STUDENT ASSOCIATION EXECUTIVE
OPERATING MANUAL
2015-2016
I. Purpose of the NIU Student Association
The purpose of the NIU Student Association shall be the organization and coordination of activities of student interest and the representation of student views concerning University policy, including working through shared governance.

II. Student Association Executive Bylaws

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 ensure the success of the organization.

B. Investigate issues of students interest using Senate and non-Senate person(s).

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 filed 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
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 environmental 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 a 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 university’s 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 initiatives to the City of DeKalb and bring their initiatives back to campus.
14. Shall be paid, but cannot be paid for more than 20 hours in a pay period (2 weeks, 10 hours a week).

III. All Directors serving in the Cabinet are held to these basic duties. Failure to comply with the responsibilities of their position can lead to punishment under the Penal code also found below.

**Director Responsibility Sheet**

*Your signature affirms you have read and agreed to all points*

- I have read and reviewed the sign in/sign out procedure in the front binder and will comply with the rules regarding sign ins.
- I will maintain my office hours and if an absence is required, notify the Chief of Staff as soon as possible.
- I will turn in my staff reports by 4:30 every Friday unless otherwise granted permission.
- I will attend staff meetings and if not, I will notify the Chief of Staff using the Time-Off Request form. I will either email it in prior or submit a hard copy to his mailbox.
- My staff reports will be accurate with the correct office hours, proper grammar and formatting, as I understand they go on the SA website for the student body to see.
- I will attend the committee meetings that I am a member of as failure to show up or showing up late reflects poorly upon the Student Association.
- Finally, I understand that if I do not comply with these responsibilities, I am subject to disciplinary action as laid out in the Penal Code which was sent to me on June 3rd, 2015, which includes removal from the position if deemed necessary.
To: All Directors of the NIU Student Association

From: Chief of Staff,
Date: 6/3/2015

Directors,

Disciplinary Policy:
The Complaint can be filed by either Chief of Staff or the President himself to be logged and held by the Chief of Staff. In order for a complaint to be filed and accounted for appropriately it must be documented on an official write-up script, which will be held in the Chief of Staff's office. The employee may obtain up to (3) Majors for automatic dismissal, and up to (5) Minors for automatic dismissal. The President reserves the right to terminate employment of the employee in question at any time prior to the maximum. The following are examples of different levels of our penal system, these are meant to serve as guidelines and the following items are included but not limited to:

Automatic Dismissal: (1)
• Sexual harassment
• Extreme insubordination
• Student judicial complaint
• State or Local Government complaint (Felony Arrests etc.)
• Office theft

Majors: (3)
• Fraudulent claims on Time logs
• Insubordination
• Misappropriation of funds and assets

Minors: (5)
• Late/Missed to Cabinet Meetings
• Late/Missed to Executive Meetings
• Late/Missed to Office Hours
• Late/Missed to Committee Meetings
• Late/Missed to Committee Meetings
• Late/Missed to Senate Reporting
• Dress Code Violation
• Minor Insubordination

STUDENT ASSOCIATION

OFFICE OF THE PRESIDENT

NATHAN LUPSTEIN
PRESIDENT

CAMPUS LIFE BUILDING 180
DEKALB, IL
60115-2828

PHONE
815-753-0483

nlupstein1@niu.edu

IV. Summer Work Policy

President Lupstein has requested six (6) mandated office hours for each executive staff member working over the summer unless previous permission has been given for less. These hours should be spread out through Monday, Tuesday, and Wednesday. Special permission for the other days of the week will be given only upon discussing your situation with President Lupstein or myself. Either of us or one of the office support staff will be here to assist you. The executive staff are allowed to claim up to fifteen (15) hours weekly. These mandated office hours are to be used for Student Association work only (Meetings, Projects, etc.).
I encourage you to read the Constitution and Bylaws in reference to your position. Please read through your individual section and become familiar with your tasks. Be aware these are the bare minimum requirements of your position and I hope that you use your exceptional abilities to go far above and beyond what is required.

V. School Year Office Procedure

Throughout the school year, the executive staff is required to maintain 8 office hours per week. These hours are to be held consistently throughout the semester barring emergency or unexpected event. Office hours shall be submitted to the Chief of Staff for approval and then posted on the Student Association website by the third week of school. The executive staff may work and be paid up to 20 hours per week. When an executive staff member comes in for their scheduled office hours, they will sign in at the front desk. Either an executive (President, VP, Chief of Staff) or the Office Support Staff will initial next to their time log, verifying that they indeed come in.

In the case of absence from office hours, staff meetings, committee meetings (etc.), a time off request form shall be submitted 24 hours in advance to the Chief of Staff. Included on this form shall be the name of who is applying for time off and the reasoning behind the absence. After it has been submitted, it goes to the President for final approval.

Executive Staff attendance is expected at the Staff meetings during the semester. During this time, the executive staff members share what they have been working on and discuss what projects they will be undertaking in the coming weeks. The staff meetings provide an opportunity for the executive staff to get together and share ideas.

Directors of the SA are all required to submit weekly staff reports for approval by the Chief of Staff. These are due at the end of the work week. Business meetings, activities during office hours, and any other relevant information are expected to be included. These staff reports are then posted online for the student body to see.

VI. Office Decorum

During the time the office is open, a set of rules is in place regarding office behavior in order to promote a professional environment. No excessively loud or offensive music is to be played that may distract others from working. Office time is to be used solely for the purpose of SA business. All methods of communication are to be kept appropriate for the work place.
Misuse of office supplies or time in the office is subject to disciplinary action under the penal code previously laid out.

VII. Committee/Senate Attendance
Some Executive Staff members are expected to be in attendance or communication with certain standing committees of the SA Senate. While attendance is not mandatory, it is highly recommended and the Executive Staff member must know what their respective committees are currently working on. Additionally, Executive Staff must give their reports to Senate once a month as requested. Failure to do so may result in disciplinary action. The only exceptions are if prior notice is given.