

NORTHERN ILLINOIS UNIVERSITY

STUDENT ASSOCIATION

BYLAWS, PART I

GENERAL POLICY

NORTHERN ILLINOIS UNIVERSITY
STUDENT ASSOCIATION
BYLAWS ON GENERAL POLICY, PART I

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 a body acting in accord with the Constitution, Bylaws, and Senate Operating Rules:

- A. Legislate on all matters of student interest.
- B. Review all activities, business, policy and property affecting the students of Northern Illinois University.
- C. 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.
- D. 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.
- E. Investigate, initiate, and recommend student government and University policy and present such recommendations or orders to the proper people.

F. 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.

G. 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.

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

I 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 Civil Service Secretary IV, and Mass Transit Board Graduate Assistant. President, Vice President, and Treasurer of the Student Association shall be paid one dollar and eighty-five cents plus the current minimum wage per hour worked for up to twenty hours per week. The Speaker of the Senate of the Student Association and the Chief of Staff shall be paid one dollar plus the current minimum wage per hour worked for up to twenty hours per week. All SA Directors of the Student Association and the Elections Commissioner shall be paid eighty-five cents plus the current minimum wage per hour worked for up to twenty hours per week. The President Pro Tempore and the Senate Clerk shall be paid a flat fee of fifty dollars for all preparation and conduct of each regular or special Senate meeting, regardless of how long the senate meeting shall last. All other students employed by the SA shall be paid at the rate of the current minimum wage per hour worked for up to twenty hours per week. The pay of any student employed by the SA shall not be decreased during their one-year term of office.

J. 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.

1. The senate shall request a request a written response to its resolutions, within 10 working days of receipt, from the person(s) to whom it is addressed. Addressees may also take the option of personally appearing in front of the Student Association Senate with an oral response at a regularly scheduled meeting. In addition, the Speaker on behalf of the Senate for practicality may grant an extension of 5 working days.

2. Responses, if in writing, are to be read at the Senate meeting following their receipt. These responses are then to be kept in a master file in the Student Association office for future reference.

K. The Senate shall consist of forty (40) senators drawn in groups of 8 from each of 5 electoral districts. The location of the districts and procedures for elections shall be described in the Student Association Bylaws – Elections Policy.

L. The Senate shall have three (3) 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 President Pro Tempore shall preside over Senate meetings under the direction of the Speaker. The Senate Clerk shall all records and documents of the Senate as directed by the Speaker of the Senate. The Speaker with the approval of the Senate shall appoint the President Pro Tempore and the Senate Clerk.

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 ½ absence towards their semester Senate attendance record for each committee absence. Committee chairs will report absences to the Speaker of the Senate. The Speaker of the Senate will report committee absences to the Senate Clerk to record in the Senate Minutes.

D. Senators shall be required to attend at least one SA sponsored event per semester. The Senate Speaker shall determine the definition of what constitutes a SA sponsored event. The Speaker's opinion may be appealed to the entire Senate.

1. Senators unable to attend shall write letters of excuse to be submitted to the Committee on Rules and Procedures.

2. Senators who fail to show up for events without submitting an excuse shall be charged with one official absence to their Senate record.

E. 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.

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, and a vice-chair, who shall aid the chairman and preside over the committee in the chair's absence. The vice-chair shall serve as the secretary of the committee and shall keep records of the committee's meetings. The Speaker with the approval of the Senate shall appoint the chair. The vice chair shall be appointed by the chair with the approval 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 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 Reports

Committee reports should be brief summaries of the committee's actions. In addition to being valuable to the Senate, they prove valuable to future committees that discuss related subjects. All committee reports should be submitted to the Speaker at least one (1) hour prior to the Senate meeting for which they are intended, with a total of forty (40) copies. The reports must include the members of the committee present at the meeting.

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 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 Student Organizations

1. The Committee on Student Organizations shall promote the health and vitality of all SA recognized student organizations on the NIU campuses. The committee shall work with organizations on all of their concerns related to their development, use of university facilities, training of officers/advisors, and negotiating SA or university processes.

2. The Committee shall be concerned with constitutions, by-laws, and charters of campus clubs and organizations. It shall see that these organizations are operating according to their constitutions. It shall notify the Senate when an unapproved organization remains in operation on campus. It shall be responsible for all other matters that relate to organizations and/or their constitutions. It shall hear complaints brought to

the Senate regarding student organizations. All such hearing shall respect the right to equal time for rebuttal of student organizations.

3. Establish new policies to better facilitate the public affairs goals of all student organizations.

4. It will be the responsibility of this committee to review all student organizations seeking approval by the Student Association and make a recommendation for or against recognition to the Senate.

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, Director of Greek Affairs, and Director of Public Affairs.

D. Committee on University Services

1. The Committee on University Services 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 Policy, and the SA Director of Student Life.

Section 4
Senate Vacancies

A. After the first Senate meeting following the Fall Elections has been closed, the Speaker will accept applications for all vacancies on the Senate. 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 for 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 waiver releasing their name and Student identification number to the Vice President 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. 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.

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

7. 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.

8. 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 received answers. Following all candidate speeches, the candidates will wait outside Senate chambers as the Senate discusses the candidates.

9. 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.

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

11. The newly approved senators will take office after the voting has taken place on all candidates at that meeting.

12. 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.

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, and a vice-chair, who shall aid the chairman and preside over the committee in the chair's absence. The vice-chair shall serve as the secretary of the committee and shall keep records of the committee's meetings. The President with the approval of the Senate shall appoint the chair. The vice chair shall be appointed by the chair with the approval 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 participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: President, Vice President, Treasurer, 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.

E. 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 Late Night Ride 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 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. Employ Mass Transit Board Graduate Assistant to assist in busing issues. The Graduate Assistant shall not be a voting member of the Board, but shall attend meetings as a non-voting, ex-officio member.

d. 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.

f. 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 Chief of Staff shall aid the president in the evaluation process.

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 duties and responsibilities. The SA Cabinet shall consist of the President, Chief of Staff, and the entire paid executive branch Directors. 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.

B. The Chief of Staff will:

1. Conduct weekly meetings of the SA Cabinet.
2. Meet with each Director on a weekly basis to assess their progress and assist them with their duties.
3. Assist SA President in making appointments to the various student positions on University and SA committees, boards, etc....
4. Receive reports from the Student Association Executive Staff.
5. Verify payments of all SA persons in accord with the total number of hours that they have actually worked in each semi-weekly period. This shall include all directors, Speaker, President, Vice President, Treasurer, President Pro Tempore, SA student secretaries, and all other SA paid persons.
6. Coordinate the activities of Executive Staff members.
7. Assist the SA President in all other ways necessary.
8. The Chief of Staff shall be considered the senior most members of all the SA directors. All other directors will have the same status.

C. The Director of Academic Affairs will:

1. Monitor the actions of all academically oriented University committees.
2. Coordinate the activities of all student representatives to academically oriented University committees.
3. Inform the Student Senate and the NIU Student Body of all academic policies in the University.
4. Research and recommend new, innovative, and experimental academic programs and services to the University via the Student Senate.
5. Research and recommend major academic policy changes to the University via the Student Senate.
6. Act as the Student Association's liaison to the University department student advisory committees.

7. The SA Director of Academic Affairs may appoint a committee and/or volunteer staff to assist in the execution of his/her duties.

D. The Director of Advertising will:

1. Accept and process all advertisement requests submitted to the Huskie Line.
2. Be held to the same rules and regulations placed upon the Directors in the SA Constitution and Bylaws.

E. The Director of Athletics and Recreation Services will:

1. Monitor the actions of All University recreational bodies and act as chairperson of the Campus Recreation Council.
2. Act as the Student Association's liaison to the athletic department and athletic organizations.
3. Approve policies and fund programs initiated by the Office of Campus Recreation.
4. Fund and coordinate campus organizations of a recreational nature.
5. Approve all scheduling, programming and policies that concern the use of recreational facilities.
6. The Director of Athletics and Recreation Services will act as chair of the Campus Recreation Council.

F. The Director of Cultural Affairs will:

1. Monitor the actions of All University committees making minority related decisions.
2. Coordinate the activities of all student representatives to minority related University committees.
3. Inform the Student Senate and the NIU Student Body of all minority policies in the University.
4. Research and recommend new, innovative, and experimental minority programs and services to the University via the Student Senate.
5. Research and recommend major minority related policy changes to the University via the Student Senate.
6. Make recommendations to the University via the Student Senate to speed minority integration and improve the general atmosphere of the University.
7. The Director of Cultural Affairs may appoint a committee and/or volunteer staff to assist in the execution of his/her duties.

G. The Director of Governmental Affairs will:

1. Research Municipal, State, and Federal legislative action that affects the NIU Student Body.
2. Lobby Municipal, State, and Federal levels of government on behalf of the Student Association on legislative matters that affects the NIU Student Body.
3. Acts as the Student Association's official representative to the Illinois Board of Higher Education-Student Advisory Committee (IBHE- SAC).
4. Inform the Student Senate of all legislative matters of student concern.
5. Initiate and maintain contact with interested persons and related organizations, institutes and committees in order to obtain information.
6. The Director of Governmental Affairs may appoint a committee and/or volunteer staff to assist in the execution of his/her duties.

- H. The Director of Greek Affairs will:
1. The Director of Greek Affairs is responsible for monitoring university policies pertaining to Greek life on campus.
 2. Assisting Greek student groups in the development of their organizations.
 3. Serve as the liaison to the umbrella Greek organizations.
 4. Serve as the SA representative to the Greek Life Standards Board.
 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 including parking, economic development, lighting, and safety.
 6. Conduct a voter registration drive of members of Greek student organizations each semester.
- I. The Director of Organizational Development will:
1. The Director of Organizational Development is responsible for assisting recognized student organizations in the development of outreach activities, publicity, and fundraising.
 2. Assist any organization with media relations, including pamphlets, flyers, websites and/or ads.
 3. Maintain a record book of all university policies affecting student organizations.
 4. Advise organizations on how to get supplemental and CAB mid-level funds as well as how to fundraise and attain corporate donations.
 5. Advise recognized student groups on recruitment and retention techniques, leadership development opportunities, event planning, and programming.
 6. Assist the Student Association Vice President in preparation and dissemination of a Student Organization handbook that will include applicable policies and advice.
 7. Assist the vice president in the facilitation of the Organizational Fair.
- J. The Director of Public Affairs will:
1. Hold at least one general forum for students on campus to address grievances from the student body at large.
 2. Coordinate Student Association media coverage.
 3. Acts as the official historian of the Student Association.
 4. Manage all advertising conducted through Northern Star and other mediums.
 5. Assist Cabinet members and others with publicity.
 6. The SA Director of Public Affairs may appoint a committee and/or volunteer staff to assist in the execution of his/her duties.
- K. The Director of Student Life will:
1. Monitor all university bodies of a non-academic, non-cultural, and non-financial related nature.
 2. Coordinate the activities of all student representatives to student life related University committees.
 3. Inform the Student Senate and the NIU Student Body of all student life policies in the University.

4. Research and recommend new, innovative, and experimental student life programs and services to the University via the Student Senate.

5. Research and recommend major student life related policy changes to the University via the Student Senate.

6. The Director of Student Life Policy may appoint a committee and/or volunteer staff to assist in the execution of his/her duties.

L. The Director of Transportation Services will:

1. Monitor and oversee the effective operation of the Freedom Mobile.

2. Acts as the Student Association liaison to the University Parking Committee and Parking Appeals Committee.

3. Monitor and oversee the operation of the Huskie bus line.

4. Collect fares from buses and to carry out normal duties over the summer.

5. Report to the SA President and the SA Senate of all matters concerning Huskie Bus service and bring the student-busing fee before Senate for approval.

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

7. The SA Director of Transportation Services will act as chair of the Mass Transit Board.

M. At any time a director may appoint volunteers to assist them in their duties. If a volunteer agrees to perform specific set of duties and/or keep office hours, the director may appoint them as an assistant director with the approval of the Chief of Staff. Assistant directors are volunteers and may not be paid. The director is responsible for all training and supervision of volunteers.

N. Directors may appoint committees of volunteers to research a topic or provide them with advice related to student needs, with the approval of the Chief of Staff. The director is responsible for all training and supervision of committee members.

ARTICLE IV **STUDENT ORGANIZATION POLICY**

Section 1 **Duties and responsibilities of the Student Association**

It is the responsibility of the Student Association to assist student organizations in their mission of serving the students of Northern Illinois University. The SA also has responsibility for distribution of university resources and to provide for the proper use of those resources. The resources include funding, space, equipment, etc. The SA has the duty and responsibly to regulate and assist student organizations in their use of student resources.

Section 2 **Duties and Responsibilities of Student Organizations**

A. No organization receiving SA funding shall require students to pay dues to become a member.

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

C. In order to operate under the University or the Student Association on any campus, all student organizations must do the following:

1. Agree to obey all university and SA rules and procedures,
2. Have been granted recognition by the Student Association,
3. Complete each fall and maintain a current student organization officer renewal form, and
4. Have and maintain a president, treasurer, and advisor.

Section 3 **Recognition**

A. The SA Vice-President shall be responsible for updating the Recognition Packet for student organizations and submitting them to the Senate for recognition. Individuals seeking to form a new campus organization or representatives of organizations seeking recognition or reactivation of their recognition shall complete and return to the vice president a copy of the Recognition Packet.

B. The president of the organization shall serve as the chief executive officer of the organization. The president shall insure that all university and SA rules, including financial, are followed and that proper records are maintained. The president must be a current student in good standing with the University and the SA with regards to all academic, misconduct, judicial, and student organization funding issues. The President shall make sure that all SA recognition and renewal forms are completed.

C. The treasurer of the organization shall serve as the chief financial officer of the organization. The treasurer shall insure that all university and SA financial rules are followed and that proper financial records are maintained. The treasurer must be a current student in good standing with the University and the SA with regards to all academic, misconduct, judicial, and student organization funding issues.

D. The advisor of the organization shall serve as the consultant and university regulator of the organization. The advisor shall insure that all university and SA rules, including financial rules, are followed and that proper records are maintained. The 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. Unless it is part of their job duties, no person shall serve as the advisor to more than three (3) student organizations.

E. Once a Recognition Packet is complete and turned in, the SA Vice President may grant temporary recognition until the end of the current semester or the Senate act to approve or reject an application for permanent recognition. No organization, which has been rejected by the Senate, may use University or SA resources or be granted temporary recognition.

F. No organization shall discriminate against students for any reason, including but not limited to race, creed, color, sex, sexual preference, or national origin.

G. Final approval or denial of recognition rests with the Student Association Senate. At the Senate meeting each student organization seeking recognition from the SA should have their president and treasurer present to answer questions.

Section 5 **Complaint Resolution**

A. When any complaint is brought to the Senate or members of the executive branch the issue shall be referred to the Vice President. The Vice President shall work with the student organization and its advisor to attempt to get the organization to resolve the dispute. If the organization(s) is unable to resolve the complaint or the complaint involves the SA, The Vice President shall refer the matter to the Senate Committee on Student Organizations. All affected organizations shall be notified of the referral.

B. The Committee on Student Organizations, upon receiving a complaint registered against a recognized student organization shall conduct an investigation and make a full report with recommendations to the Senate. All complaints must be submitted in writing and signed by three (3) members of the organization, three (3) SA Senators, or an SA executive officer. The student organization president and advisor shall be given copies of the complaint and told when and where any hearings by the committee will be held.

C. If a complaint is made and signed by three (3) members of the organization, three (3) SA Senators, or an SA executive officer as to the validity or proper practice of any recognized organization the Committee shall investigate. In the event of discrepancies on the part of the organization, the Committee shall recommend to the Vice President that the organization receive temporary suspend until all problems are resolved. If the problems are sever or are not resolved by the organization, the Committee shall recommend to the Senate that the organization receive permanent suspension. The Senate shall review the case in accordance with the Constitution.

Northern Illinois University

Student Association

Bylaws, Part II

Elections Policy

ARTICLE I
VOTER ELIGIBILITY

Section 1
Voter Eligibility

Any eligible student wishing to vote must present an official, valid NIU Student ID and/or whatever else is determined by the Election Commissioner to prove student registration in order to obtain a ballot. The stated criteria for valid ballots shall be clearly posted at all polling stations. All disputes/questions concerning voter eligibility shall be directed to the Election Commissioner.

Section 2
Absentee Voting

Students on temporary leave of absence from the University or students on University business studying or working away from NIU's DeKalb Campus shall be entitled to vote by Absentee ballot. Any such student shall be charged with responsibility of informing the Election Commissioner of his/her status and requesting such materials before the election. The Election Commissioner must receive said absentee ballots by 4:00 p.m. of the last day before the scheduled election.

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 for or against any candidate or referendum which is the subject of the election.

Section 2
Penalties for Non-Neutrality

Any member of the Board of Elections, the Vice President, and the 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.

ARTICLE III
SENATE VOTING DISTRICTS

Section 1
Voting Districts

- A. DISTRICT 1: This district shall be composed of those students residing in Stevenson Towers, University Plaza, and Neptune Hall during the academic year.
- B. DISTRICT 2: This district shall be composed of those students residing in Lincoln

Hall, Douglas Hall, and Grant Towers.

C. DISTRICT 3: This district shall be composed of those students residing In DeKalb,IL west of the Kishwaukee River excluding students residing in districts 1, 2, and 4.

D. DISTRICT 4: This district shall be composed of those students residing in the following boundaries: North - DeKalb City limit; East – Kishwaukee River; South - Lucinda Ave.; West - Annie Glidden Road. This district does not include University Plaza.

E. DISTRICT 5: This district shall be composed of those students residing in DeKalb, IL. East of the Kishwaukee River and all students residing outside of the DeKalb city limits during the academic year, excluding the summer semester.

F. 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 eight (8) Senators.

ARTICLE IV

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 2.00 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 must also be enrolled in the Fall and Spring for twelve (12) semester hours; all other students must also be enrolled for nine (9) semester hours. 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 before being eligible to run. 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.”

Section 2

Release

All candidates for Student Association office must sign a waiver releasing their name and Social Security number to the Student Association Election Commissioner allowing him/her to determine if the student is in good academic standing through the Office of Registration and Records.

Section 3

Residency Requirements

All candidates and previously elected Senators must reside in his/her own representative district for their term.

ARTICLE V

BOARD OF ELECTIONS

Section 1

Selection of Members when the Senate is in Session

When the Senate is in Session, all person 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 five (5) 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 held at least six (6) weeks, and no more than eight (8) weeks prior to the Spring elections.

Section 2

Selection when the Senate is Not in Session

When the Senate is not in Session the following persons shall each choose one member to serve on the Board of Elections: The President, Vice President, Treasurer, Speaker, and Chief Justice of the Supreme Court. If any of the person's listed in the previous sentence shall also be a candidate in the election covered by the Board, then the Supreme Court shall choose their member of the Board from among those who shall apply. The Board of Elections so appointed will hold office thereafter for the duration of the election in progress.

Section 3

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 except by resignation, the Supreme Court, or in accordance

with the Removal Process outlined in the Student Association Constitution.

Section 4

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 5

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 6

Qualification for Board Members

To serve on the Board of Elections, 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 2.00 during his or her tenure in office or be in their first semester at the University.

Section 7

Authority and Duties

A. The Board of Elections will assist the 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 five (5) members, including the Board of Elections Chair. The Election Commissioner or an Acting 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 three (3) 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 three (3) 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).

Section 8 **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 ballots. 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.

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 Fall Election the President shall nominate the Election Commissioner prior to the last Senate meeting of the Spring Semester. For the Spring Election the President shall nominate the Election Commissioner on Sunday, one week prior to the first day on which the Election Packets will be available.

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

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

To hold the office of 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 2.00 during his or her tenure in office or be in their first semester at the University. The Election Commissioner shall be paid the same hourly rate as the highest paid executive staff member for each hour worked. No person shall become Election Commissioner who already holds a paid position within the SA. Any person who simply refuses to be paid for a specified period of time shall still be ineligible to hold the office of 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 hours; all other students must also be enrolled for nine (9) semester hours.

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.

ARTICLE VII

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' Meetings

A. On the Monday, six (6) weeks prior to the week in which a Spring election occurs, the Election Commissioner shall hold a Candidates' Meeting. On the Monday, three (3) weeks prior to the week in which a Fall election occurs, the Election Commissioner shall hold a Candidates' Meeting. 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 Friday of the same 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 2
Qualifications Check and Campaigning

The Election Commissioner shall check on the qualifications for all candidates on Monday 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 Tuesday following the Friday 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, Wednesday, following the announcement of eligible candidates.

ARTICLE VIII
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. 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 University Programming and Activities 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 of University Programming and Activities thereof must approve the contents, and the location of the posting must be approved by the University Grounds Department, where applicable.

C. Unstamped-posted material will be confiscated by the Election Commissioner or any Commission member and kept on file. In the event of an inordinate amount, as determined by the Board, of material in violation of these regulations is collected, the candidate(s) involved will be required 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-eight (48) hours. The candidate(s) involved will be granted four (4) hours after notification of the sanction in which to comply.

D. All campaign material which is stamped by the University Programming and Activities 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-eight (48) hours.

Section 2 **Campaign Teams**

Any candidates for office shall have the right, if they so choose, to campaign as a team.

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, the Election Commissioner or the Board shall forbid the candidate(s) from displaying campaign materials in the building in which the offense

occurred for a period of at least twenty-four (24) hours, but not more than forty-eight (48) hours.

B. For each additional offense, the Election Commissioner or the Board shall forbid the candidate(s) from displaying campaign materials in any and all university buildings for a period of not less than twenty-four (24) hours, but not more than forty-eight (48) hours.

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. SA candidates may not use stickers or any other form of self-adhesive materials to post any campaign 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 in the absence of reasonable effort by the candidate(s) to control the litter, as determined by the Election Commissioner, shall constitute a violation equal to the defacement of property. Those candidates 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 in residence halls may be done without proper permission from the residence hall director. Those in violation of this regulation may be forbidden from campaigning in that residence hall for a period of not less than 48 hours.

Section 7

Violations of Law

All candidates in violation of any university policy or federal, state, county, or municipality laws may be subject to the sanctions and punishments contained therein. They may also be sanctioned or punished up to and including disqualification from the election.

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.

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 fraud relating to the election including, but not limited to, stuffing ballot boxes, altering or destroying ballots, 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). A note to disqualify a candidate from an election shall require four (4) of the five (5) members of the board to agree in writing.

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

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).

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.

ARTICLE IX **CANDIDACY**

Section 1

Registration

A. Each candidate for executive office must have the signatures of 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, and local home phone number. The Board shall check on the validity of signatures by randomly calling thirty (30) or more of the names listed on each candidate's petition.

B. 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 if running for executive office, by the required date.
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.

C. 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 X **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.
- D. 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.
- E. No designation of title or degree may appear on any petition/ballot.

Section 2 **Petitions**

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

- A. The name of the candidate on whose behalf the petition is being signed in compliance with the appropriate section of the SA Bylaws.
- B. The office being sought.
- C. The district of candidate residency.

D. 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

Ballot Boxes

The Election Commissioner shall provide one official ballot box for each polling station. All boxes shall be delivered, unopened and locked, 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 ballots, 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 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

The polls shall be open for two consecutive days from 9:00 a.m. to 6:00 p.m. for Fall and Spring elections.

Section 7

Runoff and Special Elections

The polls for special elections, run-off elections, and all special referenda elections shall be open 9:00 a.m. to 6:00 p.m. for one day only.

Section 8

Polling Stations

The following locations shall have an official polling station: Founder's memorial library, The Holmes Student Center, and the DuSable Hall. An official record of poll workers and voters shall be maintained at each polling station.

Section 9

Voter Identification

Any eligible student wishing to vote must present an official, 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 ballot. The stated criteria for valid ballots shall be clearly posted at all polling stations.

Section 10

Voting Procedure

- A. After determining a voter's eligibility, the poll worker will initial the front of each ballot before handing it to the voter. No ballot will be considered valid unless such mark is affixed to the ballot.
- B. Each voter shall deposit his/her ballot into the locked ballot box once he/she has voted.
- 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 ballot box 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.

SECTION 11

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 XI **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, secure all elections materials and lock or seal the top of the ballot box 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 review 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 them selves 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 anytime. 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 ballot boxes are open 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. Votes on which the candidate intended is not determinable in the opinion of the Board of Elections shall not count for the office so indicated, but shall be counted for all offices which the intended vote is determinable; and

Section 3

Valid and Invalid Ballots

The following 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 ballot that is not initialed by a poll worker will not be counted and will be reported as an invalid ballot;
2. A ballot which is properly initialed but which has too many votes cast on one ballot, or in which votes are cast in the wrong or more than one place;
3. A vote for an unregistered or disqualified write-in candidate;
4. A vote for a registered write-in candidate, but the name of the candidate is misspelled;
4. Ballots which are profane; and
5. 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:

1. A ballot which is properly initialed, but which is unmarked for any office; and
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. If the difference between the total number of votes cast for any particular office in any particular election (including valid votes, valid no-votes, invalid votes and disqualified votes) and the number of valid signatures or ID presentations on that election's voter registration lists is greater than 5%, the election will be ruled invalid.

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

D. 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.

E. 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.

F. 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 two (2) weeks prior to the first day of elections for the purpose calibrating machinery. 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. An instruction sheet describing and illustrating how to cast a correct vote for a write-in candidate will be made available to students at all polling places. 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 in on the ballot must be identical in form and spelling to the name which the write-in candidate registered; and, 2) a completed oval must appear before the name.

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. The name that is registered with the Student Association Office must appear identical to that written on the ballot with the appropriate spelling and a completed oval before the name. Failure to do so will result in the ballots with those inappropriate write-in names to be not counted in the determination of winners for that office, even though that ballot itself is still valid. The remaining votes will determine the winner. Misspelled, incomplete, and/or illegible names shall not count as votes or count in the determination of winners.

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 XII **APPEALS**

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 made 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 of sanctions or rulings issued by the Board of Elections must be made to the SA Supreme Court. Only the Supreme Court may hear appeals regarding sanctions or rulings issued by the Board. 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. For the purposes of this section rulings shall include actions and decisions.

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 who 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 two (2) 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

The submission of the appeal 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.

Northern Illinois University

Student Association

Bylaws, Part III

Student Organization Policy

ARTICLE I
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.

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.

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.
- B. Additionally, funded student organizations may not have any restrictions that prevent any student from full membership or full participation except for not having good conduct within the organization and/or a good standing with NIU. Organizations that serve as governing bodies shall be allowed to restrict membership to those elected from the constituent groups with approval from the SA.

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) and treasurer must be full-time, fee-paying students. Both officers are responsible for making sure that they, and the organization, fulfill and obey all applicable SA and NIU policies.
- 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 funded organizations must attend.

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 name(s), mailing address(es), email address(es) and phone number(s).

Section 3

Faculty Advisor

A. Each organization must have a faculty advisor. The advisor must serve in a permanent university position, but may be either a member of the University faculty or staff. 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. Organizations may have more than one advisor, however they may have only one primary advisor who must be registered and approved by the SA.

B. Any faculty advisor changes must be reported to the Student Association within fourteen (14) days of the change by submitting an updated Officer Form. An Officer Form can be obtained in the S.A. Main Office in the Campus Life Building Room 180 or online at <http://www.sa.niu.edu/>.

Section 4

Constitution and Democratic Procedures

A. All organizations must have their constitution, mission statement, and bylaws on file with the SA office. Submit a document stating the organization's name, purpose(s), requirements for membership, method of office selection and impeachment proceedings, and a non-discrimination clause (See Sample Constitution). 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. If you need help creating a constitution, please contact the Vice President.

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. Every organization shall guarantee to all students the right to enjoy the same opportunities and privileges as any other student without discrimination or prejudice regarding the student's race, creed, color, sex, national origin, sexual orientation, religious views or affiliation, political views or affiliation, marital status, or condition of disability.

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 such changes - especially those that alter the nature of an organization, its name, and identity - will result in the organizations being required to seek recognition again. This does not apply to the annual updating of officer or faculty advisor list.

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 (Greek Organization)

A copy of any new member education program materials and the requirements/regulations an organization has for potential or new members must be submitted with the recognition packet and updated annually.

Section 7

Consequences for not adhering to Article II

The SA holds the right to suspend, revoke, and/or re-issue recognition status as per the constitution, bylaws and finance policy if not *all* of the preceding article is not complied with. This will be issued by the vice president and confirmed by the SA Senate.

ARTICLE III

THE RECOGNITION PROCESS

The SA provides 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 several steps listed below:

A. The Application Packet

Obtain a copy of the Student Organization Recognition Application, and related forms, from the S.A. Main Office or from the SA website at www.sa.niu.edu. The Application Packet consist 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 the 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. This form must be completed at the beginning of the school year.
6. Constitution, mission statement, bylaws, new member regulations (if applicable), and national constitution (if applicable): the new organization must create its own constitution and submit it with all the above paperwork. If applicable, the national constitution must be submitted as well.

B. Vice Presidential Review

Keep one (1) copy of the Application Packet. Three (3) additional copies of the completed Application Packet must be turned into the SA Main Office. Once filed with the vice president, he/she may extend temporary recognition to organizations for as long

as the vice president deems necessary. Temporary recognition is good only until the organization has the opportunity to present itself to the SA Senate for full SA 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.

C. Senate Committee Review

Once an Application packet is complete, the vice president will submit it to the SA Speaker. 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 SA Senate for review. The committee may make a recommendation to approve or reject the potential organization.

D. Senate Review

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

ARTICLE IV
ANNUAL RENEWAL

A. If full recognition is granted, it is permanent; unless it is lost due to revocation by the SA Senate for one or more of the following items: failure to complete required forms, attend mandatory meetings, forfeit by improper behavior/G.P.A., and/or any non-adherence to any section in Article II. However, recognition must be renewed each year by submitting appropriate officer renewal forms to the SA vice president by the fall deadline.

ARTICLE V
BENEFITS OF RECOGNITION

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

B. Training and professional development assistance by the SA and University Programming and Activities (UP&A).

C. The ability to post flyers - University policy states that only recognized organizations may post flyers throughout campus. Completing the recognition process allows organizations to post information on campus (following University policies as stated on the University Poster Policy; See University Policies & Guidelines for the

University Poster Policy). Any questions about posting information should be directed to UP&A.

D. The ability to make room reservations - Student organizations are able to reserve meeting rooms throughout the NIU campus upon being recognized by the Student Association. Rooms in the Holmes Student Center may be reserved by calling 753-1743. University Programming and Activities facilitate the reservation of most classrooms (when not in use for academic instruction) and outdoor areas, including the East and West Lagoon, the Martin Luther King Jr. Commons, and Central Park. Contact the Area Office of a residence hall to reserve a room located in that particular hall.

E. Mailboxes - The Student Association houses space for student organization mailboxes. Upon the request of the organization, a mailbox may be provided for recognized organizations. 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. Organization Websites - The Student Association has allocated space on its server for organizations to maintain websites.

G. Funding - Requests for funding may be submitted by recognized student organizations.

There are no exceptions to this particular rule: the Student Association does not fund religious, political, or pre-professional organizations. Funding applications are available in the fall.

ARTICLE VI **TYPES OF STUDENT ORGANIZATION**

A. Types of Student Organizations

1. Funded - These organizations must have been on campus for more than one academic year. Types of organizations that may be funded include the following: cultural, social, performance / entertainment.

2. Non-Funded - These organizations are usually new organizations that cannot receive funding until they have been established on campus for more than a year. Non-funded types include the following: political, religious, and restrictive membership organizations, i.e. Greek or an organization that charges dues.