic Needs Coordinator will work directly to assist with the placement of Basic Needs resources within the Student Government Office which is accessible to the entire student body.

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The Basic Needs Coordinator will also work with and assist Basic Needs Organizations such as, but not limited to, the Food Pantry, Swipe Out hunger, Campus Kitchen, Student Basic Needs Research Group, the city and local government on Basic Needs initiatives, and work with administrators to put together Basic Needs initiatives for campus-wide resources. In the event there is a vacancy in the Office of Basic Needs Coordinator, the Vice President shall assume duties until an appointment is made. [Bylaw Amendment approved September 6, 2023.]

Section 7: Sustainability Coordinator

The Sustainability coordinator shall be responsible for coordinating sustainable efforts and projects across the campus community. The Coordinator shall chair the Sustainability Fee Advisory Committee, convene its meetings and assist in the preparation and presentation of its annual budget and mandatory student fee requests. The Coordinator shall be appointed annually by the Student Government President and shall serve as a liaison between the Sustainability Fee Advisory committee, the Parking and Transportation Advisory Committee, and the Campus Environmental Committee. Compensation for the Sustainability Coordinator shall be at the same rate as that of other Student Government Coordinators. However, this stipend will be paid exclusively from the Sustainability Fee category. [Bylaw Amendment approved September 11, 2024.]

Section 8: Removal of Presidential Coordinators

All coordinators are appointed by the Student Government President who provides work, direction, and supervision. As such, the Student Government President is held accountable for the performance of the Coordinators. Coordinators are “at will employees,” and they may be removed from their position by action of the Student Government President at any time subject to the approval of the Senate. The President must make this action known through the Ethics and Standards Commission before proceeding to allow for Senate review per Article I, Section 7 of these Constitution Bylaws. [Bylaw Amendment approved April 7, 2021, and amended September 6, 2023.]

Section 9: Order of Succession

In the event that the President, Vice President, and speaker experience permanent vacancies, then the order of Presidential Succession shall be as follows: The Academic Affairs Coordinator, Student Affairs Coordinator, Public Relations, and Marketing Coordinator, Diversity, Equity, and Inclusion Coordinator, Legislative Affairs Coordinator, then Basic Needs Coordinator. These coordinators shall hold the Office of President until a special election can be held to fill the position of President. In the event that no one can take the Office of President from the line of succession then the session shall end until a special election fills the vacancy of President. [Bylaw Amended September 6, 2023.]

Article IV - Standing Committees

The Standing Committees of the Student Government shall be the Student Affairs Committee; Academic Affairs Committee; Student Allocations Committee; Library and Bookstore Advisory Committee; Diversity Equity, and Inclusion Committee; Technology Fee Advisory Committee; Budget Committee; Student Health Services Fee Advisory Committee; Public Relations and Marketing Committee; Athletics Fee Advisory Committee; Campus Recreation Fee Advisory Committee; Student Basic Needs Committee; and the Sustainability Fee Advisory Committee.

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All Standing Committees shall meet at least once a semester and shall be chaired by a Committee Chair. Committee actions and meetings will be recorded by a committee or secretary.

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

Section 1: Student Affairs Committee

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

Subsection A: Membership of the Student Affairs Committee will be open to all students with Presidential appointment but must include all Senators representing students living Off-Campus, or within Residential Life managed properties.

Subsection B: The Student Affairs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Presidential Cabinet meetings.

Subsection C: The Student Affairs Committee will meet weekly throughout the academic year. During a meeting scheduled, once a month, by the Student Affairs Coordinator, the chair of each, non-academic, Student Affairs related committee (listed above) will report on their committee actions. If a committee chair cannot attend the Student Affairs Committee meeting, scheduled for their committee report, they must appoint a designee to attend in their place.

Subsection D: The Student Affairs Committee will work on student service related policy review.

Section 2: Academic Affairs Committee

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

Subsection A: Membership of the Academic Affairs Committee will be open to all students with Presidential appointment but must include all Senators representing an Academic College, including Graduate and At-Large Senators.

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Subsection B: The Academic Affairs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Presidential Cabinet meetings.

Subsection C: The Academic Affairs committee will meet weekly throughout the academic year. During a meeting scheduled, once a month, by the Academic Affairs Coordinator, the chair of each Academic Affairs related committee (listed above) will report on their committee actions. If a committee chair cannot attend the Academic Affairs Committee meeting, scheduled for their committee report, they must appoint a designee to attend in their place.

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

Section 3: Student Allocations Committee

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

Subsection B: Voting membership of the Student Allocations Committee shall consist of nine (9) students. At most, three (3) may be members of the Senate. If, by the fourth week of the Academic Year the Committee is not full then the three (3) Senator limit shall be waived with approval of the Senate. {Bylaw Amendment approved October 7, 2020.}

Section 4: Library and Bookstore Advisory Committee. [As Amended April 3, 2019, and November 20, 2019.]

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

- 1) Provisions of the contract between the bookstore and University.
- 2) Policies and procedures of the bookstore regarding the pricing and promotion of goods sold in the Bookstore.
- 3) Buy back policies and procedures of the Bookstore.
- 4) Complaints against the Bookstore.
- 5) The Maverick Textbook Reserve Program
- 6) Policies and procedures of the Library as a whole.

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- 7) Recommendations on proposed changes to policies and procedures within the Library and the University Bookstore.

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

- 1) Six (6) students, two (2) of who at a minimum must be senators. All students must be appointed by the Student Government President and confirmed by the Senate.
- 2) Two (2) Inter-Faculty Association (IFO) members appointed by the local IFO President.
- 3) Three (3) Library staff members appointed by the Dean of Library and Learning.
- 4) Director of the Centennial Student Union as an ex-officio nonvoting member
- 5) Director of the Centennial Student Union, ex-officio, non-voting.
- 6) Manager of the University Bookstore, ex-officio, non-voting.
- 7) Dean of Library and Learning as an ex-officio, nonvoting member.
- 8) One (1) representative from the Finance & Administration Division appointed by the Vice President of Finance & Administration.

Subsection C: The Chair of the Library and Bookstore Advisory Committee shall be elected from within the committee and shall meet regularly with the Dean of Library and Learning and the Bookstore Manager.

Subsection D: The Dean of Library and Learning and/or the Manager of the Bookstore shall convene the first meeting to elect a Chair from among the student members. The Library and Bookstore Advisory Committee shall meet, at a minimum, three times a semester and/or as needed. One meeting shall be about the Library and another about the Bookstore. Any meetings outside the three can be on any subject between the two but must be communicated to all stakeholders. Jurisdictions cannot overlap and meeting must either be about the Library or the Bookstore but not both unless for the first meeting.

Subsection E: The Chair of the Library and Bookstore Advisory Committee (or an appropriate designee) shall report as scheduled by the Speaker to the Senate on committee actions and provide the Speaker with any meeting minutes.

Subsection F: Maverick Textbook Reserve Subcommittee. The Library and Bookstore Advisory Committee shall have a permanent subcommittee that shall oversee the Maverick Textbook Reserve Program. The Subcommittee shall be responsible for promoting the Maverick Textbook reserve Program through intensive information campaigns with faculty leadership, individual faculty members, and the student body at large. The program is a partnership with Student Government, Library and Learning, and the Barnes & Noble Bookstore. Before

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books are purchased by the Subcommittee, Student Government and all stakeholders must be consulted and informed of all actions.

The Chair of the Maverick Textbook Reserve Subcommittee shall be appointed by the Student Government President and shall be approved by the Senate. The Chair shall preside over the meetings and will actively work with the Bookstore Manager and all stakeholders to manage the Maverick Textbook Reserve Program. The Subcommittee has to meet a least twice a semester and further meetings shall be called by the Chair.

Subcommittee membership shall consist of:

- 1) Three (3) students, one of whom shall be the appointed chair appointed by the Student Government President and confirmed by the Senate.
- 2) One (1) representative from an IFO representative serving on the Library and Bookstore Advisory Committee.
- 3) One (1) Library staff member serving on the Library and Bookstore Advisory Committee.
- 4) Manager of the Bookstore.

Subsection G: When scheduling meetings of the Library and Bookstore Advisory Committee, and any of its subcommittees, member schedules, particularly student class schedules, shall be taken into account to better ensure that all parties are available to attend

Section 5: Diversity, Equity, and Inclusion Committee

Subsection A: The Diversity, Equity, and Inclusion Committee shall possess the authority to develop recommendations on how the University can ensure culturally diverse learning experiences for students, faculty, staff, and the community through curriculum, programming, and other activities.

Subsection B: The Diversity, Equity, and Inclusion Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during extend Cabinet Meetings.

Subsection C: Membership of the Diversity, Equity, and Inclusion Committee shall consist of:

- 1) Three (3) international students (one (1) being the International Student Association President or appropriate designee), three (3) minority students, and three (3) Senate representatives. All students will be appointed by the President and confirmed by the Senate.
- 2) The University Vice President of Diversity, Equity, Inclusion (ex-officio, non-voting).

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- 3) The Director of the International Students Office (ex-officio, non-voting).
- 4) A faculty representative appointed by the local president of the IFO Faculty Association (ex-officio, non-voting)

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

Section 6: Legislative Affairs Committee

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

Subsection B: The voting membership of the Legislative Affairs Committee shall consist of students as appointed by the Student Government President and confirmed by the Senate. The Legislative Affairs Coordinator, shall serve as chair of the Legislative Affairs Committee.

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

Section 7: Technology Fee Advisory Committee

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

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

Subsection C: The committee chair and two (2) committee members will also serve as student representatives to the Learning Technology Roundtable [if it is functional] and will report LTR actions back to the Technology Fee Advisory Committee.

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

Subsection E: Student members of the Technology Fee Advisory Committee shall automatically

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serve on any other campus-wide technology panel and/or ad hoc committee related to or funded in part by the Technology Fee.

Section 8: Budget Committee

- Subsection A:** The Budget Committee, in coordination with the Office Manager, shall be responsible for setting the Senate budget for the next fiscal year.
- Subsection B:** The voting membership of the Budget Committee shall consist of the President, Vice President and Senate Speaker with the Chair being the Senate Speaker. [Amended October 7, 2020 and amended September 6, 2023.]
- Subsection C:** All expenses should be reported to the Budget Committee chair, or Office Manager, within five days of their occurrence.
- Subsection D:** Any action by the Senate or its officers, including but not limited to the members of the cabinet, that is not required by law, contract, or the Student Government Constitution and results in a deficit in the Senate budget is forbidden and in no case whatsoever is allowed.
- Subsection E:** The Chair of the Budget Committee will present a budget proposal for consideration by the Student Allocations Committee consistent with SAC's procedures and deadlines. The budget proposal, along with SAC recommendations shall be submitted to the full Senate in April of each year

Section 9: Student Health Services Fee Advisory Committee

- Subsection A:** The Student Health Services Fee Advisory Committee shall possess the authority to develop recommendations pertaining to Student Health Services. The Student Health Services Advisory Committee shall make recommendations for the approval, modification, or rejection of the Student Health Services operating budget according to the internal operating policies set forth by the Student Allocations Committee. It is recognized that the Director of Student Health Services has the authority to execute the necessary administrative duties.
- Subsection B:** Voting membership of the Student Health Services Advisory Committee shall consist of:
- 1) Two (2) students elected at large in the Spring Elections.
 - 2) Six (6) students appointed by the Student Government President and confirmed by the Senate.

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If fewer than two (2) students are elected in the Spring Elections the remaining members shall be elected by the Student Senate consistent with Article III Section 3 of the Student Government Constitution, the section that deals with vacancy elections.

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

Section 10: Public Relations and Marketing Committee

Subsection A: The Public Relations and Marketing Committee shall be responsible for marketing the Student Government as well as Students United to the student body at Minnesota State University, Mankato. The Student Government Public Relations and Marketing Coordinator and/or Committee shall manage and maintain the Student Government's social media presence, manage and maintain, in coordination with the Student Government Office Manager, the Student Government website.

Subsection B: The voting membership of the Public Relations and Marketing Committee shall be appointed by the Student Government President and confirmed by the Senate.

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

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

Subsection E: The Student Government Public Relations and Marketing Coordinator shall serve as Chair of the Public Relations and Marketing Committee (or an appropriate designee) and will report as scheduled by the Speaker to the Senate on committee actions and provide the Speaker with any meeting minutes.

Section 11: Athletics Fee Advisory Committee

Subsection A: The Athletics Fee Advisory Committee shall possess the authority to develop recommendations pertaining to the Department of Intercollegiate Athletics. The Athletics Fee Advisory Committee shall make recommendations for the approval, modification, or rejection of the Department of Intercollegiate Athletics student fee related operating budget according to the internal operating policies set forth by the Student Allocations Committee. It is

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recognized that the Intercollegiate Athletics Director has the authority to execute the necessary administrative duties.

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

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

If a vacancy is not filled during this election, it may be filled during any subsequent regular meeting following Article III Section 3 of the Student Government Constitution.

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

Subsection D: Student members of the Athletics Fee Advisory Committee shall automatically serve on any other campus-wide panel and/or ad hoc committee related to or funded in part by the Intercollegiate Athletics Fee.

Section 12: Campus Recreation Fee Advisory Committee

Subsection A: The Campus Recreation Fee Advisory Committee may review and provide recommendations to the Campus Recreation Department and the Student Senate about any and all aspects related to initiatives and programs funded in part or affected by the Campus Recreation Facility Fee. It is recognized that the Campus Recreation Director has the authority to execute all the necessary administrative duties related to programs within the Campus Recreation Department.

Subsection B: Membership of the Campus Recreation Fee Advisory Committee shall consist of at least three and not more than five students. Candidates for membership on the Advisory Committee may be recommended by the Campus Recreation Director. All student members of the Advisory Committee shall be appointed by the Student Government President for one year terms consistent with requirements within the Student Government Constitution and these Bylaws. The Campus Recreation Director shall convene all meetings and serve as a non-voting ex-officio member of the Advisory Committee.

Section 13: Student Basic Needs Committee

Approved: 3-19-2014; Amended 4-26-17, 4-4-18, 3-37-19, 4-3-19, 4-10-19, 11-20-19, 4-22-20, 10-7-20, 10-28-20, 04-07-21, 04/13/22, 04/02/23, 9/6/23, 11/8/23, 03/13/24, 09/11/24.

The Student Basic Needs Committee shall be responsible for representing the interests of students experiencing difficulties meeting basic needs, such as food insecurity or housing instability.

Subsection A: The Student Basic Needs Committee shall possess the authority to develop recommendations concerning the availability and access to basic needs, such as nutrition and shelter, for students of Minnesota State University, Mankato. Specific committee activities may include, but not be limited to, identifying and promoting resources for students experiencing food insecurity or housing instability, conducting data collection surveys, and organizing opportunities for students to participate in solutions-oriented projects.

Subsection B: The Basic Needs Coordinator shall be the chair of the committee and shall coordinate the election of a committee secretary to record meeting minutes. The Coordinator will be expected to report these minutes during Extended Cabinet meetings.

Subsection C: Membership of the committee shall be open to all students, staff, faculty, and community partners. Voting membership of the committee shall consist of 9 members, including:

- 1) Five (5) students appointed by the Student Government President.
- 2) One (1) Faculty, Staff, or Student Representative from the Food Pantry.
- 3) One (1) Faculty, Staff, or Student Representative from Community Engagement.
- 4) One (1) Faculty, Staff, or Student Representative from a Campus mental Health Resource.

- 5) One Faculty, Staff, or Student Representative from Facilities Services.

The committee shall meet, at minimum, monthly at the call of its chair.

Subsection D: The Chair of the Student Basic Needs Committee (or an appropriate designee) will report as scheduled by the Speaker, to the Senate on committee actions and provide the Speaker with any meeting minutes.
[As Amended by Addition April 10, 2019 and amended September 6, 2023.]

Section 14: Sustainability Fee Advisory Committee

Subsection A: The Sustainability Fee Advisory Committee is empowered to make recommendations on what mandatory per credit hour rate should be assessed to address goals and objectives associated with campus and MinnState System environmental goals and objectives associated with campus and Minn State System environmental sustainability. Any fee recommendation is subject to review

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by the Student Senate but the Senate cannot veto or modify specific budget spending provisions adopted by the Advisory Committee.

Subsection B: The Sustainability Coordinator shall be a student who shall chair the Sustainability Fee Advisory Committee. The Coordinator is expected to report on the committee's activities during meetings of the Extended Cabinet of the Student Government President.

Subsection C: Membership of the Sustainability Fee Advisory Committee shall be open to all students, staff, and faculty. Voting membership shall consist of four (4) "at large" students appointed by the Student Government President including the Committee Chair; one (1) student appointed by the Campus Environment Committee; two (2) members appointed by the University President upon recommendation from any University-wide association or bargaining units; and one (1) member from Facilities Management (Finance and Administration Division) who shall provide staff support including serving as the recording secretary of the Advisory Committee. (As Amended by Addition September 11, 2024.)

Article V – Student Organizations

Section 1: Recognition

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

Subsection A: Complete, and submit to the Student Activities Office an organizational registration form.

Subsection B: Complete and submit to the Student Activities Office, a constitution for the organization. Upon determination by the Senate that the organization is in compliance with the stipulations of this Section the organization will be granted University recognition. If the organization meets all the stipulations of the Student Government Constitutional Bylaws, it will be granted "established organization" status for the immediately successive academic year.

Section 2: Automatic Renewal

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

Subsection A: The organization has been an approved organization at Minnesota State University, Mankato for at least one academic year immediately previous to the academic year in which they are applying for University recognition.

Subsection B: The organization applying for University recognition has not had its recognition revoked for any period of time during the immediate past academic year.

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Subsection C: The organization has on file, in the Student Activities Office, a constitution for the organization. Compliance with these stipulations shall entitle the organization to receive automatic University recognition at the beginning of the academic year, pending the completion of an organizational recognition form to be turned into the Student Activities Office.

Section 3: Revocation

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

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

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

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

Article VI – Leadership Training

Section 1: Training

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

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

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

Section 2: Mandatory Attendance

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

Section 3: Transitional Materials

Senators, Student Government Coordinators, Committee or Board Chairs, Students United Specialists, as well as the Senate Speaker, Vice President, and President, will also work within their constituencies (respective college, committee, board, living representation, or leadership position) to establish and maintain informational materials such as would be constructive or useful during transitioning into the position.

Article VII – Senate Operating Policies

Section 1: Senate Operating Policies

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

Section 2: Compilation of Senate Operating Policies

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

Section 3: Amendments to Senate Operating Policies

These operating policies shall be amended by a simple majority vote of the Senate, with the exception of committees Articles of Operation. Senate Operating Policies are not to be confused with provisions of the Constitution or Bylaws which are harder to amend and take precedent over Operating Policies,

Section 4: Public Information

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

Article VIII – Student Government Sponsored Services

Section 1: Vehicle Rental Program

The Student Government will establish and run a vehicle rental program for student use. The Vice President shall oversee and coordinate program activities in accordance with the negotiated vendor

Approved: 3-19-2014; Amended 4-26-17, 4-4-18, 3-37-19, 4-3-19, 4-10-19, 11-20-19, 4-22-20, 10-7-20, 10-28-20, 04-07-21, 04/13/22, 04/02/23,9/6/23, 11/8/23, 03/13/24, 09/11/24.

contract. All duties are directed by the Student Government President consistent with the approved vehicle contract provider, this includes but is not limited to: budget management, marketing, and fleet maintenance.

Section 2: Maverick Textbook Reserve Program

The Student Government will establish and run a textbook reserve program. The program shall be coordinated by the Chair of the Maverick Textbook Reserve Subcommittee of the Academic Affairs Committee as outlined above in Article IV, Section 2, Subsection E of the Bylaws. The program will be run in coordination with the Library. The program will be funded by the on-campus bookstore consistent with the contract negotiated by the Bookstore Advisory Committee. [As Amended April 3, 2019.]

Section 3: Student Attorney

The Student Government shall employ an attorney to provide free legal advice to its members and to provide assistance to the Senate, the President, and the Cabinet. The Students' Attorney may represent a client in court only if directed by a majority vote of the Senate. The Attorney shall be included as Senate Professional staff as outlined in Article IX Section 1 of the Student Government Constitution.

Article IX – Student Government Recognition

Section 1: Graduation Cords

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

- Subsection A: GPA Requirement.** Senators, Executives, Coordinators, Chairs, or Specialists must hold at least a 2.5 minimum GPA to be considered. GPA will be determined by the Student Government Office Manager.
- Subsection B: Service Time.** Any past or present Executive, Senator, Coordinator, Chair, or Specialist with at least one full semester of service is eligible past or present Executive, Senator, Coordinator, Chair, or Specialist with at least one full semester of service is eligible so long that they were not removed from office punitively.
- Subsection C: Application.** Members seeking recognition should submit a letter of intent to the Student Government Office Manager at least 2 weeks before graduation
- Subsection D: Eligibility.** The applicant for cord recognition may only apply for the graduation cords after s/he has been admitted to graduate
- Subsection E: Approval.** If all above criteria are met, the Cords are approved. Approval exceptions may be made by the Cabinet on an individual basis.

Approved: 3-19-2014; Amended 4-26-17, 4-4-18, 3-37-19, 4-3-19, 4-10-19, 11-20-19, 4-22-20, 10-7-20, 10-28-20, 04-07-21, 04/13/22, 04/02/23, 9/6/23, 11/8/23, 03/13/24, 09/11/24.

Article X – Student Leadership Compensation

Section 1: Responsibilities

The Student Government recognizes that the time commitment required of student leaders to fulfill their public responsibilities restricts the ability of many to successfully compete for part-time jobs. Holding student leaders responsible to fulfill their duties can be linked to compensation.

Section 2: Compensation

Subsection A: Student Government President – The President shall receive \$9,360 during their full term prorated by pay period. [As amended April 13, 2022.]

Subsection B: Student Government Vice President. The Vice President shall receive \$7,488 (80% of the President's salary) during their full term prorated by pay period. [As amended April 13, 2022.]

Subsection C: Student Senate Speaker. The Student Senate Speaker as the presiding officer of the Student Senate, among other duties, shall receive \$5,990 (80% of the Vice President's salary) during their full term. [As amended April 13, 2022.]

Subsection D: Coordinators. The Academic Affairs Coordinator, Student Affairs Coordinator, Public Relations and Marketing Coordinator, Legislative Affairs Coordinator, and the Diversity, Equity and Inclusion Coordinator, and Basic Needs Coordinator shall each receive \$1,000 during their respective full term prorated by pay period. [Bylaw Amendment approved April 7, 2021 and amended September 6, 2023.]

Subsection E: Students Senators. Each Student Senator may be compensated up to \$200 prorated: \$100 at the end of Fall Semester, and \$100 at the end of Spring Semester. [Bylaw Amendment by Substitution approved March 27, 2019 – substituted “may” for “shall” to better reflect Senate budget issues to accommodate budget reductions and restorations.]

Subsection F: Salary Sanctions Exercised by Ethics and Standards Commission. As an independent Commission, the Ethics and Standards Commission may reduce or eliminate compensation for any Student Government or Senate officer, coordinator or senator, based on evidence of underperformance or habitual absenteeism. All investigative deliberations of the Commission are subject to due process procedures where notification is given to the accused party of all allegations, and those charges are then subject to challenges by the accused.

Approved: 3-19-2014; Amended 4-26-17, 4-4-18, 3-37-19, 4-3-19, 4-10-19, 11-20-19, 4-22-20, 10-7-20, 10-28-20, 04-07-21, 04/13/22, 04/02/23, 9/6/23, 11/8/23, 03/13/24, 09/11/24.

Subsection G: Amendments to Article X. Any amendments to Subsections A through C will take effect the Academic Year following their adoption. Subsections D and E may be amended for the current Academic Year as long as the change is approved by the Student Government Budget Committee.

Article XI – Amendments to Student Government Constitutional Bylaws

Section 1: Amendment Proposals

Proposed amendments to these Bylaws shall be initiated by a majority vote of the Senate. Consistent with Article V Section 2 of the Student Government Constitution, the Constitution Commission shall consider and draft amendments to the Bylaws for consideration by the Student Senate.

Section 2: Review and Vote on Proposed Amendments

The Senate shall consider the proposed amendment at the meeting following the initiation. A two-thirds vote of the entire Senate shall approve the amendment.

Section 3: Effective Date of Approved Bylaw Amendments

Approved amendments shall become effective immediately upon Senate approval.

**Student Government Constitutional Bylaws Originally Adopted 3/19/14
Amended by Substitution 4/26/17 , Amended 4/4/18, March 27, 2019, April 3, 2019,
April 10, 2019, and November 20, 2019, April 22, 2020, October 7, 2020, October 28, 2020,
April 7, 2021, April 13, 2022, April 2, 2023, September 6, 2023, November 8, 2023, March 13,
2024, and September 11, 2024**

Approved: 3-19-2014; Amended 4-26-17, 4-4-18, 3-37-19, 4-3-19, 4-10-19, 11-20-19, 4-22-20, 10-7-20, 10-28-20, 04-07-21, 04/13/22, 04/02/23,9/6/23, 11/8/23, 03/13/24, 09/11/24.