Northern Illinois University
Student Association
Bylaws, Part I
General Policy

UPDATED February 12th, 2016
ARTICLE I

TITLE AND ROLE OF THE BYLAWS

Section 1

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

Section 2

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

Section 3

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

ARTICLE II

LEGISLATIVE BRANCH

Section 1

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

A. Only the Senate shall have the power to authorize a person to be paid from student fee monies. The following officials are authorized to be paid from student fees at the amount determined by the Senate each year in its annual budget: SA Accountant, SA Office Support Specialist.

B. Legislate on all matters of student interest.

C. Review all activities, business, policy and property affecting the students of Northern Illinois University.

D. Review any executive action that spends student fee money within two senate meetings after it has occurred, unless that expenditure was authorized by either of the following:

1. The passage of a resolution or act by the Senate.
2. The expenditure was necessary to the normal conduct of SA activities.

E. Allocate student activity fees based on a budget submitted by the Treasurer on behalf of the organization(s) requesting funds. It shall be a sole responsibility of the NIU SA Senate to legislate upon salary increases for all student organizations.

F. Investigate, initiate, and recommend student government and University policy and present such recommendations or orders to the proper people.

G. Request the advice of any elected or appointed member of the Student Association. No person shall be compelled to give advice by the Senate other than its own members. No person shall give advice if the opinion requested is outside of their area of knowledge, creates a conflict of interest, requires extensive research, or is the duty of the Senate or its committees.

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

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

J. In conjunction with Student Involvement & Leadership Development (the employing department), only the Senate shall have the ability to authorize a person to be paid from student activity fee monies. The following officials are authorized to be paid from student fees at the amount determined by SILD (based on Human Resources guidelines) each year in SA’s annual budget: SA Accountant, and the SA Office Support Associate. The pay of all Student Association employees will be determined by the employing department (SILD) based on HR guidelines, and approved by the Senate, and the President. The pay of any student employed by the SA shall not be decreased during their one-year term of office.

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

L. The Senate shall consist of forty (40) senators drawn in groups of 10 from each of 4 electoral districts. The location of the districts and procedures for elections shall be described in the Student Association Bylaws – Elections Policy.

M. The Senate shall have four (4) paid officers and each shall have duties as defined in the Constitution, Bylaws, and/or Senate Operating Rules. The Speaker of the Senate shall manage all affairs of the body. The Senate Clerk shall be responsible for all records and documents of the Senate as directed by the Speaker of the Senate.

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

The Sergeant-at-Arms:

1. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
2. Shall preserve order and decorum as directed by the Speaker or Deputy Speaker of the Senate and shall, at the direction of the Speaker or Deputy Speaker, have the authority to remove a disorderly individual or group from the Senate chambers.

3. Shall escort all nominees seeking appointment or confirmation to and from the Senate chambers before and after deliberations on their confirmation, respectively.

4. Shall be sensitive to individuals that require special seating for reasons of sight, hearing, etc.

5. Shall enjoy the full rights and privileges extended to all other Senators including, but not limited to, the right to vote in any and all matters before the Senate.

6. Shall be knowledgeable regarding the SA Constitution, the SA Bylaws, and Roberts Rules of Order and shall assist Speaker and Deputy Speaker in their duties upon request.

7. This shall not be a paid position.

O. The Speaker shall have the authority to appoint the Clerk of the Senate.

The Clerk:

1. Shall be responsible for the upkeep and maintenance of all Senate Records including all official correspondence.

2. Shall work directly with the Speaker and all other members of the Office of the Speaker to maintain order and function between the three branches of the Student Association.

3. Shall report only to the Speaker.

4. Shall be the custodian of the Student Association Constitution and Bylaws, working directly with the Vice President to ensure that the governing documents are up to date and in good order.

5. Shall have other tasks assigned by the Speaker.

P. The Speaker shall have the authority to appoint the Deputy Speaker of the Senate.

The Deputy Speaker shall:

1. Be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.

2. Be confirmed by the Senate no earlier than the second scheduled meeting of the academic year.
3. Provide additional oversight and direction to the Senate Chairs by conducting weekly chairs meetings, coordinating overall activities of the chairs, collecting weekly committee meeting reports, and by meeting with individual chairs one on one once every month.

4. Meet with the Speaker of the Senate at least once a week to discuss the progress of the Senate committees and recommend a course of action for any committee that needs guidance.

5. Assist the Speaker of the Senate in the execution of their duties.

6. Temporarily carry out the duties and responsibilities of Speaker of the Senate when directed by the Speaker or in the absence of the Speaker.

7. Become Acting Speaker if at any time the Speaker shall resign, be removed or otherwise leave office before the end of the term. The Acting Speaker shall only hold office until the Senate chooses a new Speaker at the first regular Senate meeting after the vacancy has occurred.

8. Maintain chair office hour records for purposes of ensuring proper conduct of senate committee chairs.


10. Be an ex-officio member of all Senate Committees, both Standing and Ad-Hoc, in which they are not already a regular member, secretary, vice chair, or chairperson.

11. Be a paid position.

Q. The Speaker shall have the authority to appoint the Community Service Coordinator.

The Community Service Coordinator:

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

2. Shall schedule, direct, and organize all community service events conducted by the Senate.

3. Shall collect, record, and verify all community service forms turned in by Senators at the direction of the Speaker.

4. Shall not be a paid position.

R. The speaker shall have the authority to appoint the Legislative Director.

The Legislative Director:

1. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
2. Shall monitor all state and federal legislation pertaining to higher education and maintain relationships with appropriate legislators and executive officers.

3. Shall monitor all local policy that pertains to the students of Northern Illinois University. The director shall maintain relations with local elected and appointed officials.

4. Work with the DeKalb registrar to host voting registration drives as needed in coordination with the Director of Governmental Affairs.

5. Shall act as a liaison between the Executive and Legislation branches with the Director of Governmental Affairs on legislative and policy matters.


7. This shall not be a paid position.

S. The Speaker shall have the authority to appoint the Student Association Historian.

The Student Association Historian:
1. Shall be a currently elected senator appointed by the Speaker of the Senate and confirmed by the Senate via simple majority vote.
2. Shall be in charge of maintaining the Student Association archive at the Regional History Center in conjunction with The Center’s local Government Records collection as a part of the Illinois Regional Archives Depository (IRAD) system administered by the Illinois State Archives.
3. Shall be in charge of all past Student Association business in the archive Founders Memorial Library.
4. Shall be in charge of collecting current and previous press releases by all media outlets regarding Student Association business, objectives, and achievements.
5. Shall be in charge of recording all student campaign materials during Senate and Executive elections and shall create a master list of past and current voter turnout election results in the archive at Founders Memorial Library; after the election process has concluded in conjunction with the Election Commissioner.
6. Shall work with the Senate Clerk to maintain printed and digital archive copies of Student Association Senate Legislation to be saved in the archive at Founders Memorial Library.
7. Shall work with the Director of IT on creating and maintaining a Student Association Administration history page on the SA website.
8. Shall not be a paid position.

Section 2

Duties and Responsibilities of Senators

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

A. Senators shall be required to serve on at least one (1) standing Senate or executive committee.
B. Senators are encouraged, but not required to apply for appointment to university committees. If they are appointed, the senator must attend the meetings of the university committee. Absences are considered the same as an absence from a SA committee.

C. Senators who fail to attend required committee meetings will be charged with a full absence towards their semester senate attendance record for each committee absence.

D. Senators who fail to attend regular Senate meetings will be charged absences as follows:

1. One-half (1/2) absence for missing the initial roll call during the Call to Order, unless quorum is never reached, in which case a senator would incur one full absence.
2. One-half (1/2) absence for missing the roll call during Adjournment.
3. One-half (1/2) absence when quorum is called for during a meeting and the meeting fails to have quorum at that time.

E. Senators are required to complete five hours of community service per semester. Verification of these hours must be provided to the Community Service Coordinator and the Speaker no later than the 2nd to last Senate meeting of each semester. Senators who fail to complete or turn in the necessary hours of community service must submit, to the Rules and Procedures Committee a written statement as to why they were unable to complete the hours. This statement will be reviewed by the committee. If there is no written statement delivered for not completing the necessary hours of community service or if the reasoning of the statement is considered invalid by the committee, then it will result in the Senator’s removal from office.

Section 3

Senate Committees

A. Committee procedures

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

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

3. The chairman of a committee shall be free to discuss any matter that concerns the committee, but shall vote only in case of a tie. Although the chairman is free to debate any matter before the committee, he shall conduct all meetings with regard for parliamentary procedure and see that order is maintained in meetings; keeping in mind that they are to be conducted in an informal manner. It is the duty of the chairman to see that the committee performs its required functions. The chair shall determine the schedule for regular meetings of the committee with its approval. The chair may call special meetings of the committee.
4. The following members of Student Association may attend meetings of any Senate committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: Speaker, President, Vice President, Treasurer, and Student Trustee.

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

B. Committee Chair Meetings

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

C. Types of Committees

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

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

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

Section 4

Senate Standing Committee Duties and Responsibilities

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

A. Committee on Campus Life and Greek Affairs

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

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

3. The Committee shall be concerned with the overall improvement of the life of residents of this campus and any other matter that relate to residents’ affairs.
4. The Committee shall be concerned with the overall improvement of the life of Greek students and the residential life of Greek Row.

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

B. Committee on Rules and Procedures

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

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

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

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

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

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

C. Committee on University Services Oversight

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

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

3. The committee shall make annual reviews of selected university services and academic departments.
4. The following members of Student Association may attend meetings of the committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: Director of Academic Affairs, the SA Director of Cultural Affairs, and the SA Director of Student Life.

D. Committee on Public Affairs

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

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

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

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

Section 5

Senate Vacancies

A. The speaker shall accept applications for all vacancies on the Senate no earlier than the 3rd Monday of the Academic Year. Vacancies shall include all seats where a senator has resigns, been removed, or the seat was not originally filled during the election. As each vacancy is announced, the Speaker shall present the name of the first applicant who has registered with a completed application for consideration for an open seat. No person who is on the applicants list may be skipped, except for the following:

1. The applicant asks to be skipped.

2. The applicant cannot attend the next regularly scheduled senate meeting.

3. The applicant’s packet of information is not complete; such applicants will be moved to the bottom of the applicant list for later consideration.

4. The applicant has not attended at least one Senate meeting in its entirety.

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

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

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

3. Re-entering students shall be eligible for candidacy for Student Association posts.

4. All candidates for Senate seat replacement positions must have attended at least one full Student Association Senate meeting prior to candidacy for Senate. (To ascertain attendance, potential candidates must check in with the Senate Clerk within five minutes of roll being called and be present when their name is called at the final roll call at the adjournment of the meeting.)

5. All Candidates must obtain 50 signatures from their constituents prior to submitting the application to the Speaker. The signatures must include the students full name, signature, Z-ID number, and local phone number.

6. Candidates must have turned in an application for the Senate seat replacement position to the SA Senate Speaker at least 48 hours prior to the Senate meeting in which they are first presented.

7. At the meeting in which they are presented the applicants will be given the opportunity to give a speech no longer than five minutes in order to address the Senate on their reasons for becoming a senator.

8. The order in which applicants will be allowed to speak will be the same order in which the applications were turned into the Senate Speaker. However, each applicant will be considered separately for each open seat. No applicant can be considered before an applicant who is qualified and turned in their completed application first.

9. After the candidate’s speech the Senate floor will be open for the Senate to ask the candidate questions. Each senator will have five (5) minutes to ask questions and receive answers. Following all candidate speeches, the candidates will wait outside Senate chambers as the Senate discusses the candidates.

10. After Senate closes discussion, each candidate will be voted on individually in the order in which they spoke. Any candidate who has completed the process outlined above, and is not selected to join the Senate will be required to attend an additional entire meeting before being considered again.

11. All SA officials involved in the Senate Vacancy approval process must make all decisions in a viewpoint-neutral fashion. All candidates shall be judged objectively on their personal merit and character and not upon the views of group(s) or organization(s) in which they are affiliated with.

12. The applicants must be approved by a two-thirds vote of those present and voting.

13. The newly approved senators will take office after the voting has taken place on all candidates at that meeting.
14. If a Senator is removed from the senate for any reason other than resignation, military service, or medical emergency, they shall not be eligible to apply or be appointed to the Senate. They may, however, be elected into the Senate in the fall election. No person who has been removed from office in the Student Association by the Senate under the Constitution shall be eligible to apply or be appointed to the Senate.

Section 6

Senate Order of Succession

A) If at any time during the Speaker of the Senate’s one year term in office the Speaker of the Senate chooses by their own free will, or is forced to pass the chair in a situation, then the Senate Order of Succession is to take place to determine who assumes the Temporary Speaker of the Senate role. The title of Temporary Speaker of the Senate is to only take place for the length of time that a piece of legislation is on the floor and once the legislation has been decided upon, then the Speaker of the Senate is to assume the chair once again until such a time they choose by their own free will, or is forced to pass the chair again. The Senate order of Succession is as follows:

1) Deputy Speaker of the Senate
2) Vice Chair of the Rules and Procedures Committee
3) Chair of the University Services Committee
4) Chair of Campus Life and Greek Affairs Committee
5) Chair of Public Affairs Committee
6) Vice Chair of Mass Transit Committee
7) Sergeant at Arms
8) Legislative Director
9) Director of Community Service
10) Most Senior Senator as determined by most amount of time in office.

ARTICLE III

EXECUTIVE BRANCH

Section 1

Student Association Committees

A. Standing Committee Procedures

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

1. All standing committees of the SA shall meet at least once every fourteen (14) calendar days, when the Senate is in session, and shall submit a written report of each meeting to the Chief of Staff. The President will appoint the members of all SA committees with the approval of the Senate, unless noted otherwise in the Constitution or Bylaws.
2. Officers of committees shall be a chair, who is the presiding officer, the vice-chair, who shall preside over the committee in the chair’s absence and a secretary, who shall keep records of the committee’s meetings. The President shall appoint the chair. The vice chair and secretary shall be appointed by the chair with the consent of the committee.

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

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

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

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

B. Committee Reports

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

Section 2

Student Association Standing Committees

A. Board of Elections

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

B. Finance Committee

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

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

2. The Mass Transit Board will be composed of 10 members including the chair. The Speaker with the approval of the Senate shall appoint Five (5) senators. Four (4) members shall be appointed by the President with the approval of the Senate. The SA Director of Transportation Services shall serve as the tenth member of the committee and shall serve at its chair.

3. The Mass Transit Board will have the following duties and responsibilities:

   a. Set routes and policies for the Huskie Line. This includes additions or deletions to the bus service.

   b. Research the route usage by Student Association members.

   c. Manage the Busing Activity Fee, including making recommendations as to the proper amount of the Busing Activity Fee. Changes in the Busing Fee are subject to SA Senate approval.

   d. Ensure that the transportation needs for students with disabilities are adequately met.

4. The SA Director of Transportation Services oversees the operations of the student governed Huskie Line, and Adapted Transportation systems. The Director will act for the committee when the committee is unable to meet, with a full report at the next regularly scheduled SA Mass Transit Board meeting.

5. The President reserves veto rights over all actions of the Board and/or the Director of Transportation Services.

Section 3

Duties and Responsibilities of the Executive Branch

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

A. To coordinate all Student Association activities to insure the success of the organization.

B. Investigate issues of student interest using Senate and non-Senate persons.

C. Initiate and recommend legislation to the Student Senate.

D. Act for the student government in situations where immediate action is necessary.
E. Allocate financial expenditures to a maximum of five percent (5%) of the total student activity fee collected during the fiscal year. A written report of purpose will be filled with the Senate Speaker and the SA Treasurer within four (4) business days following the executive allocation.

F. Supervise Student Association committees to insure their efficient functioning according to the Bylaws of the Student Association.

G. To establish ad hoc committees of the SA, such as taskforces etc, and/or conduct hearings. Establishment includes the determination of the organization, membership, and non-management duties of the ad hoc committees.

H. The President shall conduct at least one (1) comprehensive evaluation of all paid SA executive branch staff members each semester, other than the elected officers. Staff evaluations are to be conducted by the tenth (10th) week of each semester. The Evaluations shall include recommendations as to how to improve. The President must report the evaluation immediately to the Senate after it is completed. The Chief of Staff shall aid the president in the evaluation process.

I. The President of the SA shall address Northern Illinois University’s student body and the Student Association’s Senate by speaking on the state of the student government and student interest.

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

Section 4

Student Association Cabinet

A. The Student Association Cabinet is created by the President and exists for the purpose of assisting the president in the performance of his/her duties and responsibilities. The SA Cabinet shall consist of the President, Chief of Staff, and all paid directors in the Executive Branch. All Directors shall be appointed by the President or Vice President and confirmed by the Senate. All Directors must be confirmed prior to the last regularly scheduled senate meeting of the academic school year. No SA official shall be paid without being confirmed by the Senate. The President may add the other elected members of the Executive Branch to the cabinet as members. The Cabinet shall be managed by the Chief of Staff and shall report to President. All Cabinet members, regardless of their position:
1. Shall attend university functions where S.A. attendance is needed at the direction of the President.

2. Shall assist in the transition of any new staff as needed.

3. Shall maintain scheduled office hours as set by the Chief of Staff.

4. Office hours are defined as work conducted during the normal business hours of the Student Association.

5. Shall participate in workshops, trainings, and retreats as directed by the President.

6. Shall work and hold summer office hours as directed by the President.

7. Shall attend weekly staff meetings; prepare weekly written staff reports to be given to the Chief of Staff and to the Director of Technology to be placed on the SA website and present a minimum of one (1) report to the Senate each month either in writing or in person.

8. May appoint a committee or volunteers, with the approval of the President, to assist in the execution of his/her duties. If given specific duties and hold office hours, volunteers may be appointed by the director as a deputy director, with the approval of the President. These individuals are not members of the Cabinet, will not receive pay, and are to be supervised by the director.

9. Shall perform other tasks as specified by the President.

10. Graduate Assistants shall be eligible to apply for positions in the Executive Cabinet. If hired, they shall receive a comparable university Graduate Assistant stipend.

B. The Chief of Staff, working under the direction of the President, is responsible for acting as the Student Association’s chief administrative officer, with duties including oversight of the executive cabinet and staff, office maintenance, and assisting the President. The Chief of Staff shall:

1. Provide oversight, direction, and management to the executive staff by conducting weekly staff meetings, coordinating overall activities of the Cabinet, assigning tasks, collecting weekly staff reports, assigning staff members Senate meetings to attend, and by meeting with individual staff members one on one bi-weekly.

2. Assist the President in the execution of his/her duties; this may include responding to inquiries made to the President.

3. Assist the President in interviewing, selecting, hiring, and training two (2) civil service employees and additional student employees.

4. Maintain staff office hour records for purposes of payment and manage the proper payment of all paid S.A. officials.
5. Assist the President in appointing students to serve on university committees and coordinate oversight of these appointments.

6. Assist the President in staffing university events where S.A. representation is needed, including but not limited to Open Houses.

7. Assist the President in coordinating staff evaluations for Senate review.

8. Keep the President up-to-date with monthly fiscal reports of payroll and general expenditures of the Student Association.

9. Assist the President in preparing the Executive Cabinet for Senate review and approval.

10. Coordinate the Student Association’s representatives on the annual university student fee review committees and prepare an overall summary of the student fee recommendations.

11. Act as a liaison between the President, Vice President, and Speaker of the Senate to ensure that all legislation is signed and submitted to appropriate parties.

12. Coordinate with the Student Association Office Manager to ensure staff is provided access to computers, office supplies and the copy machine and that the S.A. Office is presentable and aesthetically pleasing.

13. Coordinate and keep track of all S.A. inventories, including but not limited to S.A. computers, cameras, printers, fax machines, laptops, and chairs.

14. Summarize the weekly staff reports into a weekly report to present to the President.

15. Update the Student Association staff manual annually.

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

1. Serve as the Student Association liaison to the Faculty Senate and attend the meetings regularly.

2. Coordinate the Student Association representatives on all academic university committees and meet with student representatives on a monthly basis.

3. Serve as the Student Association liaison to all college councils and departments’ student advisory committee and assist in the establishment of such committees in departments that currently do not have one.

4. Monitor university academic policy and recommend changes in the policy as appropriate.

5. Serve on the University Council and coordinate the Student Association representation on the council by facilitating communication among all student members.
6. Receive reports from students representing the Student Association on academic university committees and provide summaries to the Chief of Staff and President.

D. The Director of Advertising, working under the direction of the President and Chief of Staff, is responsible for coordinating the overall marketing and advertisement priorities of the Student Association. The Director of Advertising shall:

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

E. The Director of Athletics and Recreation, working under the direction of the President and Chief of Staff, is responsible for serving as the senior student liaison to Intercollegiate Athletics, providing student oversight to the Campus Recreation Center, and maintaining relationships with university offices and organizations in development. The Director of Athletics and Recreation shall:

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

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

1. Serve as the Student Association liaison to all cultural student organizations.
2. Promote cultural programming and encourage joint programming across cultural organizations.

3. Act as the Student Association’s liaison to campus support services for underrepresented individuals including, but not limited to, the Center for Black Studies, University Resources for Latinos, Asian Resource Center, CARR, LGBT Resource Center, and University Resources for Women.

4. Monitor and provide recommendations regarding university policies affecting minority members of the university community including the recruitment and retention of minority students, staff, and faculty.

5. Organize and chair a committee consisting of representatives from all recognized cultural student organizations to facilitate proposals to improve the quality of life for minorities on campus.

6. Serve on the Unity in Diversity Steering Committee as the Student Association representative.

7. Coordinate Student Association representation on the Presidential Commissions on the status of minorities.

8. Research and recommend major minority-related policy changes to the University via the Student Association Senate.


10. Attend meetings of Believing in Culture, a sub-organization of the Residence Hall Association.

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

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

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

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

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

5. Maintain relations with community organizations and units of government as necessary including the DeKalb Chamber of Commerce and the County of DeKalb.
6. Work with the DeKalb registrar to host at least one voter registration drive during every semester in which there is an election. Registration drives during semesters in which there is not an election are to be held at the discretion of the Director of Governmental Affairs.

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

8. Promote student voting in all elections.

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

1. Serve as the Student Association liaison to the Inter Fraternity Council (IFC), the National Pan Hellenic Council (NPHC), Pan Hellenic Council (PHC), and the United Greek Council (UGC) student organizations.

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

3. Assist Greek organizations in conducting philanthropic activities by coordinating large service projects.

4. Serve as the Student Association liaison to the appropriate Greek Affairs university staff in the Student Involvement and Leadership Development Office.

5. Facilitate communication between the leadership of the Greek community and officials from the City of DeKalb pertaining to issues affecting the Greek Row area.

6. Conduct at least one voter registration drive of members of Greek student organizations during every semester in which there is an election with the assistance of the Director of Governmental Affairs. Registration drives during semesters in which there is not an election are to be held at the discretion of the Director of Greek Affairs.

7. Work with the leadership of Greek organizations to assist them in securing adequately maintained and financed housing for Greek organizations.

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

1. Organize and chair the Student Association Mass Transit Board and administer the decisions of the board upon approval by the President. The Mass Transit Board is responsible for all policies for proper management of the Huskie Bus Line and Freedom Mobile.
2. Promptly respond to any complaints concerning the Huskie Bus Line or the Freedom Mobile.

3. Act as the liaison to the City of DeKalb on all transportation issues and attempt to secure state and national transportation grants as appropriate.

4. Serve as the Student Association liaison to the Huskie Safe Line Service.

5. Serve as a Student Association representative on the University Parking Committee and the Parking Appeals Committee and coordinate the additional Student Association representatives on these committees.

6. Monitor and provide recommendations concerning university transportation policy and the maintenance of the university road system.

7. Serve as a member of the annual Student Bus Fee Review Committee and make recommendations to the committee for future fee rates and services.

8. Create, coordinate and disseminate the annual Huskie Bus route booklet in print form and online.


10. Conduct at least one open forum in the residence halls and the Northern View area to solicit recommendations, complaints, or issues surrounding the Mass Transportation system.

11. Conduct at least one open forum for the Huskie Bus Line drivers to accept feedback or any issue surrounding the Mass Transportation System.

12. Monitor the GPS tracking system, make recommendations and act as a liaison to all negotiating departments.

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

1. Assist recognized student organizations with preparation and advisement in dissemination of printed materials including flyers, pamphlets, and brochures.

2. Provide media relations training to recognized student organizations including how to conduct an interview and how to place advertisements.

3. Maintain a record or a book of all university policies affecting student organizations including poster policy, how to book rooms, and a second book on Student Association organizational recognition and financial policies.
4. Attend the Student Association mandatory organizational meetings and provide relevant presentations as requested by the Student Association Vice President.

5. Assist the Student Association Vice President in preparation and dissemination of a Student Organization handbook that will include applicable policies and advice.

6. Advise recognized student groups on recruitment and retention techniques, leadership development opportunities, event planning, and programming.

7. Advise student groups on how to secure funding including advice on Student Association funding, CAB mid-level, fundraising, and corporate donations.

8. Advise student organizations on Student Association web policy, provide assistance in developing web sites, and assist in the use of the university event calendar.

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

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

2. Serve as the Student Association liaison to all media, including but not limited to the Northern Star, Daily Chronicle, and Midweek.

3. Monitor relevant news sources and report to the Chief of Staff any items that are of interest.

4. Coordinate and maintain the S.A. window located in the HSC.

5. Assist in coordinating promotional materials for all S.A. initiatives with the Director of Advertising.

6. Assist the Student Association Vice President in facilitating an organizational fair.

7. Serve as the Student Association’s special events officer and organize any relevant events including an annual open house.

8. Work with the election commissioner and Director of ITS to setup the annual S.A. Executive debate.

9. Work with the President to order and disseminate S.A. promotional material to enhance and bring awareness to the S.A.

L. The Director of Student Life, working under the direction of the President and Chief of Staff, is responsible for monitoring and providing recommendations on all issues affecting students’ quality of life, including housing, financial services, safety, healthcare, and other support services. The Director of Student Life shall:
1. Monitor and act as the S.A. liaison to university offices relating to financial services (including the Bursar’s Office and Office of Student Financial Aid), Housing and Dining, offices affecting the safety and security of the campus (including Judicial Affairs and University Police), and all campus support services (including University Health Services, Students’ Legal Assistance, Commuter Non-Traditional Student Office, and Campus Child Care).

2. Act as the S.A. liaison to Residence Hall Association by regularly attending RHA meetings.

3. Conduct surveys of the student body to collect data at the direction of the President.

4. Assist in the coordination of the annual Organizational Expo and the GO! Student Leader Social.

5. Coordinate the annual Student Choice Awards in the spring semester.

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

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

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

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

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

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

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

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

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

7. Be responsible for tracking and maintain all computer inventories including but not limited to the locations of printers, scanners, CD writers, digital cameras, CPU’s, and monitors.
8. Coordinate any workshops or trainings with the Chief of Staff to keep the S.A. updated on how to use new programs.

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

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

N. The Director of Environmental Affairs, working under the direction of the President and Chief of Staff, is responsible for all communication, coordination, support, and work dealing with related items on behalf of the Student Association. The Director of Environmental Affairs shall:

1. Be responsible for the coordination of environmental service projects each semester in office.

2. Support and collaborate with the university environmental groups for programming, advising, guidance, and accountability.

3. Serve on the Campus Security and Environmental Quality committee.

4. Oversee all recycling campaigns on campus, including assisting with department and organization initiatives.

5. Host a minimum of one sustainability workshop per semester for student organizations, Northern Illinois University departments, and the surrounding community.

6. Work with the University for the study of environment, sustainability, and energy to promote green initiatives for the university to enact.

7. Meet with the Institute for the study of environmental, sustainability, and energy on monthly basis for development on the current and developing projects.

8. Advocate for a greener alternative for student issues on campus to the University Administration.

9. Offer suggestions to the university administration on behalf of the Student Association to better the environmental initiatives and to better include students in this process.

10. Collaborate with the university administration and student body to help create a campus sustainability plan.

11. Collaborate with the Director of Mass Transit and Mass Transit Board, to come up with the most efficient and effective Huskie Bus Routes.

12. Collaborate with all green student organizations to find solutions to minimize campus waste and make the University as efficient as possible.

13. Collaborate with the Director of Governmental Affairs to bring any campus initiative; to the City of DeKalb and bring their initiatives back to campus.

14. Shall be paid, but cannot be paid more than 20 hours in a pay period (2 weeks, 10 hours a week).

**ARTICLE IV**

- 24 -
Candidate Qualifications

Section 1

Qualifications for Office

A. To hold any elected or appointed position within the SA a student must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.5 during his or her tenure in office or be in their first semester at the University. This shall apply to all officers, senators and representatives of the SA. In addition, to hold the office of President, Vice President, Treasurer, or any other paid SA position an undergraduate student. Qualifications for office must be met by a candidate/elected prior to taking office but need not necessarily be met at the time of candidacy. However, if a candidate/elected fails to meet all qualifications for office by the time they are to assume office, they shall not assume their office. Instead the office shall be considered vacated and shall be filled in accordance with the procedures established in the SA Constitution and By-Laws.

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

Section 1
Voter Eligibility

Any student wishing to vote must have an official Z-ID number and password on file with Northern Illinois University and/or whatever else shall be determined by the Election Commissioner to prove student registration in order to have access to the online ballot. The stated criteria for valid ballots shall be clearly posted at all polling stations as well as the online ballot form. All disputes or questions concerning voter eligibility shall be directed to the Director of the Student Involvement and Leadership Development Office.

ARTICLE II
REQUIREMENT OF NEUTRALITY
Section 1

Public Neutrality

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

Section 2

Penalties for Non-Neutrality

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

B. Any member of the Board of Elections is subject to removal by a 2/3rd majority vote of all other members of the Board of Elections for violation of Public Neutrality.

C. The Elections Commissioner is subject to removal by a 2/3rd majority vote of the Senate.

ARTICLE III

SENATE VOTING DISTRICTS

Section 1

Voting Districts

A. DISTRICT 1: This district shall be composed of those students residing in any university provided housing.

B. DISTRICT 2: This district shall be composed of those students residing west of Annie-Glidden Road and north of 1-88, but still within the DeKalb City Limits.

C. DISTRICT 3: This district shall be composed of those students residing cast of Annie-Glidden Road and north of 1-88, but still within the DeKalb City Limits.

D. DISTRICT 4: This district shall be composed of those students residing south of Interstate-88, or anywhere outside of DeKalb City Limits.

E. All questions and disputes regarding the district status of any candidate or student shall be directed to the Election Commissioner. Decisions of the Election Commissioner on the disputes referenced immediately above may be appealed to the Board of Elections.
Section 2
Senators per District

All districts shall be composed of ten (10) Senators.

Section 3
Census Committee

A committee shall be appointed whenever deemed necessary by the speaker of the senate or by a simple majority of the senate, to perform a university census. The senate may, at any time, vote to amend voting districts, or appoint a census committee, when it determines a change has occurred to student residency. A census shall be used to give the senate an accurate representation of the students’ places of residence. This representation will then be used to recommend to the senate on how to best compose the senate districts. The census committee shall be composed of one senator from each district and chaired by a member of the committee appointed by the speaker of the senate. It shall have no more than one month to complete its research and submit a proposal to the senate body.

ARTICLE IV
Candidate Qualifications

Section 1
Qualifications for Office
Refer to the SA constitution for most up to date qualifications.

Section 2
Release

All candidates running for office in the Student Association office must sign a waiver releasing their name and Social Security Number to the Director of SILD and Office Manager of the SA. The Director of SILD must then confirm that the candidate is in good academic standing through the office of Registration and Records. The Director of SILD must then inform the Election Commissioner of the candidate’s eligibility. The Election Commissioner will then inform the candidate of their eligibility and right to run for the office. At no time shall the Election Commissioner see a candidate’s Social Security Number.

Section 3
Residency Requirements

All candidates must reside in his/her own representative district at the time that their candidacy packet is turned in
ARTICLE V
BOARD OF ELECTIONS

Section 1
Selection of Members when the Senate is in Session
All persons interested in becoming members of the Board of Elections shall apply with the Office Manager of the Student Association or shall be nominated at a senate meeting by a member of the Senate. Those who shall qualify to hold a position on the Board of Elections shall appear at the same senate meeting. The senators shall vote on all candidates for membership on the Board of Elections at the same time. Each senator shall have one (1) vote. Senators who are being considered for positions on the Board may not vote in the determination of Board members. The seven (7) persons receiving the most votes shall become members of the Board. If a tie vote occurs, then the Senate shall vote again, only to break the tie and decide between those who are tied. The Senate meeting at which members of the Board of Elections are appointed shall be selected at the discretion of the Speaker of the Senate with the approval of the Senate and in coordination with the Vice President, Advisor to the Elections and the Elections Commissioner. After the seven (7) members of the Board of Elections are decided, the senate will then select two alternate members to serve on the Board of Elections in the event that members are removed during the election process. The two individuals that the senate decided to be the alternates for the Board of Elections must be listed in the order in which they will assume the seats if a vacancy occurs. This order should be that the person receiving the 8th highest vote should be given first preference, the person receiving the 9th highest vote should be given second preference. In the event that there are no alternates, the senate must appoint and approve the first and second alternates to the Board of Elections in order.

Section 2
Removal of a Member of the Board of Elections
After a person becomes a member of the Board of Elections, they shall only be removed during an election by resignation, a two-thirds (2/3) majority vote of the Board of Elections excluding the Board member in question, or in accordance with the Removal Process outlined in the Student Association Constitution.

Section 3
Selection of the Chair of the Board of Elections
The Senate shall vote a second time to choose one of the members of the Board and shall designate that person as Chair of the Board of Elections. The Senate shall vote with each senator having one vote. The person with the most votes shall become chair. If the Senate is not in session the Speaker shall designate one of the members of the Board to serve as its Chair.

Section 4
Removal of the Chair of the Board of Elections
After a person becomes the Chair of the Board of Elections, they shall only be removed during an election except by resignation, the Supreme Court, or in accordance with the Removal Process outlined in the Student Association Constitution.

Section 5
Qualification for Board Members

To serve on the Board of Elections, a student must not have been found responsible for academic misconduct, or be the defendant in any civil or criminal procedures with which the university is also a party. The student must also have and maintain a cumulative grade point average of at least 2.00 during his or her tenure in office or be in their first semester at the University.

Section 6
Authority and Duties

A. The Board of Elections will assist the Election Commissioner and the Deputy Election Commissioner in the proper administration of all Student Association student elections and referenda and perform other duties as set forth herein.

B. The Board of Elections will be composed of seven (7) members, including the Board of Elections Chair. The Election Commissioner or an Acting Election Commissioner and the Deputy Election Commissioner or an acting Deputy Election Commissioner shall not serve as a member of the Board of Elections.

C. The Board of Elections shall have the authority to issue sanctions to any candidates, their supporter, or any other person interfering with an election. Only the Board of Elections, not the Election Commissioner, shall have the authority to disqualify any candidate(s) for office or election. The Board shall do so with a majority vote. The Election Commissioner shall have the authority to issue sanctions to candidates, their supporter, or any other person interfering with an election. The Board of Elections shall define a sanction as a statement of guilt to a person for violation of the election procedures, SA policies, or University policies, which carries with it a penalty. All sanctions must be issued in writing; however a standardized form may be used.

D. All rulings of the Board of Elections shall be in writing and shall be posted in the Student Association Office and available for review by any member of the SA or the student body within twenty-four (24) hours. Board rulings can only be made when a quorum is reached. Quorum for the Board shall consist of four (4) members. If the Chair is not present at a meeting, those present shall select one of their members to serve as Chair for the remainder of the meeting. The Election Commissioner, the Chair of the Board, the Board's Official Advisor, or four (4) members of the Board may call a meeting of the Board.

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

F. The duties of the Board of Elections shall include the publicizing and promoting of the elections. To ensure adequate publication and promotion of the elections the Board of elections shall be split into two (2) groups of three (3) board members. One group of three (3) shall focus on the senate elections and the other group
of three (3) shall focus on the executive elections. The Board of Elections Chair shall meet with both groups to assist with publicizing and promoting the elections.

Section 7

Meeting Times

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

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

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

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

ARTICLE VI

ELECTION COMMISSIONER

Section 1

Selection when the Senate is in Session

The President with the approval of the Senate shall appoint the Election Commissioner for the Spring Election. The President shall present their nomination of the Election Commissioner on the first regularly scheduled Senate meeting of the spring semester.

Section 2

Selection when the Senate is Not in Session

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

Section 3

- 31 -
Removal of Election Commissioner

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

Section 4
Qualifications for Office

Refer to the SA Constitution for the most up-to-date qualifications for office.

Section 5
Authority and Duties

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

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

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

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

E. The Election Commissioner shall be responsible for holding the executive debate(s) in the weeks preceding the week of the Spring Elections.

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

G. The Election Commissioner shall make every effort to monitor candidate’s online activities as related to campaigning.
H. The Election Commissioner shall contact Information Technology Services at each Northern Illinois campus before the close of the online ballot to get specific data of the time of any internet outage throughout the open hours of the election. The Election Commissioner may delegate this task to members of the Board of Elections and/or to the Deputy election Commissioner.

ARTICLE VII

Deputy Election Commissioner

Section 1

Selection of Deputy Election Commissioner

The election commissioner shall appoint a deputy election commissioner with the approval of the senate."

Section 2

Removal of Deputy Election Commissioner

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

Section 3

Qualifications for Office

To hold the office of Deputy Election Commissioner, a student must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.50, or 3.00 for Graduate Students, during his or her tenure in office or be in their first semester at the University the Deputy Election Commissioner shall be paid the same hourly rate as the lowest paid executive staff member for each hour worked. No person shall become Deputy Election Commissioner who already holds a paid position within the S.A. Any person who simply refuses to be paid for a specified period of time shall still be ineligible to hold the office of Deputy Election Commissioner. In addition, to hold the position an undergraduate student must also be enrolled in the same semester in which they shall serve for twelve (12) semester hour; all other students must also be enrolled for nine (9) semester hours.

Authority and Duties

A. The Deputy Election Commissioner will assist the Election Commissioner to administer all NIU Student Association elections and referenda in accordance with the SA Constitution, SA Bylaws, and Elections Policy.
B. The Deputy Election Commissioner shall have the responsibility of assisting the Election Commissioner in fulfilling their duties and responsibilities.

C. The Deputy Election Commissioner shall not have the authority to issue sanctions.

D. The Deputy Election Commissioner shall not serve as a member of the Board of Elections.

ARTICLE VIII
ELECTION PROCEDURES

Section 1
Training

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

Section 2
Candidates’ Meeting

A. On the Monday, four (4) weeks prior to the week in which a spring election occurs, the Election Commissioner shall hold a Candidates' Meeting for both Senate and Executive elections. The members of the Board shall attend the Candidates' Meetings. The Board shall schedule additional Candidates' Meeting if it shall deem it necessary, the same week as the first meeting and prior to the date on which Registration Packets are due.

B. Each Candidate Meeting shall consist of the following: (1) a comprehensive orientation to elections policy, (2) a copy of the Elections Policy shall be issued to each candidate, (3) Registration Packets shall be distributed, and (4) dates for all major election events - election days, Registration Packet due dates, etc… All candidates, including potential write-in candidates, are required to attend the Candidates' Meeting. Persons who do not attend a Candidates' Meeting shall not be allowed to run in an election. All Candidates who wish to be on the ballot shall return their Registration Packets to the SA Office Manager or their designee prior 4 o'clock p.m. on Monday of the following week of the first Candidates' Meeting. All candidates shall request and shall be given a receipt for their Registration Packets noting the date and time. Ballot order for all elections shall be in the same order as the return of completed Registration Packets, with the first candidate for each office appearing first on the ballot. If two or more candidates turn in their registration packets at the exact same time, then random lot shall determine their order.
Section 3
Credentials and Endorsements

A. Any statement of credentials or endorsements which a candidate wishes to use in their campaign must be verified and approved by the Election Commissioner or his or her designee. Verification will be made with the resources available to the Student Association and/or evidence submitted by the candidate.

B. Each Candidate who wishes to assert their credentials must submit an application with the exact wording to be used in their campaign before registration packets are due.

C. Credentials will only require verification if they are held or awarded within the university and will be defined as including but not limited to:

1. Holding a position in a student organization, governing council, the Student Association or any committee or board, and any work performed therein.

2. Employment such as a Community Advisor or House Leader in the residence halls or a Teaching Assistant, Research Assistant, or Administrative Assistant in any department of the University.

3. Scholarships, grants, awards, and recognitions received for academic performance, leadership, community service, etc.

4. Volunteer work for a University supported program.

5. Degrees or certificates earned at NIU.

D. Any quantification of credentials such as length of term, monetary amounts, number of persons, number of times awarded, etc. must be verified in order for the entire statement to be verified. If the accuracy of the statement is brought into doubt, the Election Commissioner will contact the candidate and ask to modify the statement accordingly or otherwise have it denied.

E. Each candidate who wishes to be endorsed by student organizations must submit an application listing them before registration packets are due. The Election Commissioner will contact at least two (2) officers of each organization listed to verify the endorsement.

F. Verified credentials and endorsements will be included in the candidate’s bio in the online ballot.

Section 4: Qualifications Check and Campaigning

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

CAMPAIGNING REGULATIONS

Section 1

Printed Material

A. All candidates for all offices are required to file a signed copy of all printed campaign materials, including handbills and flyers, with the Election Commissioner before any material is posted or distributed. Statements on campaign materials must comply with the policy for credentials and endorsements in Article VII Section 3. The terms of this paragraph shall also apply to any yard signs or like objects used by any candidate. However, a candidate can choose to file a color photograph of the sign(s) to be posted instead of filing a physical copy of the sign(s).

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

C. Unstamped/unapproved material campaign material will be confiscated by the Election Commissioner, Deputy Election Commissioner, or any Board of Elections member and kept on file with the Election Commissioner. In the event that more than ten (10) of said materials in violation of these regulations are collected and filed, the candidate(s) involved will be sanctioned to remove all of his/her/their posted material campus wide for a period of at least twenty-four (24) hours but no more than forty-eighty (48) hours by the Election Commissioner or the Board of Elections. The candidate(s) involved will be granted four (4) hours after notification of the sanction in which to comply. If they do not comply within that time, further sanctions will be enforced.

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

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

F. When candidates turn in their election packets they must do so personally and are required to wait outside the SA offices until the office manager arrives.

Section 2

Campaign Ticket
A. A campaign ticket shall be defined as a group of candidates running for offices in one branch of the Student Association. Any candidates for office shall have the right, if they so choose, to campaign as a ticket. This ticket shall be restricted to campaigning, endorsing, or supporting in any way for only their ticket in their respective branches for which they are candidates for office. Any sanctions that a candidate receives during the election shall also be enforced upon all other candidates in that ticket.

Section 3

University Buildings

A. Under no circumstances will any campaigning of any type be allowed in university classrooms from 7:00 a.m. to 9:00 p.m. This shall include, but not be limited to, speeches given outside the scope of class work, posting materials, use of blackboards or passing out materials.

B. No campaigning will be allowed in university classroom buildings that might tend to disrupt or hinder scheduled classes.

C. No campaigning will be allowed in any of the libraries, with the exception of posting materials on public bulletin boards.

Section 4

Campaign Infractions

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

A. For the first offense, in a single location, the Election Commissioner or the Board shall forbid the candidate(s) from displaying campaign materials in the building or outdoor area (defined by the sanctioning body at the time the sanction is issued) in which the offense occurred for a period of time determined by the sanctioning body.

B. For each additional offense, in the same location, the Election Commissioner or the Board shall forbid the candidate(s) from displaying campaign materials in any and all university buildings, in addition to any sanctions imposed under clause A.

Section 5

General Restrictions

A. No campaign material shall be allowed where it may physically deface or destroy property. This includes but is not exclusive of, posted materials, stickers of any type, banners, brochures, palm cards, buttons, novelties, and/or anything physically written, printed or drawn in any medium in and/or on any public vehicle or surface. No campaign material shall be posted using any kind of adhesive material.
B. In questions of defacement or irremovability, a candidate or designee's successive demonstrations of removability in all instances shall be sufficient.

C. Excessive litter of campaign materials shall be determined as excessive under the discretion and authority of the Board of Elections and shall constitute a punishment equal to that of a sanction as outlined in the sanction procedures in the Election Policy. Candidates that are found to be in violation of this regulation must immediately clean up and/or repair any and all damages they have caused. Those individuals found to be in violation will be held liable for any damages caused which require professional repair.

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

Section 6

Soliciting

No door-to-door solicitation of votes, or signatures, in residence halls may be done at any time. The only form of solicitation that may be done inside of the residence halls must be in a public lobby of the building and the candidate must obtain written permission from the Complex Coordinator, or Acting Complex Coordinator, of that residence hall complex. If a candidate wishes to obtain signatures from the students in the dining halls, they must also obtain written permission from that respective Unit Manager and the candidate may only solicit signatures in an area that does not disturb dining hall customers. No solicitation of votes shall be allowed inside of dining hall areas. Those found in violation of this regulation will be forbidden from campaigning in that residence hall complex for the entire duration of the election.

Section 7

Violations of Law

Any candidate found to have campaigned in a way which violates any federal, state, county, or municipality law(s) will automatically be disqualified from the election, no exceptions.

Section 8

Election Day Restrictions

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

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

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

B. No campaigning will be allowed inside any university building where there is a polling station on the day of the election. Candidates who are found to be in violation of this whether by their own actions or through the
actions of their workers may be forbidden from campaigning at that polling station for the remainder of the election. For any further violation of this regulation after the first, the candidate(s) may be forbidden from campaigning anywhere on campus. No Candidate shall be sanctioned for a violation of this section unless it is shown by a substantial weight of the evidence that the candidate or someone working on behalf of the candidate was the violator. Candidates shall not be considered to be in violation of this section simply because someone possessed their campaign material inside of a polling place.

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

D. There shall be no pseudo-polling stations created by candidates, constituents, or other persons outside of the Election Commissioner’s designated polling stations. A pseudo-polling station is defined as an internet capable device(s) set up for the purpose of allowing fellow students to cast votes that is not an official polling station as determined by the Election Commissioner and the Board of Elections.

Section 9

Sanctions

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

B. In addition to the sanctions stated herein, the Board of Elections shall disqualify a candidate at any time before, during or after an election upon commission by the candidate or person(s) acting on behalf of the candidate of one or more of the following: five (5) or more separate violations of the SA election procedures before election day or three (3) or more separate violations of the SA election procedures on election day(s). Any disqualification under this rule is not appealable, and is automatically overturned if appeal of the individual violations lowers the total number of sanctions below the disqualifying number.

C. Any fraud relating to the election including, but not limited to, altering or destroying voting machines, buying votes, intimidating other candidates or voters, or repeated interference with another candidate’s campaign. If the candidate(s) or candidate’s workers are caught interfering with another candidate(s) campaign, the applicable sanctions, or even disqualification from the race entirely will be levied upon the interfering candidate(s). Any sanction disqualifying a candidate under this rule may not be appealed; only the existence of the violation itself may be appealed and, if the violation is overturned, the resulting disqualification will automatically be overturned as well.

D. A note to disqualify a candidate from an election shall require five (5) of the seven (7) members of the board to agree in writing, with the exception of automatically disqualifying offenses as listed herein.

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

Section 10

Representatives of Candidates

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

B. Any individuals campaigning on behalf of a candidate will be considered representatives of that candidate even if the candidate did not request or instruct the individual to do so if and only if it can be shown that the candidate was aware that the individual was campaigning on their behalf.

C. Any candidates that find individuals campaigning for their benefit without permission should immediately report such an occurrence to the Election Commissioner. Failure to do so will warrant the candidate becoming responsible for that individual’s conduct as a representative.

Section 11

Effects of Disqualification

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

ARTICLE X

CANDIDACY

Section 1

Registration

A. Each candidate for executive office must have the signatures of at least 400 fee-paying NIU students on his/her official petition. Each person who shall sign a petition shall give his or her printed name, signature, Z-ID number and local home phone number. The registering candidate cannot sign his or her own petition on their behalf. The Board of Elections shall check on the validity of signatures by randomly calling thirty (30) or more of the names listed on each candidate’s petition.

B. Each candidate for legislative office must have the signatures of 50 fee-paying NIU students on his/her official petition. Each person who shall sign a petition shall give his or her printed name, signature, Z-ID number and local home phone number. The registering candidate cannot sign his or her own petition on
their behalf. The Board of Elections shall check on the validity of signatures by randomly calling seven (7) or more of the names listed on each candidate’s petition.

C. Candidates for Student Association offices must do each of the following, prior to campaigning or being placed on the ballot:
1. Attend the candidates' meeting.
2. Receive, complete, and return the registration packet, with petitions
3. Provide proof of student status, hours enrolled, and residency upon request.
4. Qualify for office.
5. Receive notification from the Elections Commissioner of eligibility for office.

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

Section 2

Unqualified Candidates

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

ARTICLE XI

ELECTIONS PROCEDURE

Section 1

Names

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

A. The candidate's surname must appear in its full legal form.

B. The candidate's given (first) name or contracted form of that name must appear on the petition/ballot preceding his/her surname. The initial form of the candidate's given name may be used preceding a middle name in its full, diminutive or contracted (but not initial) form preceding the surname.

C. The Candidate's middle name in its full, diminutive, contracted or initial form may appear at the discretion of the candidate in accordance with the above rules.
The Candidate’s nickname may appear on the petition/ballot placed anywhere between the given name/initial and legal surname. The candidate may use no more than one nickname on any petition/ballot. Any such nickname shall be enclosed in quotation marks wherever it appears.

No designation of title or degree may appear on any petition/ballot.

The Candidate’s nickname or party name may appear on the petition/ballot placed anywhere between the given name/initial and legal surname. The candidate may use no more than one nickname of no more than twenty characters, and no more than one party name composed of no more than twenty-five characters on any petition/ballot. Any such nickname shall be enclosed in quotation marks wherever it appears and any such party name shall be enclosed in parentheses.”

Section 2

Petitions

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

The name of the candidate on whose behalf the petition is being signed in compliance with the appropriate section of the SA Bylaws.

The office being sought.

The district of candidate residency.

All other wording as shall be required/determined by the Elections Commissioner.

Section 3

Number of Votes

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

Section 4

Voting Machines

The Election Commissioner shall provide the voting machines(s) at each polling station. All voting machine(s) shall be delivered to the polling station by the Commissioner or any officially designated member of the Board of Elections

Section 5

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

Section 6
Voting Times

A. The polls shall be open for two consecutive days from 9:00 a.m. to 6:00 p.m. for Fall and Spring elections. Additionally, voting can be done online beginning from 9:00 a.m. the first day until 6:00 p.m. the following day.

B. The online election ballot is set to be open for 33 hours. In the event of an Information Technology Services internet outage on any campus of Northern Illinois University, the open hours of the online ballot will be extended by the amount of minutes of said outage.

C. The online election ballot is set to be open for 33 hours. In the event of an internal malfunction with the system through which the ballot is being provided (Huskie Link or otherwise) causing widespread inaccessibility, the open hours of the online ballot will be extended by the amount of the minutes of said internal malfunction.

Section 7
Polling Stations

The following locations shall have permanent polling stations: Holmes Student Center, DuSable Hall, New Residence Hall Community Center, LaTourette Hall, the Nursing Building, Founders Memorial Library, Music Building, and Barsema Hall. An official record of poll workers and voters shall be maintained at each polling station.

Section 8
Voter Identification

Any eligible student wishing to vote online must simply access a voting machine at a polling station or an internet capable device to access their ballot. In the event of an online malfunction, students wishing to vote by paper ballot must present a valid NIU student ID and/or whatever else is determined by the Election Commissioner to prove district residency and/or student registration in order to obtain a paper ballot. The paper ballot may be obtained in the SILD office and for the paper ballot to be counted as legal, it must be initialed by the director of SILD. The ballot must be cast in front of an employee of SILD to ensure proper voting procedure is followed.

Section 9
Voting Procedure

A. After determining a voter’s eligibility, the poll worker will provide a voting machine for the voter to use.
B. Each voter shall cast his/her vote on the voting machine if voting at the polling station.

C. In the Senate election, each voter is allowed to vote for up to eight (8) candidates. These votes can be cast for candidates running in any district.

D. Polling stations are to remain open at all times during the hours designated herein, unless closed for good and sufficient cause by authority of the Election Commissioner or Acting Election Commissioner. In the event a polling station is closed, written notice will be provided of the time the said polling station will reopen, if known, and of the location(s) of other polling stations where students may cast their votes.

E. A voting machine may be impounded at any time by authority of the Election Commissioner or Acting Election Commissioner for good and sufficient cause.

F. In the case of either of the above instances, the Commissioner is required to file an official written report stating the reasons for the temporary closure or impoundment within four (4) hours of its occurrence.

G. Voters may vote online from the beginning of the election to the end of the election via an applicable voting machine.

SECTION 10

Polling Station Identification

A. Upon the days of elections, banners identifying the buildings labeled as polling places are to be displayed on the outside of the location and nearest to the voting area. The banners will be neutral as well as advocating only that a SA sponsored election is taking place inside.

B. The Student Association logo must appear on all banners/signs displayed at the polling locations.

C. Banners must display the name of the building in which a polling place is located to avoid confusion and to allow easy recognition for their placement.

D. All banners and signs will remain visible and displayed during the duration of the Election Day, and will be removed upon the end of the final voting day.

ARTICLE XII

RUNOFF AND SPECIAL ELECTIONS

Section 1

Runoff Elections

A. During the determination of winners for an executive election, if no candidate receives a majority of votes, then the winner shall be determined by a runoff election. Only the two (2) candidates with the highest vote total may be eligible candidates during the runoff election, except in the following cases:
1. If no candidate receives a majority and there are more than two (2) candidates tied for the highest vote total, then only those candidates tied for the highest vote total will be eligible candidates during the runoff election.

2. If no candidate receives a majority vote, there is no tie for the highest vote total, and there is a tie for the second highest vote total, then only those candidates tied for the second highest vote total and the one with the highest vote total will be eligible candidates during the runoff election.

B. During the determination of winners for a senatorial election, if there is a tie between the candidates competing for the final seat(s), the winner shall be determined by a runoff election. Only the candidates between whom the tie occurred will be eligible candidates during the runoff election.

Section 2: Special Election

In the event of an invalid election, the winner shall be determined by a special election, during which all individuals who were valid and qualified candidates in the invalidated election will be candidates in the special election.

Section 3: Procedure

A. A runoff or special election shall be held no later than one week after the election results are determined.

B. The winner of a runoff or special election shall be determined by a plurality vote.

C. No write-in candidates will be allowed during a runoff or special election. Any individual(s) who were write-in candidate(s) for the general election or invalidated election shall be placed on the ballot for a runoff or special election, respectively.

D. In the event of a tie during a runoff or special election an additional runoff election will be held, following the guidelines contained herein.

Section 4: Campaigning and Voting

A. All campaign rules and restrictions that apply to a general election will also apply to a runoff or special election.

B. Rules regarding voting, voter eligibility, voting methods, and voting locations that apply to a general election will also apply to a runoff or special election.

C. Voting will take place from 9:00am to 6:00pm for one day only.

D. All rules and restrictions that apply to the voting days of a general election will also apply to the voting day of a runoff or special election.
Section 5: Board of Elections and Election Commissioner

The Election Commissioner, Deputy Election Commissioner, Chairman of the Board of Elections, and the Members of the Board of Elections shall remain the same between a general election and a runoff or special election. The Board of Elections will be required to meet prior to the start of the election day and at the end of the election day, subject to the same requirements prescribed for a general election.

ARTICLE XIII

TABULATION

Section 1

Tabulation Procedure

A. After the closing of the polls, the poll worker(s) shall wait for the Election Commissioner or his/her designated representative to arrive, identify his/herself, and secure all elections materials and voting machines before leaving.

B. All ballots are to be counted at one location. Ballots are to be counted by the Tabulation Officer as designated by the Election Commissioner. Ballots may be counted by electronic means. The Board prior to reviewing election results shall review all problem ballots.

C. Any executive election candidate whose name appears on the ballot may designate one (1) person to observe any discussion of the validity of ballots. All candidates who shall campaign as a team may be required to choose only one observer to represent the entire ticket. Candidates may not represent themselves during this process. Any action by the candidate’s designated observer that disrupts the counting of the ballots will be cause for the observer’s removal and will constitute a campaign violation, which may subject the candidate to disqualification at any time. During, the counting of ballots by machine those present shall be restricted to the Tabulation Officer, Board members, the Election Commissioner, Vice President, and the Board’s Official Advisor(s).

D. Once the voting machines have arrived and counting has begun, no candidate or candidate’s representative, other than a designated observer, will be permitted to be present in the area where the counting is taking place.

Section 2

Valid and Invalid Votes

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

1. Votes for disqualified or unqualified candidate(s);
2. If votes for the candidate intended is not able to be determined in the opinion of the Board of Elections, they shall not count for the office so indicated. However, it shall be counted for all offices which the intended vote is able to be determined.

**Section 3**

Valid and Invalid Ballots

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

1. A vote for an unregistered or disqualified write-in candidate;

2. A vote for a registered write-in candidate, but the name of the candidate is misspelled;

3. Ballots which are profane; and

4. Ballots on which a non-person is marked (such as animals or cartoon figures).

**Section 4**

Valid Votes and Ballots

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

1. A paper ballot which is properly initialed, but which is unmarked for any office;

2. A vote for a registered, non-disqualified write-in candidate, with the correct spelling of the candidate’s name; and

3. A vote for a non-disqualified candidate listed on the ballot, even if written in.

**Section 5**

Invalid Elections

A. Other than votes and ballots for disqualified candidates who appeared on the ballot, if the total number of invalid ballots in any election is greater than 5% of the total ballots cast in that election, the entire election will be ruled invalid. Ballots cast for a disqualified candidate will be disregarded for purposes of this Section, and will not count as either valid or invalid ballots.

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

C. Upon completion of the counting of the ballots, the Commissioner or a designated member of the Board shall make a reasonable attempt to contact all candidates or their official representatives as is feasible to locate at that time, and notify them of the results, prior to releasing the total to the public.
D. All returns shall immediately be made open to the public when the ballots have been completely tabulated and Paragraph D of this Section has been fulfilled.

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

Section 6

Advance Copies of the Ballot

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

Section 7

Determination of Winners

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

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

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

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

Section 8

Write-In Candidates

A. Spaces must be provided on the ballot for write-in candidates. These spaces must equal the number of available seats being contested. The ballot will instruct the voter that he/she may write in as many candidates as seats available in any district.

B. Write-in candidates shall register one version of their name, which must obey the same rules listed for candidates whose names appear on the ballot. Only this registered name shall be accepted as a vote for the candidate. To be valid, a vote for a write-in candidate must be cast in the correct manner, which will be as follows: 1) the name written on the ballot must be identical in form and spelling to the name which the write-in candidate registered
C. If a write-in candidate has not properly registered two (2) calendar weeks prior to the election, the votes cast for the candidate will not be counted in the determination of winners for that office, even though that ballot itself is still valid. The remaining votes will determine the winner. Any candidate who is not properly registered may not win an election and shall be considered disqualified.

D. Small technical errors, such as spelling mistakes do not make a vote illegal as long as the voter’s intent is discernible.

E. All write-in votes cast for persons who have registered as write-in candidates will be counted and reported with the election results. A write-in vote cast for a person whose name already appears on the ballot will be counted as a vote for that candidate. Any write-in candidate may win an election if he/she complies with the registration requirements of the election procedures.

ARTICLE XIV

PEPEALS

Section 1

Right to Appeal

A. All candidates will have the right to appeal any sanction imposed on them or ruling issued against them as prescribed herein.

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

C. All appeals related to the constitutionality of actions taken by the Board of Elections must be given to the SA Supreme Court. Only the Supreme Court may hear appeals regarding constitutional interpretation, and the Supreme Court may only hear cases regarding constitutional interpretation, or violations by the Board of Elections, of the Constitution or Bylaws. Any student may appeal any ruling made by the Board, relating to an election in which the person appealing is a candidate or voter, to the Supreme Court. However, the student making the appeal must be affected by the ruling.

Section 2

Filing an Appeal to the Board

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

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

C. No appeal may be made to the Board after eighteen (18) hours after the close of the polling stations on the last day of the election, unless entirely new information has been discovered and the person making the appeal could not be properly expected to have known about the information.

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

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

Section 3

Filing an Appeal to the SA Supreme Court

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

B. The Supreme Court’s role in the appeals process is only to rule on constitutionality. The Supreme Court may act to interpret the Constitution and Bylaws, and may overturn decisions of the Board of Election if such a decision directly violates the Constitution or Bylaws. However, the Supreme Court may not overturn a sanction of the Board of Elections, or similarly overturn a decision not to sanction, unless making such a decision was a strict violation of the Constitution or Bylaws, or the Board committed reversible error when making the decision by violating the Bylaws, Election Procedure, or Constitution. The existence of reversible error may only be grounds to overturn a sanction, but may never be cited as grounds to overturn a decision not to sanction.

Article XV

Expenditure Reporting

Section 1

Requirement to Disclose

A. All candidates shall be required to keep record of all campaign expenditures and provide proof of those expenditures. This report can come from a ticket and/or a candidate.
B. All candidates shall be required to keep record of all campaign contributions that shall include the following minimum requirements:

1. Name of contributing organization or individual
2. Amount contributed

C. All candidates shall be required to keep record of all campaign contributions that they make from their own personal resources that shall include the following minimum requirements:

1. Individual contributions
2. Amount contributed

D. All candidates shall keep records of all donated goods and services along with the fair market value of those services that shall include the following minimum requirements:

1. Name of contributing or individual
2. Type of donated goods and services
3. Value of donated goods and services

A service provided free of charge by a member of the Student Body shall not constitute a campaign contribution, but must still be recorded.

E. Fair market value shall be defined as the price at which the property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable service is offered at a discounted price, and the discount in questions is not available to the general public, the price available to the general public must not be reported as the fair market value.

Section 2

Financial Disclosures

A. The method and format of all financial disclosure shall be at the discretion of the Election Commissioner, with the approval of the Student Association Treasurer. If the Treasurer is a candidate themselves then the Deputy Treasurer will be required to approve these disclosures. If the Treasurer and Deputy Treasurer are both candidates themselves, then the Vice Chair of the Finance Committee will be required to approve these disclosures.

B. All candidates shall disclose each expense and/or donation to the Election Commissioner as it occurs. No candidate shall be allowed to use campaign material without first reporting its financial record to the Election Commissioner.

C. All candidates shall submit a projected final expense report before the open of polls on the first day of voting that shall include:

1. All campaign expenditures
2. Fair market value of all goods and services
3. Contributed funds

A. A final financial report shall be submitted by the close of polls on the final date of polling and it shall include:

1. A full account of all campaign expenses
2. A full disclosure of all donated funds, services and materials
3. Copies of all receipts and financial records associated with the campaign:

B. Any candidate, or ticket, who is found to have falsified, or omitted, any information relating to this article shall be immediately disqualified for all offices in which the candidate, or ticket, are a candidate(s) for.

Section 3

Public Reporting

A. The Election Commissioner, with the guidance of the Student Association Treasurer shall make the financial records of each campaign public, before any election results are announced. If the Treasurer is a candidate themselves then the Deputy Treasurer will be required to make the financial records of each campaign public. If the Treasurer and Deputy Treasurer are both candidates themselves, then the Vice Chair of the Finance Committee will be required to make the financial records of each campaign public. Each record shall be made public record upon receipt from each candidate.

B. Election Commissioner shall create a final financial report of all campaigns that shall be documented by the Student Association Historian for public review. The report shall include:

1. The total amount of election expenses from the ticket and/or candidate
2. A financial report of each ticket and/or candidate
3. A record of any financial violations.
Northern Illinois University
Student Association
Bylaws, Part III
Student Organization Policy

UPDATED February 12th, 2016

ARTICLE I

GENERAL RECOGNITION PROCESS

Section 1

Definition of Recognition

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

Section 2

Viewpoint Neutrality
All SA officials involved in the student organization recognition process must make all decisions in a viewpoint-neutral fashion. All candidates shall be judged objectively on their personal merit and character and not upon the views of group(s) or organization(s) in which they are affiliated with.

**ARTICLE II**

**REQUIREMENTS OF RECOGNITION**

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

**Section 1**

**Membership**

A. All student organizations must have an active membership that consists of at least two-thirds (2/3) currently registered NIU students, except for sports clubs, whose membership must consist of 100 percent currently registered NIU students.

B. Every organization shall guarantee to all students the right to enjoy fair, impartial, and equal treatment—including but not limited to full membership and full participation in the organization—and shall not discriminate unlawfully on the basis of sex, race, national origin, ancestry, marital status, age, color, political views or affiliation, religious views or affiliation, sexual orientation, gender identity, or handicapped status.

C. The only exceptions to Part B immediately above are as follows:

1. Organizations may place restrictions on members for not having good conduct with the organization or good standing with NIU.

2. Social fraternities and sororities may select members based on sex, per exemptions under Title IX laws.

3. Student organizations that serve as governing bodies may be allowed to restrict membership to those elected from the constituent groups.

4. A student organization may outline in their constitution a desire to be a restrictive organization, where full membership and full participation is selected by a clearly outlined democratic process. A restrictive organization shall be unable to request any funding from the Student Association.

D. Any organization that offers certain privileges or opportunities to a limited membership must clearly outline in their constitution how the organization’s regular membership is provided ample opportunity for involvement.

**Section 2**

**Officers**
A. Each organization must have a minimum of two elected student officers: a president and a treasurer. The president, vice president (if applicable), secretary (if applicable), and treasurer must be full-time, fee-paying students in good standing with the University and the SA with regards to all academic, misconduct, judicial, and student organization funding issues. Officers are responsible for making sure that they, and the organization, fulfill and obey all applicable SA and NIU policies, as well as federal, state, and local laws.

B. The duties of the president include serving as the chief executive officer and representing the organization in all university duties and responsibilities. The president, or his/her designee, must attend one of the annual organizational assemblies hosted by the Student Association. All organizations, whether funded or non-funded, must attend the assemblies.

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

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

Section 3

NIU Advisor

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

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

Section 4

Constitution and Democratic Procedures

A. All organizations must have their constitution, mission statement, and bylaws on file with the Student Association, which must include the organization’s name, purpose(s), requirements for membership, method of office selection and impeachment proceedings, and a non-discrimination clause. All documents must be up-to-date. If an organization is affiliated with a national organization, then the national constitution, mission statement and bylaws must be submitted in addition to the local organization’s constitution. It is the responsibility of the Vice President to assist recognized student organizations and those organizations seeking recognition with creating and updating of constitutions, bylaws, and other governing documents required for recognition.
B. The organization’s constitution must guarantee that the president and treasurer are elected and that major decisions are made in a democratic way by the membership or Executive Board, at the discretion of the individual organization.

C. Any modifications or changes by a student organization that results in a change in the information turned into the SA must be submitted to the SA Vice President within fourteen (14) days. Any change to an organization’s constitution and governing documents must be reviewed by the Vice President and SA Senate. In the occurrence of a name change, the organization must complete the appropriate request form and is subject to approval under the discretion of the Vice President. All approved name changes shall be reported to the SA Senate and may be subject to review at the discretion of the Senate.

D. The student organization must submit a web folder request form; and upon recognition the organization’s constitution, mission statement, bylaws and meeting times must be added to the folder; to allow all students access to the organizations documents. For those organizations already recognized, the requirements must be met by the time the next budget is submitted for the following fiscal year.

Section 5
Recognition Forms

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

Section 6
New Member Education Program

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

Section 7
New Officer Education Program

All new officers of SA-recognized organizations are required to attend a program hosted by the SA in order to educate them on the basic functions and services provided by the SA. The Vice President shall be in charge of ensuring that a reasonable number of sessions each year in order to provide opportunity for officers of student organizations to attend.

ARTICLE III
THE RECOGNITION PROCESS

- 56 -
The SA shall provide for an orderly process to assist organizations in obtaining recognition and prevent false or inappropriate groups from receiving recognition. The Vice President is charged with assisting all organizations in the recognition process. The recognition process consists of the following steps listed below.

A. The Application Packet

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

1. Application for Recognition: for use by all new organizations, as well as returning organizations that wish to change their description or their classification.

2. Officer Form: for use at the beginning of each academic year and at any time an officer or faculty advisor changes during the academic year.

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

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

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

6. Governing documents: including the organization’s constitution, mission statement, bylaws, new member education materials, new member regulations (if applicable), and national constitution (if applicable). Each organization must draft its own constitution and governing documents.

C. Vice Presidential Review

Three (3) copies of the completed Application Packet must be turned into the SA Main Office. Once filed with the Vice President, temporary recognition may be extended to organizations for as long as the Vice President shall deem necessary. Temporary recognition is good only until the Senate makes its official determination of organization recognition. Potential organizations should ask for a meeting with the Vice President to review the Application Packet and to make sure that the organization meets all applicable SA and University requirements and regulations.

D. Senate Committee Review

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

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

F. Reapplication Following Rejection

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

G. Recognition after cease of existence

If a recognized student organization disbands or ceases to exist on campus in an official capacity either voluntarily or involuntarily for a period of greater than one academic year that group must go through the recognition process again to gain full SA recognition.

ARTICLE IV
ANNUAL RENEWAL

A. Organization recognition must be renewed each year by submitting appropriate officer renewal forms to the Vice President by the end of each September and within two weeks of the election of any new officers.

B. Organizations must submit a roster of the organization’s full membership once per semester. Roster information is to remain confidential to only full-time professional staff members. Individual exceptions to the roster requirement may be requested by the officers of the organization on behalf of any members.

ARTICLE V
BENEFITS OF RECOGNITION

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

A. University discounts on room reservations, equipment, and services.

B. Training and professional development assistance by the Student Association and Student Involvement & Leadership Development.

C. The ability to post flyers on campus. University policy states that only recognized organizations may post flyers throughout campus. All flyers must be approved by Student Involvement & Leadership Development before posting on campus.
D. The ability to make room reservations on campus.

E. The ability to have a mailbox in the Student Association Main Office. Information from the Student Association, University Offices, and other campus organizations are distributed through these mailboxes. Mailboxes must be checked weekly. Failure to comply will result in the loss of mailbox privileges.

F. The ability to use Student Association server space for organizations to maintain websites.

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

ARTICLE VI

PROPERTY OF STUDENT ORGANIZATIONS

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

ARTICLE VII

CONSEQUENCES FOR NON-ADHERENCE

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

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

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

D. If an organization is suspended or revoked pursuant to the Constitution and Bylaws, the Senate shall not grant recognition to a new organization with substantive similarities to the revoked/suspended organization, including but not limited to mission statement, officers, membership, or affiliation with a larger, outside local or national organization.

ARTICLE VIII
GOVERNING COUNCILS

A. A governing body shall be deemed as any organization where its principle membership is not made up of students but of other SA recognized organizations or of councils concerned with the governance and programming of the university’s residence halls (hereinafter “hall councils”). These governing councils include Interfraternity Council, Panhellenic Council, National Panhellenic Council, Multicultural Greek Council, and the Residence Hall Association, and Sports Club Advisory Council. Governing Councils that are eligible for the rights and benefits listed below shall be limited to those Councils listed above. This list of councils can be added to through an application by the organization to the Senate and put to a vote via a Bylaw change.”

B. Governing Councils will have the ability to restrict membership through an open democratic process.

C. The benefits these councils will receive are as follows:

1. University discounts on room reservations, equipment, and services.
2. Training and professional development assistance by the Student association and Student Involvement & Leadership Development.
3. The ability to post flyers on campus. All fliers must be approved by Student Involvement and Leadership Development before posting on campus.
4. The ability to make room reservations on campus.
5. The ability to have a mailbox in the Student Association Main Office. Mailboxes must be checked weekly. Failure to comply will result in the loss of mailbox privileges.
6. The ability to use Student Association server space for organizations to maintain websites
7. The ability to require dues from member groups,
8. The ability to request funding from the Student Association. The Funding process shall be outlined in the SA Bylaws – Finance Policy.
   i. The ability to receive funding is contingent on an open democratic process for restrictive membership.
      a. Open democratic process shall be defined as:
         1. Clearly defined criterion for a petitioner to follow
         2. An open and recorded vote following an open discussion with all parties involved. Hall councils are exempt from this provision.
   ii. The ability to receive funding is also contingent on dues being no more than $20 per student in each of the member organizations going to the governing council.

D. The Vice President must notify respective governing councils within 48 hours of a member fraternity or sorority’s suspension or revocation of recognition.
E. The contact information of the executive board members for all hall councils shall be reported to the SA by the Residence Hall Association
ARTICLE I

GENERAL PROCESS

Section 1

Allocation of Student Activity Fee Money

The Student Association (SA) is charged with the responsibility of allocating money from the Student Activity Fee, which is generated from Northern Illinois University (NIU) fee-paying students, to SA-recognized organizations and certain university departments in a manner which best serves the interests of the NIU student body. Fee-supported activities, programs, and services shall be available to all NIU students. The Finance Policy shall explain all of the responsibilities of both the SA and SA-funded organizations in handling Student Activity Fee money. The SA Treasurer has the primary responsibility for the administration of this policy.

Section 2

- 62 -
General Requirements for Funding

In order to receive and maintain any funding from the SA, organizations must meet all requirements listed in this policy. Any organization which does not meet these requirements will not be eligible to receive funding, and any SA-funded organization not abiding by these requirements will face corrective action, including but not limited to freezing or loss of funds, or suspension or permanent revocation of recognition in accordance with the Student Association Constitution and Bylaws.

Section 3

Viewpoint Neutrality

All SA officials involved in the budget processes process must make all decisions in a viewpoint-neutral fashion. Viewpoint-neutral fashion is defined as a decision made in accordance with any procedural requirements for making that decision and without consideration of the viewpoint being expressed by the recipient of the funds. All candidates shall be judged objectively on their personal merit and character and not upon the views of group(s) or organization(s) in which they are affiliated with.

Section 4

Fiscal Year

The fiscal year of the SA and of all organizations and departments which receive SA funding will run from July 1 until June 30 of the following year.

ARTICLE II

FINANCE COMMITTEE

Section 1

Finance Committee Membership and Structure

A. The Finance Committee will assist the SA Treasurer with the oversight of all financial matters of the Student Association, including the allocation and oversight of Student Activity Fee money.

B. The Finance Committee will consist of seven (7) voting members, including the SA Treasurer and Deputy Treasurer. The remaining five (5) members will be the chairman of each of the Finance Subcommittees. The SA Advisor or his or her designee will serve as a non-voting, ex-officio member.
C. The SA Treasurer shall serve as chair of the committee, but shall only vote to break a tie. The SA Deputy Treasurer shall serve as the vice-chair of the committee and preside over the committee in the absence of the SA Treasurer. A secretary, who is responsible for keeping records for the committee, shall be appointed by the SA Treasurer with the consent of the committee.

D. The Finance Committee shall have the following duties and responsibilities:

1. Review budget requests from student organizations for Campus Transportation Fund monies.

2. Review the Annual Budget recommendations from each of the Finance Subcommittees and consolidating each subcommittee budget recommendation into one omnibus funding bill to be introduced to the Senate no later than the second Senate meeting in April.

3. Assign SA-recognized organizations requesting funding to a specific Finance subcommittee for the purposes of hearing Annual Budget presentations.

4. Establish and enforce policies and procedures for the allocation of Student Activity Fee funds.

5. May review any expenditures and financial approvals within the Executive Branch, including Campus Security Fund and Executive Allocations.

6. Introduce to the Senate fiscal policies and recommendations coming from the Committee.

Section 2

Finance Subcommittees

A. The Finance Committee will consist of five (5) permanent subcommittees. The subcommittees will review Annual Budget requests for SA-recognized organizations and certain university departments and offices as assigned by the SA Finance Committee. Subcommittees will work within funding levels set by the SA Senate in the fall as to how much funding each subcommittee is allowed to divide between the organizations under their purview.

B. Each subcommittee will consist of five (5) voting members, including a chairman, two (2) Senators selected by the Speaker of the Senate and confirmed by the Senate, and two (2) students selected by Treasurer and confirmed by the Senate. The two (2) students shall be members of organizations under consideration for funding under each subcommittee. The SA Advisor or his or her designee will serve as a non-voting, ex-officio member. Subcommittee chairman will only vote to break a tie. Each subcommittee will appoint a vice-chair, who may preside over the committee in the absence of the chair, and a secretary, who is responsible for keeping records of the committee. These officers shall be appointed by the SA Treasurer with the consent of each subcommittee.

C. Any individual on the SA Finance Committee or any subcommittee must disclose any current or previous involvement in organizations requesting any SA funding. Furthermore, individuals currently serving in organizations requesting funding must abstain from voting on the consideration of that organization’s budget request.
D. The individual subcommittees are as follows:

1. The University Services Finance Subcommittee will be responsible for considering budget requests from any university offices or services, as well as the Student Association, Campus Activities Board, and Event Production Services. The SA Director of Student Life will chair this committee.

2. The Sports and Recreation Finance Subcommittee will be responsible for considering budget requests from any athletic or recreation organization, including club sports. The SA Director of Athletics and Recreation will chair this committee.

3. The Greek and Cultural Finance Subcommittee will be responsible for considering budget requests from Greek councils and cultural organizations. The SA Director of Cultural Affairs will chair this committee.

4. The Academic and Professional Finance Subcommittee will be responsible for considering budget requests from any academic or pre-professional organizations. The SA Director of Academic Affairs will chair this committee.

5. The General Programming and Activities Finance Subcommittee will be responsible for considering budget requests from all remaining student organizations, including but not limited to social and service organizations. The SA Director of Organizational Development will chair this committee.

E. Assignment to these subcommittees are simply based on the necessary distribution of workloads within the SA and not based on the viewpoints of the particular organization.

F. Subcommittees may not hear any more than fifty (50) budget requests from organizations. Any subcommittee whose normal purview requires more than fifty (50) budget presentations in one (1) academic year will trigger the creation of a second subcommittee in that area to consider half of the total requests. The SA Treasurer will select the chair of this committee and the make-up of the remainder of the subcommittee will follow the provisions outlined in Clause B of this section.

ARTICLE III

ANNUAL BUDGET PROCESS

The following sections detail the timeline, process, and eligibility for submitting a budget proposal to the SA for Annual Funding. All parties involved, including the SA and organizations and departments requesting funding, must abide by the procedures and timelines set in this process, except for sports clubs, whose funding will be processed by the Campus Recreational Center after recognition from the Student Association.

Section 1

General Timeline for Funding

The general timeline for the consideration and submission of budgets for SA Annual Funding:
1. Mandatory Budget Meeting - third week of September
2. Annual Budget Proposal due - third week of October
3. Senate vote on subcommittee funding levels - last Senate meeting in October
4. Subcommittees begin meeting to consider proposals - second week of November
5. Final Annual Budget recommendation completed - first week in April
6. Final Senate approval of Annual Budget - last Senate meeting in Spring semester

Section 2

Eligibility for Funding

A. General Eligibility for SA-Recognized Organizations

Any organization that has been officially recognized by the SA Senate for at least two (2) calendar years as of the date budget requests are due will be eligible for annual funding. Organizations with restrictive membership shall be ineligible for funding except for governing council organizations. Organizations cannot be denied funding due to the nature or classification of their organization. Greek chapters recognized by the SA may request funding from their Greek umbrella council (Interfraternity Council, College Pan-Hellenic Council, National Pan-Hellenic Council, and Multicultural Greek Council).

1. To be deemed a sports club, an organization must be an approved organization by the Student Association and must be accepted by Campus Recreation as a recognized and funded sports club.
2. The Campus Recreation and the Student Association must mutually agree upon the clubs that will be designated as sport/recreation clubs that are already recognized organizations through the Student Association.
3. Once recognized, these organizations will be required to maintain active status with the Campus Recreation Sport Club program. Clubs that do not meet Student Association and Campus Recreation regulations will be placed on probation or suspended, depending on the situation, each entity will honor that designation until the organization complies with regulations.
4. A sport club advisory council (SCAC) will be created, which will be composed of student leaders from various active clubs and a Student Association Representative.
5. Each sport club will submit and present their budget to the SCAC with oversight from the Assistant Director of Competitive Sports and the Coordinator of Competitive Sports.
6. A full recommendation of Sports Clubs budgets will be presented and reviewed by the Director of Campus Recreation. Once approved, the Assistant Director of Intramural Sports and Sports Clubs, the Coordinator of Competitive Sports and Youth Programs, and a Sports Club Advisory representative will submit and present the budget to the Student Association Athletic & Recreation Finance Sub-Committee

B. An organization which has been officially recognized after going over a calendar year without recognition must also follow this guideline.

- 66 -
C. Eligibility of University Departments and Services

Certain university departments and services may also be funded by the SA Annual Budget process if it is determined that their functions serve a critical need of the student body.

D. Eligibility of Organizations with Competitive Teams

Any student organizations must clearly state in both their budget proposal and budget presentation if their organizations has a travel or competitive team with limited membership and also explain how the organization’s regular membership is provided ample opportunity for involvement.

E. If, a recognized student organization disbands or ceases to exist on campus in an official capacity either voluntarily or involuntarily for a period of greater than one academic year, that group must go through the recognition process again to gain full recognition.

Section 3

Mandatory Budget Meeting

The SA Treasurer must host at least two mandatory budget meetings prior to the submission of budget proposals by student organizations. These meetings must be held no later than the third week of September each year. Organizations requesting funding must have their president, treasurer, and NIU advisor attend at least one (1) of these meetings. Failure to attend these meetings shall automatically result in the organization or office losing eligibility to receive funding for the upcoming fiscal year. Budget meeting dates must be announced by the SA at least one (1) month in advance.

Section 4

Budget Proposals

Following the budget meeting, organizations must prepare and submit a budget proposal to the SA by a date set by the Treasurer and announced no later than the date of the first mandatory budget meeting. This date must not be later than the first business day of the third week of October. Budget proposal packets must be made available by the SA both in hard copy and online via the SA’s website. To apply for an annual budget or supplemental funding, an organization must be eligible in accordance with the Student Organization Policy and the Finance Policy, must not be serving a suspension issued by NIU or the SA Treasurer, and must have attended one of the mandatory budget meetings.

Section 5

Late Budgets

Organizations that turn in budgets up to fourteen (14) calendar days late will face a reduction in their allocation by the SA Finance Committee of 5% for each calendar day the budget is late. Finance Committee and Subcommittee members deliberating budget requests will not be told in advance that groups turned in paperwork late. Deductions shall be made once the Finance Subcommittee has determined the organization’s budget recommendation. Any organization that turns in a budget more than fourteen (14) calendar days late is automatically ineligible to receive SA annual funding under any circumstance.

Section 6

- 67 -
Senate Apportionment of Subcommittee Funding Levels

The SA Senate will vote by the last regularly-scheduled meeting each October as to how much of the Student Activity Fee each of the SA Finance Subcommittees is allowed to recommend for distribution to organizations and officers under their purview. The recommendations from each of the Finance Subcommittees each spring shall not exceed this level set by the Senate.

Section 7

Presentation of Budgets

A. Organizations and departments requesting annual funding must present their budget request before their assigned SA Finance subcommittee. The SA Finance subcommittees will begin hearing budget presentations no later than the second week of November each fall.

B. Each organization is required to present their budget on the assigned date and time. Organizations must contact the SA Main Office to schedule a meeting appointment at least three (3) weeks in advance. At least one member of the organization who helped to prepare the budget request should be in attendance at this meeting.

C. If the organization has no members able to attend the assigned meeting and does not contact the SA in advance, then the SA Finance Committee may proceed to act on the budget request without the organization being represented.

Section 8

Finance Committee Recommendation

Following all of the budget presentations, the SA Finance subcommittees will deliberate and set recommendations for funding for each organization. These recommendations must be forwarded to the SA Senate for its consideration no later than the first week in April.

Section 9

Final Senate Approval

The final Annual Budget must be approved by the Senate by the end of the spring semester annually. The Annual Budget must either be a balanced budget or a budget with a surplus.

Section 10
Notification and Distribution of Budget Allocation

The SA Treasurer must notify the president, treasurer, and NIU advisor of each student organization requesting SA Annual Funding within two (2) weeks of the final approval of the Annual Budget by the Senate, how much, if any, of their budget was approved by the SA Senate, as well as the breakdown of which line-items are funded for the next fiscal year. However, it is important to note that allocations are based on the Student Activity Fee and budgets may be changed if fees collected are significantly different than projections indicate. Final budget notification will come from the SA Office in August. All allocations will be placed in the organization’s university cost center in two distributions, the first being in the Fall semester and the second being in the Spring semester.

ARTICLE IV

USE OF SA FUNDING

Section 1

General Funding Use

SA funding, including but not limited to Annual and Supplemental Funding, may be used for the financial needs of an organization to exist, program, operate, function, and expand, including but not limited to conferences, competitions, concerts, events, and promotions. This section will detail which line items may and may not be funded by the SA and how student organizations are to use funds approved for such purposes. Decisions on funding will be based on, but not limited to, the following:

A. Administrative items, including but not limited to mail, flyers, stationary, printing, phones, faxes, on-campus room reservations and expenses related to on-campus room reservations (such as audio-visual equipment) may be funded by the SA and the Finance Committee and Subcommittees.

B. Conference expenses, including but not limited to registration fees, lodging, food, or other expenses related to attending conferences or hosting conferences, but shall not be funded through Annual Funding. These expenses, excluding transportation costs, may be funded through Supplemental Funding.

C. Travel expenses, for both organizations traveling or for bringing an individual, such as a speaker, to campus, through NIU transportation, airfare, or public transportation, may be funded through the Campus Transportation Fund as provided in Article V, Section 3 of this policy. Travel expenses shall not be funded through Annual Funding.

D. Food and beverages may be funded by SA and the Finance Committee and Subcommittees. Organizations must follow University guidelines on the purchase of products for both on-campus and off-campus events.

E. Equipment items may be funded by the SA and Finance Committee and Subcommittees. For non-durable items, or items projected to last less than two (2) years, equipment is defined as an expense over $100. For durable items, or items projected to last more than two (2) years, equipment is defined as an expense over $500. Any such purchases must follow all applicable university policies.
F. Speakers or performers may be funded at the discretion of the SA and Finance Committee and Subcommittees.

G. Security for events, which shall be defined as security provided by the NIU Department of Public Safety and Police as required by the NIU Social Events Policy, shall be funded only through the Campus Security Fund as provided in Article V, Section 2 of this policy. The SA shall not fund any other security.

H. All other line-items not detailed above in this section shall be funded at the discretion of the SA and Finance Committee and Subcommittees.

Section 2

Expenditures

A. All expenditures by an organization must be approved in the organization’s annual budget or approved as a change by the Treasurer. All expenditures must be pre-approved and expenditure forms must be submitted to the SA prior to any and all purchases. Any purchases or obligating money for services or items that have not been previously approved will leave the individual(s) personally responsible for covering those expenses. Northern Illinois University, nor the SA, will cover expenditures that were not pre-approved through the funding and expenditure process. The NIU Advisor and the organization’s president and treasurer must sign the SA Expenditure Form.

B. All expenditure forms must be submitted by the 2nd Friday of the month of June, for use in the current fiscal year. This clause pertains to those monies allotted to organizations by the SA and not the funds that may have been raised by the organization.

Section 3

Raffles

Organizations wishing to host a raffle must file and register with the city of DeKalb in advance. Once approved by the city of DeKalb, the organization must submit the following information to the SA Treasurer to receive approval for the raffle: a list of the prizes and who is holding them, a list of the individuals selling the tickets, all ticket information (including but not limited to price and distribution information), the date of the raffle drawing, and who will be drawing to declare the winner. All information must be submitted to the SA Treasurer at least three (3) weeks prior to the raffle taking place.

Section 4

Contracts

- 70 -
NIU students and student organizations are not allowed to solely or independently enter into, agree to verbally or in writing, or sign any form of contract with any party outside of Northern Illinois University. All student organization contracts must be reviewed, approved, and signed by the Director of Student Involvement & Leadership Development. All critical information and documents related to a desired contractual service must be submitted to the SA office with an expenditure form no less than one (1) month in advance of the date of the desired contractual service.

**Section 5**

**Event Admissions Costs**

If an organization is having an event where it will be charging for attendance, the event must be submitted to both the office of Student Involvement & Leadership Development and the SA Treasurer. Tickets are also required for events if a charge is required. Ticket pricing must be a two-tiered system, with one being for NIU students and the other for non-NIU students. All prices for the event must be displayed at the event location, at any ticket sales, and on any and all advertising, including but not limited to handbills, posters, and flyers.

**ARTICLE V**

**ADDITIONAL FUNDING SOURCES**

**Section 1**

**Supplemental Funding**

A. Supplemental Funding is defined as funding made available to SA-funded organizations for unexpected or emergency circumstances, as well as for conferences. Unexpected circumstances shall be defined as any item not in the organization’s Annual Funding request, and emergency circumstances shall be defined as those in which the cost of a particular item exceed the amount approved in Annual Funding. Organizations may not ask for Supplemental Funding for items requested though Annual Funding but not approved by the SA Senate. Only organizations currently receiving SA funding are eligible to receive supplemental funding.

B. The total Supplemental Funding budget each year will be divided evenly between each semester, with the funds remaining from the fall semester rolling over to the spring semester. Any remaining money in the Supplemental Funding budget at the end of the Fiscal Year shall remain in the General Reserve.

C. Organizations requesting supplemental funding must follow the following process:

1. An application form, including reasoning for funding request and breakdown of anticipated budget, must be submitted to the SA Main Office.

2. The application form will be forwarded to the SA Speaker of the Senate, who will then review the form and schedule a date with the organization to present the request to the SA Senate for full approval, partial approval, or rejection. This meeting must take place within two (2) weeks of the submission of the application to the SA office.

3. If a committee review of the Supplemental Funding request is deemed necessary by the Speaker of the Senate or the SA Senate, the SA Finance Committee may hear the request prior to SA Senate
approval. The Supplemental Funding request must be heard by the SA Finance Committee within (2) weeks of the decision of referral.

D. Organizations receiving Supplemental Funding shall use such funding only for the purposes approved by the SA Senate. It is the responsibility of the Senate to ensure that Supplemental Funding legislation contains provisions for how the money is to be spent. The regular expenditure process is to be followed to ensure that such funding is being used in accordance with the specific Senate legislation, as well as all other SA and University guidelines.

**Section 2**

**Campus Security Fund**

A. The Campus Security Fund is funding for student organizations which helps in covering the cost of security from the Department of Public Safety for events as required in NIU’s Social Events Policy. Organizations which receive Annual Funding from the SA or organizations recognized by one of the four Greek Councils are eligible to receive Campus Security Fund money.

B. All applications for the fund shall go to a special Campus Security Fund Committee within a week of the application being received. If the committee has not been formed within that time, the decision will automatically go to the Treasurer and the Finance Committee. The committee shall decide approval or denial of the application and how much will be allocated by majority vote. The committee shall decide approval or denial of the application and how much will be allocated by a majority vote. The Director of Student Life shall serve as a non-voting, tie breaking Chair. The membership shall be composed of the Director of Greek Affairs, Director of Cultural Affairs, the Treasurer or a representative, one Senator from the University Services Subcommittee, and one Senator from the General Programming Subcommittee. When Senate is not in session, the Speaker of the Senate shall appoint two representatives.

C. The Campus Security Fund shall be funded in the SA Annual Budget. Any funding remaining in the Campus Security Fund at the end of the Fiscal Year shall remain in the General Reserve.

D. All other policies and procedures for the Campus Security Fund and the Campus Security Fund committee shall be included in a policy drafted by the SA President. This policy must be made available no later than beginning of the fall semester each academic year.

**Section 3**

**Dues**

No SA-funded organization may charge mandatory dues or require payment of individuals in order to obtain and/or maintain membership in the organization.

**Section 4**

**Generated Revenues**

All money generated by an SA-funded organization or its events shall be considered Student Activity Fee money if the event where the money is generated from is funded in whole or in part by the SA. Sources of income may include, but are not limited to, fundraisers, parties, social events, or any even where individuals are charged to attend. Any money generated by an SA-recognized organization must be deposited into the
organization’s account within the guidelines of the University’s accounting policy. Any generated funds that
an organization does not use within the fiscal year will remain in the organization’s cost center for following
fiscal year(s) until the funds are used or until the organization is no longer active. If an organization remains
inactive for two semesters in a row, those funds may be moved to the General Reserve.

Section 5

Rollover of Remaining Funds

At the end of each Fiscal Year, if an organization does not use all of their allocated funds (this does not
include generated funds), then those funds roll back to the SA. Organizations may request part or all of their
remaining allocation as a rollover request. Rollover requests will be granted if the General Reserve level is
high enough to support those requests. A maximum amount of 5% of the organization’s annual budget will
be considered. Anything over 5% will go to the general reserve. To request rollover funds, a memo or email
must be sent to the SA Treasurer within the same fiscal year in which the funds are from. Notification of
rollover fund allocations will be sent via email from the SA office at the beginning of the fall semester of the
following fiscal year.

ARTICLE VI

FUNDING OVERSIGHT

Section 1

General Oversight

All organizations using SA allocated funds must obey all SA Treasurer rulings, SA policies, NIU policies, and
related laws. Failure to do so will result in the organization being placed on suspended status.

Section 2

Equipment Oversight and Control

A. The organization’s president is responsible to the SA for all supplies, materials, and equipment purchases
with SA funds in the organization’s name. The organization’s president is responsible for seeing that the
approved equipment control procedures are implemented to protect such material from theft and abuse and
that the records on equipment for proper identification and location are maintained and a copy submitted to
the SA at the end of each semester. Should theft or abuse of the equipment occur as a result of a member’s
failure to follow the organization’s approved procedures, that member shall be personally liable for
replacement of the property.

B. Controllable equipment shall be identified with a numbered NIU Property Control decal. The inventory
records on controllable equipment will contain the full description, model and serial number, cost, and
location of the item. Copies of the inventory records shall be kept by the SA Treasurer and the organization.
C. Should a piece of controllable equipment be reassigned to a new location, it is the responsibility of the organization’s president to notify the SA prior to relocating the equipment so that the inventory can be accurately maintained.

D. Disposition of all equipment shall follow NIU Property Control policies.

E. Should an organization liquidate, ownership of all equipment purchased with SA-allocated funds shall lie solely with the SA. Organization officers or members shall not sell or otherwise dispose of equipment purchased with SA-allocated funds when liquidating the organization’s assets.

F. Material and equipment purchased with SA funds are the property of the SA and are not for personal use, either on-campus or off-campus. Organizations misusing materials and equipment are subject to loss of the use of the equipment and suspension by the SA.

G. The loaning of equipment to any individuals or non-student organizations is prohibited. Equipment may be leased or loaned to other SA-recognized organizations with the approval of the SA office. In this instance, the SA Treasurer shall ensure that the organizations outline procedures for proper care and liability of the equipment.

Section 3

Ledger of Expenses

Each SA-funded organization must keep a general ledger, which should keep track of all expenses, revenues, and transactions. The organization’s general ledger must match the financial reports generated by the NIU Accounting Office. Organizations may receive copies of these reports as requested from the SA. Organizations will be held liable for any over-expenditures that occur and will remain in a suspended status until all debts and deficits are cleared.

Section 4

Auditing

The SA Treasurer or designee will conduct at least one audit each academic year and has the right to audit the general ledger of any SA-funded organization at any time. The SA Office Manager and Accountant reserve the right to audit any SA-funded organization at any time. The SA Treasurer shall submit a report to the Finance Committee at the end of each semester listing what organizations were audited and briefly elaborating on any findings from each audit.

Section 5

Outside Bank Accounts
A. SA-funded organizations may have outside bank accounts for funds that are not Student Activity Fee monies or for funding not generated using Student Activity Fee monies.

B. SA-recognized organizations with outside bank accounts must disclose the existence of these accounts and provide activity statements with their Annual Funding requests and explain what the account is used for and how the funding for the account is generated.

C. SA-recognized organizations must provide documentation, including but not limited to monthly statements and receipts, to the SA Treasurer at any point if the SA Treasurer has reason to believe that funding from the outside bank account is being used for purposes in violation of any Student Association or NIU policies, as well as any applicable laws.

D. Organizations found to be using outside bank accounts and related funding for purposes in violation of Student Association or NIU policies, as well as any applicable laws, are subject to suspension or revocation of SA recognition, as provided in the SA Constitution and Bylaws.

Section 6

Unauthorized Charges

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

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

B. If after seven (7) days from this contact the bill remains unpaid, the organization will be suspended until the bill is settled. If the organization has funds remaining in their account with the university, the funds will be removed and the bill will be paid by the SA Treasurer.

C. In the event that no money can be found in your current SA budget to settle the bill, the funds will be extracted from your next year’s allocation. The remaining funds, if any, will be frozen and the organization will be suspended until the next set of officers are elected and the money is repaid.

Section 7

Suspension of Student Organizations

Organization may be suspended for violations of this policy. Any organization which is suspended for violation of this Finance Policy shall not be allowed to conduct any events, except for business meetings. Suspended organizations may not sponsor or co-sponsor any events, nor shall they be allowed to access SA funds or receive Supplemental Funding, Campus Security Fund money, Executive Allocation, or Campus Activities Board (CAB) funding. Multiple violations of this Finance Policy may result in an organization losing SA recognition as provided in the SA Constitution.
ARTICLE VII

APPEAL OF DISCRETIONARY DECISIONS

All discretionary decisions made by the SA Treasurer or a Finance Subcommittee may be appealed to the Finance Committee when it is in session. All discretionary decisions of the Finance Committee may be appealed to the SA Senate when in session. The SA Senate will hear appeals on decisions by the Treasurer in the event the SA Finance Committee is unable to hear the appeal. These appeals require a two-thirds majority vote to pass. Organizations may not appeal decisions that are enforcement or enactment of SA or NIU policies.