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PREAMBLE

We, the students of Southwest Minnesota State University, do hereby take the initiative to establish this Constitution. The articles set forth in this Constitution shall be intended to facilitate student participation in those programs in which the students have a vested interest; to aid in the formulation of legislative measures necessary to alleviate those problems relative to student concern, under the jurisdiction of student responsibility, and soluble by legislation; and to institute measures whereby students may review cases in which their peers have failed to comply with the norms established for this institution.

ARTICLE I

Name

The name of this organization shall be the Student Association of Southwest Minnesota State University in Marshall, and the State of Minnesota. The Student Association shall be the principal agency for student participation in university governance.

ARTICLE II

Membership

All students enrolling for credit or audit shall be voting members of the Student Association.

ARTICLE III

Definitions

Hereafter, in construing any part of this Constitution and its Operating Procedures, the Southwest Minnesota State University Student Association President, Vice-President, ACE Officer, Public Relations Coordinator, and the Treasurer will be referred to respectively as President, Vice-President, ACE Officer, Public Relations Coordinator, and Treasurer. The President of Southwest Minnesota State University will be referred to as the President of the University. Southwest Minnesota State University shall be referred to as SMSU. The Southwest Minnesota State University Student Association Senate will be referred to as the Senate. The Southwest Minnesota State University Student Association will be referred to as SMSUSA. The Student Activities Committee shall be referred to as SAC. The Residence Hall Association shall be referred to as RHA. The Student Activity Fee Allocation Committee shall be referred to as SAFAC. An ex-officio member is hereby construed as a non-voting person who will serve as an additional resource to a committee and may not speak unless the floor has been yielded to them by a committee member. Executive personnel are hereby construed as office personnel who report to the Executive Board.

ARTICLE IV

Officers

Section 1. Executive Board.

The Executive Board of the SMSUSA shall consist of the President, Vice-President, ACE Officer, and the Public Relations Coordinator, all of whom are elected by the Student Association. The Treasurer/Special Assistant to the President shall be appointed by the President following the procedures set up in the Operating Procedures under Presidential Appointments. All candidates for elected/appointed positions for the SMSUSA Executive Board must have a cumulative 2.5 GPA. All elected or appointed members of the SMSUSA Executive Board must have, at the time they undertake the duties of their office, a minimum 2.5 cumulative GPA which cannot fall below the minimum GPA of 2.5 during their term of office. Candidates and members must also be in good disciplinary standing as defined by the University. Executive Board members must be registered as full time students. No Executive Board

member shall hold any other Student Association Constitutional position at one time. All Executive Board members must attend all Senate meetings with an allowance of two unexcused absences per member per semester. All Executive Board members must attend Executive Board meetings.

Section 2. Duties and Responsibilities.

The Executive Board shall recommend and coordinate the direction of the SMSUSA.

Sub. 1. SMSUSA President.

The President:

- A. Shall be the official representative of the Executive Board and the Student Association.
- B. Shall preside over meetings of the Executive Board.
- C. Shall, at (his/her) discretion, call special meetings of the Executive Board.
- D. Shall, at (his/her) discretion, call special elections of the entire Student Association.
- E. Shall make appointments as authorized by this Constitution, Operating Procedures and/or Student Senate.
- F. Shall direct the work of the Executive Board and Executive personnel excluding the ACE Officer.
- G. Shall serve as ex-officio member of all Boards, Councils, and Committees of the SMSUSA.
- H. Shall, at (his/her) discretion, call special Senate meetings.
- I. Shall, in the absence of the Vice-President, preside at Senate meetings.
- J. Shall direct the Executive Board in selecting a search committee for faculty and administrative advisors.
- K. Shall make recommendations for Senate agenda.
- L. Shall submit a written term-end report of office to the Senate which is also available for review by any member of the Student Association.
- M. The President shall have a discretionary veto over Senate votes. An override of the veto will take a two-thirds (2/3) vote of the full Senate.
- N. Must represent SMSUSA at Students United.
- O. Must spend a minimum of ten (10) hours per week in the Student Association office.
- P. The President shall deliver a State of the School address to the campus community at least once per semester at the All-University Town Hall meeting.
- Q. Shall submit a column regarding current student topics for each issue of the student newspaper.
- R. Shall attend or send a designee to all RHA meetings.

S. The President shall make their appointments to the constitution committee no later than three (3) weeks before finals week of the fall semester. The appointment process shall be dictated by Article XVII.

Sub. 2. SMSUSA Vice-President.

The Vice President:

- A. Shall perform the duties of the President in (his/her) absence or at (his/her) request, or fill the term of a vacant presidency.
- B. Shall preside at meetings of the Senate following *Robert Rules of Order, Newly Revised*.
- C. Shall prepare an agenda for Senate meetings.
- D. Shall, at (his/her) discretion, call special Senate meetings.
- E. Shall submit a term-end report of office to the Senate which is also available for review by any member of the Student Association.
- F. Shall coordinate the Senate Standing Committees, which will include monitoring their progress.
- G. Shall collate and distribute a list of parliamentary motions.
- H. Shall coordinate semesterly Executive Board Evaluations.
- I. Shall coordinate the training of the Senate.
- J. Must spend a minimum of nine (9) hours per week in the Student Association office.

Sub. 3. SMSUSA ACE Officer (Appeals, Conduct and Elections).

The ACE Officer:

- A. Shall preside at Appeals and Conduct Board meetings.
- B. Shall coordinate all SMSUSA elections and referendums.
- C. Shall submit a written term-end report of office which is available for review by any member of the Student Association.
- D. Shall be responsible for checking the 2.5 cumulative GPA required for the eligibility of candidates for elected/appointed positions of SMSUSA Executive Board; also in checking the required 2.0 cumulative GPAs of the members of the SMSUSA Senate and Appeals and Conduct Board to maintain their positions in SMSUSA.
- E. Must spend a minimum of two (2) hours per week in the Student Association office.
- F. The Appeals and Conduct Board shall be responsible for the organization and coordination of all Student Association elections. It shall decide on all disputes concerning qualifications for positions and election procedures for all Student Association elections.

Sub. 4. Public Relations Coordinator.

The Public Relations Coordinator:

- A. Shall coordinate publicity pertaining to the Senate and Executive Board. This includes advertising the date, time, and location of Senate meetings.
- B. Shall publish a monthly Calendar of Events to inform members of the SMSU community on upcoming University events.
- C. Shall coordinate a spring and fall blood drive.
- D. Shall advertise information about Student Association dates and events, in an effort to increase the awareness of the student body.
- E. Shall plan and coordinate publicity for all Student Association Elections.
- F. Shall submit a written term-end report of office which is available for review by any member of the Student Association.
- G. Shall coordinate some form of Student Association collateral material, especially for incoming students during campus visits, and orientation programs.
- H. Must spend a minimum of six (6) hours per week in the Student Association office.
- I. Shall maintain the SMSUSA social media pages.

Sub. 5. Treasurer/ Special Assistant to the President.

The Treasurer/Special Assistant to the President:

- A. Shall maintain financial records of all deposits and expenditures, and advise the Executive Board members of the status of their accounts.
- B. Must give a financial report of Student Association at Senate meetings. A written report must be submitted to the President prior to each regularly scheduled Senate meeting.
- C. Shall coordinate budget development; submit and defend the SMSUSA budget to the appropriate Committee
- D. Shall be responsible for the proper dispersal of all Student Association funds and financial transactions and the creation of the budget request for the next years Student Association budget.
- E. Shall submit a detailed written semesterly financial statement to the Senate at the last regularly scheduled meeting of the semester. Also, submit a detailed financial statement to the Senate at the last regularly scheduled meeting of the term of office.
- F. Shall coordinate budget development; submit and defend the SMSUSA budget to the appropriate committee with final budget approval required from the Executive Board.

- G. Must spend a minimum of four (4) hours per week in the Student Association office.
- H. Shall be appointed by the Student Association President. Appointment procedures are stated in the Operating Procedures. A meeting with the Executive Board to assess qualifications is necessary.
- I. Term of office will be from the first regularly scheduled meeting of an academic year until the last regularly scheduled meeting of the same academic year.
- J. Shall assist the President in other various tasks as assigned by the President.

ARTICLE V
Student Association: Student Senate

Section 1. Purpose.

All legislative power of the Student Association shall be vested in the Student Senate. The Student Senate shall be the principal agency for student participation in the development of University Regulations. The Student Senate shall deal exclusively with matters that pertain to the Student Association of Southwest Minnesota State University.

Section 2. Membership of the Student Senate.

- A. The Senate shall consist of fifteen (15) at large members. Two thirds of seated Senators or designated proxies shall constitute quorum.
- B. The Vice-President shall be a non-voting member of the Student Senate except in the event of a tie. All other Executive Board members will be non-voting members.
- C. The Vice-President shall preside over meetings of the Student Senate.
- D. Members of the Senate interning, student teaching, and serving in the military service may request a leave of absence from the Senate for one semester; the vacancy will be filled by temporary appointment by the vacating Senator.

Section 3. Removal from Office.

- A. Roll will be taken at all formal and informal Senate meetings, as well as committee meetings. Two unexcused committee absences in a term will result in one unexcused Senate absence, and after two unexcused Senate absences; in that term (his/her) seat will be declared vacant. The Vice-President will determine what is an unexcused absence. The President will appoint a new Senator to fill the vacancy.
- B. A class conflict is a valid excused absence only in the event that a class is scheduled to a time when the Senate is in session. It will be the individual Senator responsibility to give documentation to the Vice-President and the Senate regarding the class, time, and whether the Senator is registered for the class.

Section 4. Duties.

I. The Student Senate shall:

- A. Appoint all members to the Student Activity Fee Allocation Committee (SAFAC) using the formula set up in the Operating Procedures.
- B. Recommend appropriations of Student Activity Fees.
- C. Consider and act upon recommendations of students.
- D. Consider the recommendations of faculty, staff, and administrators.
- E. Hold meetings at least three (3) times in a four (4) week period throughout the academic year. Special meetings, including meetings during the summer, may be called by the President or Vice-President.
- F. Conspicuously post all agendas and actions of the Student Association by appropriate Senate committee(s).
- G. Have all Senate meetings open for the benefit of the Campus Community.
- H. Make recommendations on proposed University Regulations.
- I. Follow the form in *Robert's Rules of Order, Newly Revised* in holding meetings.
- J. Recommend proposed clubs and organizations to the President of the University.
- K. Appoint three (3) students to serve on the Student Center Governing Board.
- L. Approve, disapprove, or dismiss an advisor as recommended by the Executive Board.
- M. Shall examine and make recommendations for Executive Board pay on a yearly basis.

II. Duties of a Student Senator.

- A. Report to constituents regularly on the status of resolutions and decisions that were considered, or acted upon during the Senate meetings.
- B. A Senator must maintain a 2.0 cumulative GPA to be on the Senate.
- C. Attend Senate and Committee meetings.
- D. Be in good disciplinary standing as defined by the University.
- E. Candidates for Student Association Offices should have at least two (2) semesters to complete before graduation.
- F. Shall spend a minimum of one (1) hour per week in the Student Association office.
- G. Serve on at least one (1) Student Senate standing committee.

Section 5. Committees.

- A. Student Senate standing committees shall be:
 - 1. Student and University Affairs.
 - 2. Finance and Special Issues.
 - 3. Communications and Internal Affairs.
 - 4. Diversity and Inclusion.
- B. Duties and responsibilities of committees are stated in the Operating Procedures.
- C. The Vice-President shall have the power to appoint other committees as deemed necessary.
- D. Standing committees may meet in closed session when circumstances warrant this procedure.
- E. Membership.
 - 1. The Chairperson shall be appointed by the Vice-President.
 - 2. The committee shall meet once a week during each semester of the year.
 - 3. Open to all SMSU students as non-voting members of the committee.
- F. The chairperson of the Student Senate committees must be a student Senator and is responsible for reporting to the Student Senate.

**Article VI
Professional Staff**

Section 1. Executive Assistant

The SMSUSA may employ a professional secretary who, if employed, shall report to the President.

**ARTICLE VII
Appeals and Conduct Board (Ad-Hoc)**

Section 1. Purpose.

The judicial power of the Southwest Minnesota State University Student Association shall be vested in the body named the Appeals and Conduct Board. The Board shall supervise all other judicial committees that the Southwest Minnesota State University Student Association may establish.

Section 2. Membership.

- A. The membership of the Appeals and Conduct Board shall consist of the ACE Officer and six (6) Justices.
- B. The Board shall choose one Justice to serve as the secretary of the Board. The secretary shall assist the Ace Officer with the writing and typing of letters, completing precedent procedures and filing.
- C. At the beginning of each term, the Board shall elect from its membership, a Vice-Chair to preside over meetings of the Board in the absence of the ACE Officer. The Vice-Chair shall also chair the election committee if the ACE Officer is involved in the election.

Section 3. Appointment Qualifications.

- A. Applications for the Appeals and Conduct Board shall be in good academic standing with a minimum cumulative GPA of 2.00.
- B. Freshmen and transfer students in their first semester shall be considered and may be selected on the probationary basis until they have established their GPAs. At the end of the semester, if their GPA does not meet the requirement, they shall be removed from the Board.
- C. The applicants should have at least two (2) semesters or more to complete before they graduate.
- D. The applicants should be in good disciplinary standing as defined by the University Community Expectations Program (UCEP). This means that they should not have violated expectations provided by:
 - 1. The Campus Code of Conduct.
 - 2. Federal, State of Minnesota, and local ordinances, statutes and laws.
 - 3. SMSU and Minnesota State regulations and policies.
 - 4. Campus procedures established by the Student Association, Residence Hall Association (RHA), and living communities.

Section 4. Appointment Procedure.

All members of the Appeals and Conduct Board shall be appointed in the following manner:

- A. All candidates for positions on the Appeals and Conduct Board shall file applications with the ACE Officer.
- B. ACE Officer shall process the applications and conduct interviews for the available positions along with the advisor to the Appeals and Conduct Board.
- C. The President of the Student Association shall appoint the new members upon the recommendation of the interviewers.
- D. Applicants for reappointment shall follow the same procedures as stated above along with all other

applicants.

Section 5. Duration of Term.

- A. The appointed members shall assume office directly following their appointment.
- B. The members will serve from Fall Semester to the end of Spring Semester.
- C. All members of the Appeals and Conduct Board may apply for reappointment at the end of their term.
- D. A member shall have the right to resign from (his/her) position at any time. Resignations are to be filed in writing with the President of the Student Association who will forward them to the ACE Officer.

Section 6. Disqualifications.

- A. Members of the Appeals and Conduct Board shall be disqualified from their positions if:
 - 1. (His / Her) cumulative GPA falls under 2.0.
 - 2. They are referred and found accountable for violating any expectations set forth by the University Community Expectation Program.
 - 3. They are continually neglecting their duties as Appeals and Conduct Board members. This includes, but is not limited to, three (3) unexcused absences.
- B. The decision to remove a member from the Board will be made with the consent of the majority of the Appeals and Conduct Board.
- C. The member being removed shall have the right to present (his/her) case to the Board, but shall not be allowed to be present when the decision is made. All decisions made by the Board shall be final.
- D. The member shall then be informed of the Board decision in writing by the ACE Officer.

Section 7. Powers and Duties.

- A. The ACE officer shall interpret the provisions of the Constitution of the SMSUSA. In the event of a disagreement over the ACE Officer interpretation on an issue, the issue shall be discussed and voted on by the entire Appeals and Conduct Board to resolve the disagreement.
- B. The Appeals and Conduct Board shall have the power to review all Student Senate legislation and shall have the sole power in deciding cases involving the Constitutions. Its decisions in these cases shall be final, subject only to referendum by the Student Association or an appeal to the President of the University.
- C. The Appeals and Conduct Board shall hold hearings on any disputes referred to it by any recognized student, organization, faculty, or staff member of Southwest Minnesota State University.
- D. The Appeals and Conduct Board shall interpret the rules, regulations, constitutions, administrative procedures, and by-laws or operating procedures of the Residence Hall Association, Student Association, and the Southwest Minnesota State University administration. It shall investigate and determine whether the referee is accountable or not accountable and then recommend (to the proper authority) corrective sanctions that relate to the behavior(s) that resulted in the referral.

- E. The Appeals and Conduct Board shall validate all recall petitions.
- F. The Appeals and Conduct Board shall have the responsibility of reviewing and recommending changes in the University Expectations Program and implementing those procedures.

Section 8. Requirements for Session Procedure.

- A. The presence of four (4) members of the Appeals and Conduct Board shall constitute a quorum.
- B. The presence of either the ACE Officer or the elected chairperson of the Board shall be required before a session can be called to order.
- C. The Appeals and Conduct Board shall not hear any matter concerning student conduct without the presence of the Advisor.

**ARTICLE VIII
Elections**

Section 1. General Rule. The positions of Executive Board and Senator require a considerable amount of time in the performance of the duties and responsibilities of office. Thus a member of the Student Association Executive Board shall only hold one aforementioned office at a time.

Section 2. Executive Board Elections.

- A. The elections of the Student Association Executive Board shall take place four (4) weeks prior to the end of spring semester and the term of office will begin June 1 ending May 31. A two (2) week training session is recommended for all newly elected Executive Board members before the end of the semester.
- B. Nominations for all elected Executive Board positions shall be by self-nomination through petition. A petition shall be a declaration attested to by signatures of eligible voters. A valid petition will include signatures of at least 150 of such voters.
- C. Candidates for the Executive Board must have completed one semester as a full time student at SMSU.
- D. If approved by Student Senate by a majority vote, outside bodies may be included in elections.

Section 3. Senatorial Elections.

- A. Eight (8) Senators shall be elected so as to take office on June 1. The elections will be held four weeks prior to the end of spring semester. A Senator term, one year in duration, will run from June 1 to May 31, coinciding with terms of the Executive Board members.
- B. An election for seven (7) Senatorial seats shall be held four weeks prior to the end of fall semester. Newly elected Senators shall assume office, one year in duration, from the beginning of spring semester

to the end of fall semester.

C. Senatorial elections shall be administered by the Appeals and Conduct Board.

D. Nominations for Senate positions shall be by self-nomination through petition. A valid petition will include fifty (50) signatures of qualified voters. Applications shall be made available by the ACE Officer.

Section 4. Procedures.

Election proceedings shall be presided over and administered by the ACE Officer, which shall:

A. Post listings of open positions.

B. Post the names of all candidates successfully completing the nomination process.

C. Operate the polls.

D. Be responsible for tabulation and announcement of election results within ten (10) academic days after the polls have been closed.

Section 5. Qualifications.

To qualify for nomination for any office of the Student Association, the office must be filled by election or appointment and each nominee shall:

A. Be a member of the Student Association.

B. Conform to Appeals and Conduct Board qualifications for candidacy.

C. Have a minimum 2.0 cumulative GPA for Senatorial positions or a 2.5 cumulative GPA for Executive Board positions.

D. Be currently enrolled for credit at Southwest Minnesota State University.

E. Be in good disciplinary standing as defined by the University.

F. Candidates for Student Association offices should have at least two (2) semesters to complete before graduation.

**ARTICLE IX
Vacancies**

Section 1. Executive Board Vacancies.

A. In the event of a vacancy in the Office of the President, the Vice-President shall immediately assume the presidency for the remainder of the unexpired term.

B. All other vacancies shall be filled by temporary appointment by the President using the proper

procedures listed in the Operating Procedures. This appointment shall not exceed thirty (30) academic days. At the end of this time, if there have not been any applications, the appointee will fulfill the remainder of the unexpired term. If other applications have been filed and the candidates meet all qualifications, an election must be held to fill the position.

C. The Student Association shall be notified of vacancies within ten (10) academic days of the position becoming vacant. If an election must be held, it shall be at least ten (10) academic days before the end of the temporary appointment.

Section 2. Senate vacancies.

A. The President shall fill vacant Senate positions by appointment. Each individual appointment shall be ratified as stated in the Operating Procedures. The President should fill vacant Senate seats within twenty (20) academic days.

B. The Student Association must be notified ten (10) academic days before the position becomes vacant.

**ARTICLE X
Recall**

Section 1. Time period for recall.

Any member in an elected position of the Student Association shall be subject to recall no sooner than three (3) months after assuming the duties of (his/her) office.

Section 2. Process for recall.

Elected members of the Student Association shall be subject to recall by a petition signed by twenty-five (25) percent of the total Student Association. All recall petitions shall be validated by the ACE Officer. Once the recall petition is validated, the Appeals and Conduct Board will hold a referendum requesting a vote of confidence or no confidence in the elected member. If a vote of no confidence is given, that seat will be declared vacant and filled by the process set forth in this Constitution and its Operating Procedures.

**ARTICLE XI
Nonfeasance of Office**

Section 1. Purpose.

Nonfeasance of office includes the non-performance of some act which should be performed, or the refusal to perform a required duty, or total neglect of any of all required duties. The Executive Board shall be responsible for reporting instances of alleged nonfeasance.

Section 2. Procedure.

A. The Student Association Executive Board (hereafter Complainant) shall execute the complaint of

nonfeasance against an Executive Board member (hereafter Respondent) in writing, setting forth the nature of the complaint and the facts based upon which the complaint is based, and must submit it to

the President. If the President is the Respondent, then it will be submitted to the ACE Officer. The written complaint shall be presented to the Senate, within five (5) academic days from the date the complaint is submitted to the President or ACE Officer.

B. The Senate shall elect one of its members to serve as a nonfeasance Chairperson to coordinate and adjudicate the nonfeasance process. Notification that a complaint has been filed shall be sent to the Respondent by the Chairperson within five (5) academic days. The Respondent has five (5) academic days to respond in writing to the written complaint after the date of notification. The response must be given to the Chairperson, who shall provide a copy to the Complainant.

C. The Chairperson shall arrange a hearing by the Senate within ten (10) academic days of the initial presentation of said complaint to the Senate. The Complainant and Respondent shall receive written notification as to the date, time, and place of the hearing. The Chairperson shall conduct the hearing using the same format as the Appeals and Conduct Board. The Complainant and Respondent shall have the right to present and to bring witnesses and introduce written and oral evidence concerning alleged nonfeasance. The hearing shall be tape-recorded and all written evidence shall be included in the records of the proceedings.

D. Within two (2) academic days of the conclusion of the hearing, the Chairperson shall prepare a written report of proceedings, including the findings of the Senate, and shall send the complaint to the Appeals and Conduct Board. Copies of the report shall be sent to the Complainant and Respondent.

E. The Appeals and Conduct Board, within five (5) academic days of the receipt of the report shall consider the report of the Chairperson and the records of the proceedings and will render a decision on whether the Respondent may continue in office. The decision of the Appeals and Conduct Board is final.

F. Records of the proceedings are to be documented and maintained by the Advisor of the Student Association. The records are to be kept confidential.

ARTICLE XII Referendums

Section 1. Process

A. The Senate shall by a 2/3rds vote of membership submit to the Student Association any measure for its consideration.

B. Upon a petition signed by one hundred (100) members of the Student Association, any measure

passed by the Senate shall be submitted to the Student Association for its consideration.

C. The Student Association shall, by a petition signed by one hundred (100) or more members, cause the Senate to call a special meeting for consideration of any recommendation presented to the Senate.

Using the same process, the Student Association shall cause any measure to be submitted to the Student Association for its consideration.

D. All measures submitted to the Student Association shall be submitted at a special or general election with the issue and time specified, at least one week prior to the election. Any issue submitted must be discussed by the Senate within ten (10) academic days.

ARTICLE XIII Amendments

Section 1. Proposed Amendments.

Amendments to this Constitution shall be proposed by a petition signed by 250 members of the Student Association or by a two-thirds (2/3) vote of the Senate.

Section 2. Process.

The Student Association shall consider the proposed amendment for at least one week until a special or regularly scheduled election is held.

Section 3. Ratification.

Proposed amendments to this Constitution shall be ratified at a special election or regularly scheduled elections by an affirmative majority of two-thirds (2/3) of the total votes cast with at least 200 members of the Student Association voting.

ARTICLE XIV Internal Operations Policy

Section 1. Purpose.

Any unit within the Student Association may establish internal operating procedures, policies, and regulations it deems necessary provided that such procedures, policies, or regulations do not, in any way, alter or contradict this Constitution.

Section 2. Process.

Changes in titles and the academic calendar may be corrected in this Constitution by a two-thirds vote of the Senate.

ARTICLE XV
Finances

All funds of the Student Association shall be deposited into the Student Association administrative or activity accounts. There shall be no expenditure of funds without the permission of the Student Association through the authorized signatures of the Student Association Treasurer and President. Funds controlled by RHA and/or the Student Center Governing Board and SAC shall be deposited and regulated through their respective accounts.

ARTICLE XVI
Constitution Committee

Section 1. Definition.

The Constitution Committee is autonomous from the Senate. The Senate can make recommendations to the committee but cannot force its will on the committee.

Section 2. Purpose.

The Constitution Committee shall, when necessary, consider and draft amendments or revisions to this Constitution and its Operating Procedures. The Chairperson may brief the Senate on proposed changes, but will not make changes to the Constitution unless the amendment procedure for the Constitution or the Operating Procedures is initiated.

Section 3. Membership.

A. The Constitution Committee shall consist of six (6) students appointed by the President with the approval of the Judicial Coordinator and the Senate. Two (2) additional representatives shall be appointed by the President of the University, prior to the selection of the other six (6) committee members.

B. The Constitution Committee shall consist of four (4) elected or appointed government officials.

The committee shall have four (4) students not currently holding elected or appointed student government positions.

C. The Chairperson shall be elected by a simple majority of the committee membership.

ARTICLE XVII
Student Center Governing Board

Section 1. Purpose.

The Student Center Governing Board (SCGB) has the responsibility and authority to review, make recommendations, and develop new procedures for the operation of the Student Center. The review recommendations, and development of these procedures shall be made according to the needs and interests of the University community as expressed in the Student Center Purpose in concert with the dictates of the

operational budget.

Section 2. Membership.

- A. The membership of the Student Center Governing Board shall consist of:
 - 1. Coordinators of Residential Life and Student Activities.
 - 2. Director of the Student Center.
 - 3. University Scheduling Officer.
 - 4. SAC Coordinator.
 - 5. Three (3) students selected by the Senate.
 - 6. Two (2) students selected by SAC.
 - 7. Two (2) students selected by RHA.
- B. The term of office for student representatives of the SCGB will be annually from April 1 to March 31.
- C. The Director of the Student Center shall be the ex-officio chairperson of the SCGB.
- D. A recording secretary shall be elected from the membership of the SCGB.

Section 3. Duties and Responsibilities.

- A. The SCGB shall review, recommend, and develop new procedures for the Student Center.
- B. The SCGB shall have the authority to change general use areas into specific use areas for scheduling events.
- C. The SCGB shall establish and/or change existing hours of operation for the Student Center as needed.
- D. The SCGB shall meet at least once a month during the academic year.

**ARTICLE XVIII
Student Activities Committee**

Section 1. Purpose.

The Student Activities Committee (SAC) shall have the responsibility and authority of planning and coordinating programming activities/events for the University community. SAC shall have the responsibility and authority to review proposed clubs' and organizations' constitutions and determine whether they are authorized for University recognition.

Section 2. Duties and Responsibilities

- A. SAC shall establish committees as it deems necessary.
- B. SAC may establish operating procedures and/or bylaws to facilitate the effectiveness of the

organization. The SAC Operating Procedures shall be submitted to the SMSUSA Senate for approval by a 2/3rds vote. Any proposed changes to the SAC Operating Procedures will be approved following the same process.

The recommendation to strikeout Student Activities Committee and its Coordinator from the Executive Board was adopted to go into place in July 1, 2018. It requires set goals to be placed on this new organization which shall be reached by the last Senate meeting of the Spring 2019 semester. Goals will be proposed by the SAC and approved by the Senate (majority vote) by the first Senate meeting of the Fall 2018 semester. In addition, a temporary constitution must be developed by SAC and approved by the SAC Advisor by July 1, 2018. If all goals are met and pending positive reports from SAC Advisor, Senate Advisor, SAC Coordinator, and Student Association President, the organization would then stand on its own as a permanent entity separate from Student Association Senate. In addition, the SAC chair on the Executive Board would dissolve and the committee would be required to operate under normal constitution adoption procedures via senate by the end of Spring 2019 semester. If these goals are not met within the set time period, the temporary organization resulting from this proposal would dissolve and the SAC Coordinator would remain a chair on the Executive Board for the Student Association Senate.

ARTICLE XIX Residence Hall Association

Section 1. Purpose.

The Residence Hall Association (RHA) shall have the responsibility and authority of planning and coordinating Residence Hall and Food Service events. RHA shall have responsibility and authority for developing Residence Hall procedures.

Section 2. Duties and Responsibilities.

- A. RHA shall establish committees as it deems necessary.
- B. RHA shall make recommendations to the appropriate administrator on Administrative procedures that relate directly to residence-hall living and/or food service.
- C. RHA may establish constitutions, operating procedures and/or bylaws to facilitate the effectiveness of the organization. Following a 2/3rds vote of approval by the Senate, The RHA constitution shall be submitted to the office of the President of the University for approval in accordance with State University Board Internal Rule 20.

ARTICLE XX Student Activity Fee Allocation Committee

Section 1. Purpose.

The Student Activity Fee Allocation Committee (SAFAC) shall fund student clubs/organizations which promote co-curricular life for university students. SAFAC shall meet weekly to determine the proper procedures and regulations for all clubs and organizations who apply for funding from SAFAC.

Section 2. Duties and Responsibilities.

- A. SAFAC shall determine the distribution of student activity fees through periodic spontaneous funding and yearly budget requests made by clubs and organizations to SAFAC.

- B. SAFAC shall review the activity fee structure and policies and procedures and recommend any changes to the Student Senate and the President of the University.
- C. SAFAC shall send its guidelines on policies and procedures for requesting student activity fees to all student clubs and organizations at the beginning of spring semester.
- D. SAFAC shall conduct annual budget hearings in order to review budget histories and to gain knowledge on the current activities that each organization is pursuing. These hearings will take place during spring semester.
- E. SAFAC shall hold appeal hearings after the original budget hearings are over and sufficient time has passed to allow the decisions of SAFAC to reach clubs/organizations.
- F. The SAFAC Chairperson shall keep the Senate informed of the major changes within SAFAC and on the recommendations of SAFAC in order to make the funding process a more efficient and fair process. In addition to this, SAFAC will send copies of budget requests to the Finance and Special Issues Committee prior to budget hearings.
- G. All spontaneous funding by SAFAC must be reported to the Senate in a weekly report and be accepted by the Senate with a majority vote for the funding to be allocated.
- H. The Chairperson shall submit SAFAC recommendations for budget allocations for clubs and organizations to the President of the University for approval by May 1st. The proposed budget must be presented to the Senate for review at least one week prior to its submission to the President of the University.

Section 3. Membership.

- A. The application process to become a member of SAFAC will be administered by the Finance and Special Issues Committee. The Finance and Special Issues Committee will be responsible for recommending qualified applicants to the Senate for appointment.
- B. Members of SAFAC shall be appointed by a majority vote of the Senate.
- C. If a member amounts more than 3 unexcused absences in a semester, as determined by the SAFAC Chair, his/her seat will be declared vacant.
- D. Total membership shall be nine (9) students (regular members). It is also recommended that three (3) associate members also be appointed by the Finance and Special Issues Committee as alternates to the regular members.
- E. Members of SAFAC will be appointed to a one year term beginning in the Fall Semester and ending in the Spring Semester of the academic year. All members of SAFAC may apply for reappointment at the end of their term.
- F. If any member resigns, or (his/her) seat is declared vacant (for three (3) unexcused committee meetings), the Senate shall appoint a member to fill out the term within twenty (20) academic days.

G. Two (2) Senators, if possible from the Finance and Special Issues Committee, shall serve as ex-officio members of SAFAC.

H. Students appointed to the SAFAC Committee must have a 2.0 GPA or higher in order to serve on the board.

Section 4. SAFAC Chair.

A. The Senate shall appoint the chair of SAFAC according to the established guidelines (See Addendum 1).

Addendum 1

- Candidates for the SAFAC Chairmanship shall be nominated by a majority vote of SAFAC.
- Nominations shall be submitted to the Senate by the SAFAC advisor no later than the 5th regularly scheduled Senate meeting of the Fall semester.
- The Senate shall appoint the SAFAC Chair by a 2/3rds vote of its entire membership.
- The SAFAC Chair will be appointed to a one year term beginning in the Fall semester and ending in the Spring semester of the academic year. The SAFAC Chair may be reappointed at the end of his/her term.
- The SAFAC Chair must have served one semester on SAFAC as a general member prior to his/her appointment.
- If the position of Chair is declared vacant, the appointment of a new chair to fill the rest of the term will follow the same process outlined above.

B. The Chair will chair SAFAC meetings.

C. The Chair will be considered a voting member of SAFAC.

D. The Chair will be responsible for determining the time and location of SAFAC meetings, and communicating this information to SAFAC members and any guests invited to the meeting.

E. The Chair will develop SAFAC meeting agendas and minutes.

F. The Chair will be the official representative of SAFAC to the Senate, and must attend or send a designated proxy to all Senate meetings. A written report may be submitted in lieu of an oral report if there is no business to be reported to the Senate.

G. The Chair will be responsible for oversight of club audits.

H. The Chair may be removed upon a vote of "no confidence" by SAFAC or a 2/3rds vote of the Senate.