ENROLLED SENATE BILL No. 25
Forty-Fourth Session

Author(s): Speaker Austin M. D. Quick

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WHEREAS, the Student Association governing documents must continue to evolve along with the needs of the leaders elected to serve the students;

WHEREAS, areas of pay and responsibilities have changed but not been reflective in the governing documents, namely the Constitution and Bylaws;

WHEREAS, as the Student Association continues to require organizations to follow these documents, the Student Association leadership as well, keeping in mind that at times there may be a need for change;

Therefore, the students of Northern Illinois University represented in this Senate enact the following changes to the Student Association Bylaws:

ARTICLE II

LEGISLATIVE BRANCH

Section 1

Duties and Responsibilities of the Senate

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

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

B. Legislate on all matters of student interest.

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

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

1. The passage of a resolution or act by the Senate.

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

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

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

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

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

J. 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, and the SA Civil Service Secretary IV. President, Speaker of the Senate, 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 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 Clerk of the Senate, 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 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. Pay for President, Vice President, Treasurer and Speaker of the Senate shall be in a lump sum and that of Chief of Staff and Directors shall be in either a lump sum or hourly rate as decided by the President and approved by the Senate. The pay of any student employed by the SA shall not be decreased during their one-year term of office.

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

L. The Senate shall consist of forty (40) senators drawn in groups of 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.

M. 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 be responsible for 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, while the SA Office Manager, with the consent of the Speaker, shall appoint the Senate Clerk.
The Senate shall be designated a sum of one thousand dollars each fiscal year to be used for its general operations and programs. The Speaker of the Senate shall have the power to allocate these funds for the Senate with the approval of the chairs of the following three committees: the Campus Life and Greek Affairs committee, the University Services Oversight committee, and the Public Affairs committee. The handling of the appropriation of these funds shall then follow all other general procedures set by the Student Association Finance Policy.

NO. The Speaker shall have the authority to appoint the Sergeant-at-Arms of the Senate.

The Sergeant-at-Arms:

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

2. Shall be confirmed by the Senate no earlier than the third scheduled meeting of the academic year.

3. Shall preserve order and decorum as directed by the Speaker or President Pro Tempore of the Senate and shall, at the direction of the Speaker or President Pro Tempore, have the authority to remove a disorderly individual or group from the Senate chambers.

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

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

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

7. Shall be knowledgeable regarding the SA Constitution, the SA Bylaws, and Roberts Rules of Order and shall assist Speaker and President Pro Tempore in their duties upon request.

8. This shall not be a paid position.

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

The Clerk:

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

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

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

5. Shall have other tasks assigned by the Speaker.

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 Finance committee meeting will be charged with a one-half absence towards their semester Senate attendance record for each committee absence. While, all other Senators who fail to attend any other required committee meetings will be charged with a full absence towards their semester Senate attendance record for each committee absence.

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

   1. One-half (1/2) absence for missing the initial roll call during the Call to Order, unless quorum is never reached, in which case a senator would incur one full absence.

   2. One-half (1/2) absence for missing the roll call during Adjournment.

   3. One-half (1/2) absence when quorum is called for during a meeting and the meeting fails to have quorum at that time.

E. Senators are required to complete five hours of community service per semester. Verification of these hours must be provided to the Rules and Procedures Committee no later than the 2nd to last Senate meeting of each semester. Senators who fail to complete or turn in the necessary hours of community service must submit, to the Rules and Procedures Committee a written statement as to why they were unable to complete the hours. This statement will be reviewed by the committee. If there is no written statement delivered for not completing the necessary hours of community service or if the reasoning of the statement is considered invalid by the committee, then it will result in the Senator’s removal from office.
Section 3

Senate Committees

A. Committee procedures

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

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

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

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

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

B. Committee Chair Meetings

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

C. Types of Committees

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

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

2. Standing committees are created in the bylaws and exist as permanent parts of the Senate.
Section 4

Senate Standing Committee Duties and Responsibilities

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

A. Committee on Campus Life and Greek Affairs

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

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

3. The Committee shall be concerned with the overall improvement of the life of residents of this campus and any other matter that relate to residents' affairs.

4. The Committee shall be concerned with the overall improvement of the life of Greek students and the residential life of Greek Row.

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

B. Committee on Rules and Procedures

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

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

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

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

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

C. Committee on University Services Oversight

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

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

3. The committee shall make annual reviews of selected university services and academic departments.

4. The following members of Student Association may attend meetings of the committee and participate as non-voting, ex-officio members in order to give reports and hear the opinion of the committee members: Director of Academic Affairs, the SA Director of Cultural Policy, and the SA Director of Student Life.

D. Committee on Public Affairs

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

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

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

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

Section 5

Senate Vacancies

A. After the first Senate meeting following the Fall Elections has been closed, the Speaker shall accept applications for all vacancies on the Senate after the end of the Senate elections. Vacancies shall include all seats where a senator has resigned, been removed, or the seat was not originally filled during the election. As each vacancy is announced, the Speaker shall present the name of the first applicant who has registered with
a completed application for consideration for an open seat. No person who is on the applicants list may be skipped, except for the following:

1. The applicant asks to be skipped.
2. The applicant cannot attend the next regularly scheduled senate meeting.
3. The applicant's packet of information is not complete; such applicants will be moved to the bottom of the applicant list for later consideration.
4. The applicant has not attended at least one Senate meeting in its entirety.

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

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

1. Candidates for all Student Association office shall be NIU students in good academic standing.
2. All candidates for Student Association office must sign a waiver releasing their name and Student identification number 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 five 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 receive 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, the vice-chair, who shall preside over the committee in the chair’s absence and a secretary, who shall keep records of the committee’s meetings. The President shall appoint the chair. The vice chair and secretary shall be appointed by the chair with the consent of the committee.

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

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

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

B. Committee Reports

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

Section 2

Student Association Standing Committees

A. Board of Elections

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

B. Finance Committee

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

C. Mass Transit Board

1. The Mass Transit Board will assist the President of the SA and the Director of Transportation with the management of the Huskie Line campus bus service and the 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. Manage the Busing Activity Fee, including making recommendations as to the proper amount of the Busing Activity Fee. Changes in the Busing Fee are subject to SA Senate approval.

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

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

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

Section 3

Duties and Responsibilities of the Executive Branch

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

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

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

C. Initiate and recommend legislation to the Student Senate.

D. Act for the student government in situations where immediate action is necessary.

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

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

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

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

1. At the first Senate meeting of the spring. The President of the SA will be asked to address Northern Illinois University's student body and the Student Association's Senate by speaking on the state of the student government and student interest.

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

Section 4

Student Association Cabinet

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

1. Shall attend university functions where S.A. attendance is needed at the direction of the President.

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

3. Shall work and be paid for a minimum of ten (10) hours weekly and no more than forty-four (44) hours bi-weekly maintain a scheduled and office hours as set by the Chief of Staff.

4. Shall submit and maintain a minimum of ten (10) office hours per week. Office hours are defined as work conducted during the normal business hours of the Student Association.

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

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

7. Shall attend weekly staff meetings; prepare weekly written staff reports to be given to the Chief of Staff and to the Director of Technology to be placed on the SA website and present a minimum of one (1) report to the Senate each month either in writing or in person.
8. May appoint a committee or volunteers, with the approval of the President, to assist in the execution of his/her duties. If given specific duties and hold office hours, volunteers may be appointed by the director as a deputy director, with the approval of the President. These individuals are not members of the Cabinet, will not receive pay, and are to be supervised by the director.

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

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

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

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

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

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

4. Maintain staff office hour records for purposes of payment and manage the proper payment of all paid S.A. officials.

5. Assist the President in appointing students to serve on university committees and coordinate oversight of these appointments.

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

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

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

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

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

11. Act as a liaison between the President, Vice President, and Speaker of the Senate to ensure that all legislation is signed and submitted to appropriate parties.
12. Coordinate with the Student Association Office Manager to ensure staff is provided access to computers, office supplies and the copy machine and that the S.A. Office is presentable and aesthetically pleasing.

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

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

15. Update the Student Association staff manual annually.

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

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

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

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

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

5. Serve on the University Council and coordinate the Student Association representation on the council by facilitating communication among all student members.

6. Receive reports from students representing the Student Association on academic university committees and provide summaries to the Chief of Staff and President.

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

1. Be responsible for coordinating advertising on the Huskie Bus Line, including working with potential vendors and consulting with any related parties as appropriate.

2. Submit a monthly report of advertisement figures, profits and assessments to the S.A. President.

3. Be responsible for listing all S.A. events on the NIU calendar.

4. Create marketing strategies and plans for the S.A.

5. Coordinate Student Association advertising in the Northern Star and in other outlets by securing advertising space and assisting in the billing process.
6. Assist in coordinating promotional materials for all S.A. initiatives with the Director of Public Affairs.

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

1. Serve on the university’s Athletic Board and coordinate additional Student Association representatives on the board.

2. Serve as the Student Association senior liaison to the Office of Intercollegiate Athletics.

3. Serve on the Convocation Center Board and ensure the fulfillment of the shared governance agreement.

4. Monitor university policy concerning fundraising and development and serve as liaison to the Division of Development and University Relations.

5. Serve as the liaison to the Alumni Association and the Student Alumni Association.

6. Serve as the Student Association liaison to the Northern Illinois University Foundation.

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

1. Serve as the Student Association liaison to all cultural student organizations.

2. Promote cultural programming and encourage joint programming across cultural organizations.

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

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

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

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

7. Coordinate Student Association representation on the Presidential Commissions on the status of minorities.
8. Research and recommend major minority-related policy changes to the University via the Student Association Senate.


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

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

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

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

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

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

5. Maintain relations with community organizations and units of government as necessary including the DeKalb Chamber of Commerce and the County of DeKalb.

6. Work with the DeKalb registrar to host voting registration drives as needed.

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

8. Conduct a voter registration drive each semester and promote student voting in all elections.

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

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

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

3. Assist Greek organizations in conducting philanthropic activities by coordinating large service projects.
4. Serve as the Student Association liaison to the appropriate Greek Affairs university staff in the Student Involvement and Leadership Development Office.

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

6. Conduct a voter registration drive of members of Greek student organizations each semester with the assistance of the Director of Governmental Affairs.

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

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

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

2. Promptly respond to any complaints concerning the Huskie Bus Line or the Freedom Mobile.

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

4. Serve as the Student Association liaison to the Late Night Ride Service.

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

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

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

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


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

11. Conduct at least one open forum for the Huskie Bus Line drivers to accept feedback or any issue surrounding the Mass Transportation System.
12. Monitor the GPS tracking system, make recommendations and act as a liaison to all negotiating departments.

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

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

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

3. Maintain a record or a book of all university policies affecting student organizations including poster policy, how to book rooms, and a second book on Student Association organizational recognition and financial policies.

4. Attend the Student Association mandatory organizational meeting and provide relevant presentations as requested by the Student Association Vice President.

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

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

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

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

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

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

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

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

4. Act as the official Student Association Historian by maintaining articles and records for future use, including file digital copies of relevant materials and information in the NIU Library archives for later review.
5. Coordinate and maintain the S.A. window located in the HSC.

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

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

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

9. Work with the election commissioner and Director of ITS to set up the annual S.A. Executive debate.

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

L. The Director of Student Life, working under the direction of the President and Chief of Staff, is responsible for monitoring and providing recommendations on all issues affecting students' quality of life, including housing, financial services, safety, healthcare, and other support services. The Director of Student Life shall:

1. Monitor and act as the S.A. liaison to university offices relating to financial services (including the Bursar's Office and Office of Student Financial Aid), Housing and Dining, offices affecting the safety and security of the campus (including Judicial Affairs and University Police), and all campus support services (including University Health Services, Students' Legal Assistance, Commuter Non-Traditional Student Office, and Campus Child Care).

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

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

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

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

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

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

M. The Director of Information & Technology, working under the direction of the President and Chief of Staff, is responsible for communicating and maintaining all technology and technology related items on behalf of the Student Association. The Director of Information & Technology shall:
1. Be responsible for maintaining and updating software and hardware on the Student Association computers located in the Campus Life Building 180 and 190 suites and work with those occupants to ensure all information is stored correctly on the server.

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

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

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

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

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

7. Be responsible for tracking and maintain all computer inventories including but not limited to the locations of printers, scanners, CD writers, digital cameras, CPU's, and monitors.

8. Coordinate any workshops or trainings with the Chief of Staff to keep the S.A. updated on how to use new programs.

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

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

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**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 2.5 on a 4.0 during his or her tenure in office or be in their first semester at the University. This shall apply to all officers, senators and representatives of the SA. In addition, to hold the office of President, Vice President, Treasurer, or any other paid SA position an undergraduate student. Qualifications for office must be met by a candidate/elected prior to taking office but need not necessarily be met at the time of candidacy. However, if a candidate/elected fails to meet all qualifications for office by the time they are to assume office, they shall not assume their office. Instead the office shall be considered vacated and shall be filled in accordance with the procedures established in the SA Constitution and By-Laws.

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

This act is ordered to take immediate effect.

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I hereby verify that the Student Association Senate has approved the following legislation in accordance with the rules and requirements set forth in the Student Association Constitution, Bylaws, and Senate Operating Rules and Procedures.

Chad Harris, Clerk of the Senate

Austin M. D. Quick, Speaker of the Senate

This legislation is now considered binding under the laws of the Student Association, given under my hand in DEKALB, ILLINOIS on the Nineteenth day of November in the year of our Lord Two Thousand and Twelve.

Delonti J. LeFlore, President

[Seal of the N.I.U. Student Association]