UNIVERSITY OF NORTH DAKOTA
STUDENT GOVERNMENT BYLAWS

ARTICLE I MEETINGS

1. Regular Meetings. All divisions of Student Government shall establish a regular meeting date and time. Notice for regular meetings shall be given at least twenty-four (24) hours before the scheduled meeting.

2. Special or Emergency Meetings. A special or emergency meeting of any division of Student Government may be called by the chair of that division. Notice for special meetings shall be given at least twenty-four (24) hours in advance, and shall include a list of topics to be addressed. Topics that may be considered at an emergency or special meeting are limited to those included in the notice.

3. Cancellation. A regularly scheduled meeting may be canceled by the chair of the division no later than twenty-four (24) hours prior to the meeting. Proper notice of cancellation must be given.

4. All meetings conducted by a division of Student Government shall adhere to the North Dakota Open Meetings Statute.

5. Parliamentary Authority. The current edition of The Standard Code of Parliamentary Procedure shall govern all divisions of Student Government in all parliamentary situations not provided for in law, NDUS and/or UND policies, the Student Government Constitution, Bylaws, or adopted special or standing rules.


ARTICLE II STUDENT SENATE COMMITTEES

1. Student Senate shall organize three (3) permanent committees: (1) Appropriations, (2) Judicial, and (3) State and Local. The powers of these committees are subject to Student Senate control.

1.1. Committee Membership. Membership of each committee shall be composed of approximately one-third (1/3) of the current total membership of Student Senate. Members shall serve on their respective committees for the length of their term of office. Membership of committees shall be determined by the Student Body Vice-President, with the consideration of both the Student Senators’ seniority and requests. Any Student Senators appointed after committee membership
has been determined shall be assigned by the Vice-President to the committee deemed the most critical at the time.

1.2. Each committee shall have a chair and a vice-chair.
   1.2.1. The chair shall be elected by the committee and approved by Student Senate by a majority vote of Student Senate present and voting. The chair shall not vote, except to break a tie.
   1.2.2. Each respective committee shall elect the vice-chair. The vice-chair shall be a voting member of the committee unless fulfilling the role of acting chair.

1.3. Quorum for each committee shall consist of a simple majority of current membership.

1.4. General categories and matters assigned to each committee are described in these bylaws. However, Student Senate retains the power to refer any matter or motion to a particular committee as it sees fit.

1.5. Bills, but not resolutions, must sit in committee for a minimum of one (1) meeting before being voted upon.

1.6. A majority vote by a committee is necessary for legislation to be introduced to Student Senate.
   1.6.1. If legislation is failed in committee, it cannot be introduced to Student Senate until it is amended in such a way that the legislation is approved by the appropriate committee, unless the vote is overturned by Student Senate. A motion must be made and passed by a two-thirds (2/3) majority vote of Senators present and voting.
   1.6.2. A committee can only vote on legislation if quorum is met. If quorum is not met, the chair of that committee may select a Student Senator on a different committee to serve as a temporary member.
   1.6.3. If a bill or resolution is pulled out of committee or the vote of the committee is overturned, that bill or resolution must sit for the mandatory one (1) meeting review period. This requirement may be waived by a three-fourths (3/4) vote of the Student Senate present and voting.

2. Appropriations Committee

2.1. The general categories delegated to the Appropriations Committee are as follows:
   i. Activity and university fees
   ii. Budget and budget overruns
   iii. Equipment and capital expenditures
   iv. Line item charges
   v. Purchases and purchasing procedures
   vi. Revenue and expenditure control
   vii. Tuition stipends and other payments for services

2.2. All projects or programs sponsored by any Student Government entity must recognize Student Government sponsorship in an appropriate form.

2.3. The General Account may fund any item Student Government believes possesses need and value for the students of the University.
2.3.1. When funding from the General Account, the Appropriations Committee shall consider criteria including, but not limited to:
   i. The relevance of the item to the long-term needs of students
   ii. The urgency of the need of the item to students
   iii. The quality and quantity of student use
   iv. The possibility of the item receiving funding from other entities instead of, or in addition to, Student Government
   v. The potential for repeated funding in the near future

2.3.2. Investments under the Student Government General Account may not fund the following:
   i. Banquets, dinners, luncheons, or refreshments in any form
   ii. Depletable supplies (paper, cups, etc.)

2.3.3. Allocations out of Investments under the Student Government General Account require a two-thirds (2/3) vote of the Student Senate present and voting.

2.3.4. The cost of formal academic instruction should be borne by non-student fee dollars; therefore, neither funds from the Student Government General Account nor the Investments account shall not be allocated for any credit generating activity, though not wholly inclusive to, classroom, academic credit towards graduation, or credit appearing on transcript.

2.4. The Student Body Treasurer shall present a budget for the next fiscal year to the Appropriations Committee no later than October 15. The budget shall have a two-meeting review period in the Appropriations Committee and be approved by a simple majority of Student Senate present and voting.

3. Judicial Committee

3.1. The general categories of matters delegated to the Judicial Committee are as follows:
   i. Contracts
   ii. Ethics and ethical issues
   iv. Matters dealing with elections and appointments
   v. Policies and procedures

4. State and Local Committee

4.1. The general categories of matters delegated to the State and Local Committee are as follows:
   i. City and campus bus service
   ii. Curriculum
   iii. Election awareness
   iv. Faculty issues
   v. Lobbying efforts
   vi. Local issues
   vii. North Dakota Student Association (NDSA)
   viii. Project development
   ix. State Board of Higher Education
   x. University Administrative actions
xi. University Senate actions

ARTICLE III STUDENT GOVERNMENT JUDICIAL BRANCH

1. The general responsibilities of the Judicial Branch shall include:
   a. Judicial Review
   b. Review of the Constitution and Bylaws
   c. Special Investigates as directed by the Student Body President or the Student Senate

2. The Chief Justice shall be responsible for the swearing in of all elected Student Government Officials if applicable.

3. The Chief Justice shall preside over any Student Government impeachment proceedings.

ARTICLE IV STUDENT GOVERNMENT AGENCIES

1. Student Senate shall have the power to create and disband any number of standing committees or agencies it sees fit. Standing committees shall be constituted under the authority of Student Senate, and shall create their own constitution and bylaws, which shall not conflict with the Student Government Constitution or Student Government Bylaws.

1.1. Student Senate shall have financial jurisdiction and authority over its standing committees. Student Senate shall have the authority to investigate, sanction, or restrict any standing committee and/or chair.

1.2. Student Senate may amend a standing committee’s constitution in the following manner:
   1.2.1. The proposed amendment(s) must be brought up at one (1) Student Senate meeting and approved by a majority of the Student Senate present and voting.
   1.2.2. The proposed amendment(s) shall be considered at the next regular meeting of the standing committee. The standing committee may suggest revisions to the amendment(s), or may suggest that Student Senate pass the amendment(s) as is.
   1.2.3. If the amendment(s) is recommended as is, it shall be placed on the agenda for the next meeting of Student Senate for any further discussion. If there are no revisions to the amendment(s), it shall stand as approved. If revisions to the amendment(s) are recommended by the standing committee, the final vote must be approved by a two-thirds (2/3) majority of the Student Senate present and voting.

1.3. An amendment or revision to a standing committee’s bylaws, policies, or procedures may be approved by Student Senate with a simple majority vote of Senators present and voting.

1.4. Appeals. All grievances of standing committee decisions shall be appealed directly to that standing committee. Further appeals may then be submitted to the Student Senate Judicial Committee. Any further appeals may be brought to the Judicial Branch.

1.5. Standing committee members may serve on only one (1) standing committee at a given time.
1.6. Liaisons. Student Senate shall appoint a Student Senator as a liaison for each standing committee, who shall report committee business to Student Senate each meeting.

1.7. Standing committees shall recommend a candidate to Student Senate to fill each vacant position on the committee, in accordance with the respective committee’s constitution and bylaws. Student Senate shall then hold a confirmation hearing on the standing committee’s nominee. Student Senate reserves the right to accept applications and approve individuals to fill any vacant positions on a standing committee.

2. Student Organization Funding Agency

2.1. The Student Organization Funding Agency (SOFA) shall be established under the authority of Student Senate.

2.2. Any recognized student organization receiving funds from SOFA cannot receive funds from the Student Senate or any other Student government branch, whether before or after SOFA funds are received, for the same program, publication, transportation, operations, or equipment request.

**ARTICLE IV SPECIAL COMMITTEES**

1. Elections Committee

1.1. An Elections Committee shall be established under the authority of these Bylaws and be governed by the Code of Student Government Elections, these Bylaws, and the Student Government Constitution.

1.1. The Elections Committee shall be responsible for carrying out all duties outlined in these Bylaws and in the Code of Student Government Elections.

1.2. An Elections Committee chair shall be appointed by the Student Body President and approved by a majority vote of the Student Senate present and voting, not later than the last Student Senate Meeting of the fall semester.

1.3. The Elections Committee will be organized as follows:
   1.3.1. The Chair.
   1.3.2. Two (2) Student Senators not seeking reelection. If two (2) Student Senators not seeking reelection cannot be found, this qualification may be suspended by a majority vote of Student Senate present and voting.
   1.3.3. Five (5) at-large students, with a preference for at least one (1) graduate student, appointed by the Student Body President.
   1.3.4. The Student Government Advisor (or his/her designee) shall be a non-voting member.
1.4. All members shall be approved by a majority vote of the Student Senate present and voting no later than the second meeting of the spring semester.

1.5. The Elections Committee shall publicize the election procedures and rules at least two (2) weeks in advance of the election.

1.6. No members of the Elections Committee shall be involved/affiliated with any campaign.

2. Ad Hoc Committees
   2.1. Ad Hoc Committees shall be a temporary committee created and approved by the Student Senate under the direction of the Student Body President if/when a situation arises that needs a body dedicated to the research of the feasibility of a particular facet of Student Life.
   2.2. These committees shall adhere to all governing documents of UND Student Government.
   2.3. Student Senate shall have financial jurisdiction and authority over its Ad Hoc committees.
   Student Senate shall have the authority to investigate, sanction, or restrict any standing committee and/or chair.
   2.4. Ad Hoc Committees must consist of at least one Student Senator to be seen as a legitimate sub-body of the Student Senate

3. Special Programs
   3.1. Definition. A program or project that UND Student Government can sponsor, put on, or operate as part of the overall duties of Student Government until deemed necessary that the special program is no longer needed, has changed its purpose, or has developed into a permanent program.
   3.2. Review of Programs. Any special program approved by Student Senate must have a date of review. After a proper review of the program, a decision of renewal, termination, or permanent status may be made.
      i. Renewal: The program will continue as a special program.
      ii. Termination: The program will no longer exist
      iii. Permanent Status: Student Government shall adopt the special program as a full program and create a specific section in the bylaws for that particular program.

ARTICLE V ELECTIONS

1. Code of Student Government Elections
   1.1. The Code of Student Government Elections will be created under the authority of these Bylaws.
   1.2. Student Government Elections shall be conducted according to the procedures and guidelines set forth in the Code of Student Government Elections. The Code of Student Government Elections may not conflict in any way with the Student Government Constitution or these Bylaws.
1.3. The Code of Student Government Elections shall be reviewed by the Elections Committee both prior to and after each election.

1.4. The Code of Student Government Elections, once submitted in a bill to the Student Senate, must sit for one (1) week before the whole Senate for review. After one (1) week, the Student Senate may approve any amendments with a simple majority vote of those Senators present and voting. Under special circumstances, this period may be suspended by a two-thirds (2/3) majority vote of the current total membership of Student Senate.

1.5. The Elections Committee shall have full discretion on any discrepancies regarding elections.

2. General Election Policies

2.1. Election Day shall be selected by the Student Senate by a majority vote of Senators present and voting.

2.2. The Election Committee shall present election results to the Student Senate no more than two (2) weeks after the election.

2.3. Prior to being included on the election ballot or appointed, candidates for Elected Executive Officers, Student Senate, and University Senate shall sign a written release authorizing the Student Government Advisor (or his/her designee) access to their student records to verify their eligibility to hold office, taking into consideration student status, academic “good standing”, academic division of enrollment, and place of residence.

2.3.1. This verification shall be performed at least once each semester of the term of office for those elected or appointed to serve.

2.3.2. All information obtained shall remain confidential unless such information appears to affect a person’s eligibility to serve in Student Government.

2.3.3. If a person’s eligibility to serve in Student Government appears to be in question, the Student Government Advisor shall apprise an appropriate Student Government officer of the information. If the person whose eligibility is in question is an Executive, an appropriate officer shall be either the chair of the Judicial Committee or the Senate President Pro Tempore. If the person whose eligibility is in question is a Student Senator or a member of the Judicial Branch of Student Government, the appropriate officer shall be the Student Body President.

2.3.4. The Student Government officer notified shall make a decision on the action to be taken in accordance with the Constitution and Bylaws of Student Government.

3. Student Senate Apportionment Plan

3.1. The apportionment plan for Student Senate representation shall be evaluated annually and approved by the last scheduled Student Senate meeting of the fall semester.

3.2. Residential Student Senators shall be apportioned eleven (12) seats.
i. Off Campus 9
ii. Residence Halls 2
iii. University Apartments 1

3.3. Academic Student Senators shall be apportioned one (1) seat for each of the following academic districts:
  i. College of Arts and Sciences
  ii. College of Business and Public Administration
  iii. College of Education and Human Development
  iv. College of Engineering and Mines
  v. College of Nursing and Professional Disciplines
  vi. John D. Odegard School of Aerospace Sciences
  vii. School of Graduate Studies
  viii. School of Law
  ix. School of Medicine and Health Sciences

4. Other Election Policies

4.1. In the event of a tie, the Student Senate will serve as the deciding vote.

5. Election Appeals Process

5.1. All appeals shall be submitted in writing to the Student Government Office and addressed to the Elections Committee within forty-eight (48) hours of the occurrence.

5.2. Appeals will first be heard by the Elections Committee. Procedures and guidelines will be in accordance with the Code of Student Government Elections.

5.3. Any appeals of the Elections Committee will be submitted then be submitted to the Judicial Committee where it is to be voted upon.

5.4. In the event of an appeal of the Judicial Committee’s decision, the Judicial Branch of the Student Government shall hear the case, and whose decision shall be final.

ARTICLE VI APPOINTMENTS

1. Affirmative Action/Equal Opportunity

1.1. The UND Student Government adheres to a policy of non-discrimination and follows the Equal Opportunity/Affirmative Action Policies of the University.

2. Hiring Process

2.1. Under the discretion of the Student Body President and Vice President, the fulfillment of the organization’s positions shall be appropriated by whatever means are seen fit, in accordance with the nature and spirit of the Student Government Bylaws and Constitution.
2.1.1. This appropriation shall be treated as a hiring process, with the role of hiring and firing delegated to the Student Body President and Vice President.
2.1.2. The hiring process shall have an application open to all students and the application shall be open for one week.
2.1.3. Candidates selected for interview shall be given at least 24 hours of notice prior to their interview.
2.1.4. A minimum of three candidates shall be interviewed unless there are fewer than three applicants who apply, in which case, all of the candidates are interviewed.

2.2. Appointment of all Senators must be approved and ratified by the Judicial Committee of the Student Senate.

2.3. If an elected or appointed representative or official finds it necessary to resign from the position that he/she holds prior to the end of office, such a resignation must be submitted in writing to the appropriate committee chair or executive.

**ARTICLE VII UNIVERSITY SENATE**

1. Two (2) University Senators will be appointed ex-officio: The Student Body President and the Student Body Vice-President.

2. The remaining seats will be appointed by the Student Body President and confirmed by the student senate by a simple majority vote.

3. University Senators will be required to fill the University Senate committee positions that are not already appointed ex-officio. Each University Senator may only be required to fill a maximum of two (2) University Senate committee positions.

4. University Senators shall attend a monthly meeting of student University Senators to discuss policy issues.

5. Term of Office

5.1. The term of office for elected University Senators shall be one (1) year, beginning June 1.

5.2. The term of office for ex-officio University Senators shall be for the duration of their corresponding position in Student Government.

**ARTICLE VIII NORTH DAKOTA STUDENT ASSOCIATION**

1. The Student Body President shall appoint a head delegate to represent UND at the North Dakota Student Association and their responsibilities shall include
   a. Appointing voting and alternative delegates to attend general assembly meetings of NDSA
b Organizing travel to and from meetings  
c Organizing the hosting of the NDSA meeting at UND  
d All of these duties shall be accomplished with the approval of the Student Body President and the Student Body President holds the power to remove the head delegate.

2. Priority for Voting Delegate positions shall be given to Student Senators and Student Government Executives. Any remaining Voting Delegate positions may be filled by an at-large student.

3. Voting Delegates are expected to attend all NDSA meetings.

4. Alternate Voting Delegates will take the place of a Voting Delegate in his/her absence.

ARTICLE IX POLICIES

1. All members of UND Student Government must adhere to the guidelines, principles, and stipulations set forth in the UND Student Government Constitution and these Bylaws. Failure to do so may result in disciplinary procedures as outlined in Section 3 below.

2. Professional Conduct

2.1. Any Student Government member convicted of a felony committed during their term of office shall be immediately removed from office.

3. Impeachment Process

3.1. The process of impeachment may be held at either a regular Student Senate meeting or at a Special Meeting, as determined by the chair of the Student Senate.

3.2. Due to the seriousness of impeachment charges, two (2) weeks’ notice must be given before an impeachment trial may be held.

3.3. The proceedings will start with the accused rising and standing before the Student Senate. The chair shall read the accusations and any applicable sections of the Student Government Constitution and Bylaws.

3.4. The accused shall be granted 10 minutes to plead his/her case in front of the Student Senate. The accused may have counsel plead his/her case as proxy.

3.5. The Student Senate shall discuss the evidence, applicable sections of the Student Government Constitution and Bylaws, and the testimony of the accused or counsel.

3.6. A two-thirds (2/3) majority roll call vote of the current total membership of Student Senate is necessary to remove the accused from their position in Student Government, as per Article III, Section D, subsection 5 of the Student Government Constitution.
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