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PREAMBLE

We, the students of Southwest Minnesota State University, in order to successfully exercise the Executive, Legislative, and Judicial duties of the Southwest Minnesota State University Student Association, do ordain these Operating Procedures which shall be used in conjunction and in accordance with the Constitution of the Southwest Minnesota State University Student Association (see **Constitution ARTICLE XIV, Section 1**) as a reference and guideline for Constitutional interpretation. If any of the provisions of these Operating Procedures conflict with the Constitution, they shall be considered null and void. In such an event, the remaining non-conflicting provisions shall remain in effect.

ARTICLE I Senate Membership

- Section 1** The Senate shall consist of fifteen (15) at large members. Two thirds (2/3) of seated Senators or designated proxies shall constitute quorum (see **Constitution ARTICLE V, Section 2.A**).
- Section 2** Associate Senators shall not be considered members of the Senate unless fulfilling the role of designated proxy.
- Section 3** Students eligible to act as proxies will be defined as SMSUSA members.

ARTICLE II Associate Senators

- Section 1** Associate Senators shall be students appointed by the Senate and not elected by the student body of Southwest Minnesota State University.
- A** Associate Senators may act as non-voting members of the various standing committees of the Senate and may be assigned various tasks by the committee chair.
- B** Associate Senators may not act as voting members of the Senate (see **ARTICLE I, Section 2**) unless recognized and designated as a proxy.
- C** The term of the Associate Senator will last until the end of the term of the Appointing President.

ARTICLE III
Senate Meetings

- Section 1** The Student Senate shall schedule the number of meetings as stated in the Constitution Article V, Section 4, Letter E. These meetings will be held on Thursdays at 6:15 pm in the scheduled Student Senate-designated SMSU location.
- Section 2** The SMSU Student Senate shall hold an All-University Town Hall Meeting once during each semester of the academic year to discuss, among other things, Senate work, concerns of the student body, ideas to continue to improve the SMSU Student Association, etc.
- Section 3** The meetings of the Southwest Minnesota State University Student Senate will commence with an optional recitation of the United States of America's Pledge of Allegiance.

ARTICLE IV
Senate Standing Committees

- Section 1** The Senate shall have seven (7) standing committees (see **Constitution ARTICLE V, Section 5.A**), each with duties and functions as designated in the following.
- A** No committee shall schedule their regular weekly meeting after 1:30 pm on the day of regularly scheduled senate meeting.
- B** A report of each of the committee meetings is highly recommended to be posted by 1:00 pm on the afternoon of the general senate meeting so to have in plain view of all members of the Student Association.
- C** An end-of-the-semester report must be submitted to the Vice President by the final senate meeting of the semester. This report should include projects worked on, projects in progress (with all appropriate information), and suggestions for future projects.
- D** All standing committee meetings shall be held in the designated student government office. In case of circumstances that do not allow a standing committee to meet in the designated student government office, the reason must be forwarded to the SMSUSA Vice President for review.

- E Any SMSUSA Student Senator who desires to become a committee chair must complete a Committee Chair Application and return to the Vice President. The Vice President will appoint the chairmen of the seven standing committees in accordance with appointment procedures for committee chairs written in the SMSUSA Constitution.

Section 2 Academic Affairs Committee.

- A Review academic policies.
- B Monitor curriculum changes.
- C Suggest new academic policies.
- D Establish communication between students and faculty, and students and administration, when addressing academic affairs issues.
- E Address student rights, faculty concerns, and the grade appeals process.
- F Administer the Better World Books scholarship according to the established guidelines (See Addendum 1).

Addendum 1

- The individual scholarship will never exceed \$150; if the amount raised is more than this, it will be split into multiple scholarship opportunities.
- Recommended applicant will come out of the Academic Affairs Committee, and requires a two-thirds majority of senate votes for approval.
- The scholarship must be used to purchase text books.
- The scholarship will be housed in the Foundation account.

Requirements for scholarship:

- 3.5 GPA or higher.
- 12+ credits completed at SMSU.
- 1-3 page typed paper (double spaced) on the topic: Why is it important for education to be available to everyone? Paper should include name of applicant, major, and goals for education and career.

Section 3 Student Services Committee.

- A** Student Services aims to provide a range of quality support services which are appropriate and responsive to the needs of the Southwest Minnesota State University student body.
- B** Assist in the evaluation, maintenance and improvement of existing student services.
- C** Assist in the development of new student services as they are needed.
- D** Seek out student concerns and maintain the suggestion box in the Student Center.
- E** Work to provide an equal opportunity for the usage of all student services
- F** Assist Health Services by providing at least one member to sit on the Student Health Advisory Committee.

Section 4 Finance and Special Issues Committee.

- A** Monitor the spending of the Senate.
- B** Assist the President and the Treasurer in developing the yearly budget.
- C** Monitor the usage of all student funds.
- D** Assist in the coordination of audits for all student fees when deemed necessary.
- E** Select and approve candidates for membership in SAFAC (see **Constitution ARTICLE XX, Section 3**) which are subject to Senate approval before official appointment.
- F** Appoint two (2) committee members (see **Constitution ARTICLE XX, Section 3.D** to SAFAC as ex-officio members.

Section 5 Communications Committee.

- A** Work to maintain and improve the flow of communication between the Senate and the entire student body.
- B** Assist the Public Relations Coordinator.
- C** Update and maintain the SMSUSA webpage.

- D** Post Senate Minutes and signs for upcoming events on Senate Bulletin Boards and other strategic, recognized posting locations around campus.
- E** Assist in the coordination and distribution of the ‘Fantastic Faculty’ and all other surveys.
- F** Select and approve candidates for membership in the Student Media Board (see **Constitution ARTICLE XIX, Section 3**) which are subject to Senate approval before official appointment.

Section 6 Legislative Affairs Committee.

- A** Lobby local, state, and federal officials to address campus concerns and student issues.
- B** Track bills and proposals involving students at all levels of government.
- C** Increase voter registration and turnout for elections at all levels, including SMSUSA elections.
- D** Increase student awareness and involvement in the political process.
- E** Participate in MSUSA Legislative Campaigns when they coincide with the goals of the SMSU Student Association.
- F** Plan and implement the All-University Town Hall Meeting once during each semester of an academic year.

Section 7 Internal Affairs Committee.

- A** Shall deal with issues that directly affect functionality of this body.
- B** Consider matters of Constitutionality, Operating Procedure revisions, and other shortfalls that arise in the structure of the Senate.
- C** Make policy and budgetary recommendations.
- D** Recommend approval or disapproval of proposed student club/organization constitutions to the Senate.
- E** Develop, maintain and use criteria in the selection of a student senator to be honored with the Distinguished Leadership Award at the end of each spring semester of the

academic year.

- F** Coordinate all Senate fundraising activities.
- G** Shall be limited to some issues involving the entire student body.
- H** Shall set a date once in the spring and once in the fall for Adopt-a-Highway litter removal.

Section 8 Cultural Diversity Committee.

- A** Act as a liaison between the Minnesota State University Student Association (MSUSA) and the protected classes.
- B** Participate in programs sponsored by the Minnesota State Colleges and University System (MnSCU).
- C** Serve as a link between different protected classes on campus.
- D** Ensure that concerns of minority groups on campus are addressed.
- E** Act as an advisory committee to the different protected classes on campus.
- F** Assist on the implementation of culturally diverse programs.
- G** Be responsible for planning one event a year in order to promote diversity on our campus.

ARTICLE V
Presidential Appointments

Section 1 The President shall abide by the following procedures when making an appointment to fill the office of Treasurer, Senator, Constitution Committee member, or any other appointed office as outlined in the Constitution (see **Constitution ARTICLE IX**).

- A** The President must advertise the position open for appointment for a period of ten (10) academic days.
- B** Applications must be reviewed by the President and interviews of qualified candidates must be conducted.
- C** The President must gain Senate approval for all appointed positions.

- D** The President may make temporary appointments until the application process, which cannot exceed fifteen (15) academic days, is completed.
- E** No more than four (4) appointed Senators shall serve at one time.
- F** The office of Treasurer shall be open for applications at least ten (10) days prior to the end of Spring Semester. The President may appoint the Treasurer when the President assumes office on June 1st. The Treasurer must gain Senate approval on the first regularly scheduled meeting of that academic year.

ARTICLE VI Amendments

Section 1 Amendments.

- A** Amendments to these Operating Procedures shall be proposed by Senate members.
- B** The Senate shall consider the proposed amendment at the next regularly scheduled meeting. A two-thirds (2/3) vote of the entire Senate is needed to approve the amendment.
- C** The amendment shall become effective immediately upon an affirmative vote of two-thirds (2/3) of the entire Senate.