

## Preamble

We, the students of Upper Iowa University, in order to form a means of representing the student body, to provide a more effective means of communication between the undergraduate body, faculty, and administration, to promote progress with the crystallization of the most constructive undergraduate opinions and to promote loyalty and pride in Upper Iowa University ourselves, our alumni and future Upper Iowans, do establish this constitution for the Student Government of Upper Iowa University.

## Article I, Purpose

**101.** The Student Government plays an important role in student services. It serves as the liaison group among students, faculty and administration; keeping each informed of the other's interests. Student Government primarily is involved with the major issues and concerns of the students.

**102.** Serving on standing committees of the Council of Residential Studies, orientation of new students, special programs and elections are a few of the many responsibilities of Student Government.

## Article II, Student Senate

**201.** All legislative powers herein shall be vested in the legislative branch which shall be known as the Student Senate, whose membership shall exceed that specified in the by-laws.

**202.** The student Senate shall consist of the Executive Committee and Senators elected from the following electorates: One representative voted from **Residence Halls:** Garbee 1<sup>st</sup> floor south, 2<sup>nd</sup> floor south, 3<sup>rd</sup> floor south, 4<sup>th</sup> floor south, 1<sup>st</sup> floor north, 2<sup>nd</sup> floor north, and 3<sup>rd</sup> floor north, South Village 1, 2, and 3 the 2<sup>nd</sup> and 3<sup>rd</sup> floor for each building; **Schools:** School of Business, School of Education, School of Science and Math, School of Liberal Arts; **Clubs and Orgs:** One senator from each approved campus organization; **Classes:** Freshman, Sophomore, Junior, and Senior. Any student who is on disciplinary probation shall not be allowed to run for or hold any position in Student Government.

## Article III, Executive Offices

**301.1** The Executive Committee shall be elected for one (1) year by vote of the general membership of the Student Government in such a manner as prescribed in the by-laws of the Constitution.

**301.2** Student Body President, Vice President, Secretary, Treasurer and Vice President of Academic Extension shall be eligible for re-election to the position after serving one (1) term in office, but shall not exceed two (2) terms in the same office.

**301.3** The Candidates for President, Vice President, Secretary, Treasurer and Vice President of Academic Extension shall have no less than two semesters on the Fayette campus as full time students.

**301.4** Candidates for the Executive Committee shall not be on disciplinary probation.

**301.5** Any candidate or executive officer who is placed on probation throughout their term of service, as a Student Government Officer of the Executive Board, or a candidate for such, will be asked to resign or dismissed from office.

**301.6** The Executive Board shall be elected by the plurality of the votes cast by the student body, on a date set by the Election Committee before the annual Honors and Awards ceremony.

**301.7** Terms of office will run from the last day of Spring Term II until the last day of the following Spring Term II.

**301.8** Any vacancy in the Executive Board shall be filled within four (4) weeks of such vacancy in accordance with the by-laws, with the exception of the office of President, which shall be filled by the Vice President.

**301.9** Members of the Executive Committee and candidates for the Office of President, Vice President, Secretary, Treasurer and Vice President of Academic Extension shall have at least a 2.5 cumulative grade point, remain full-time students, and play an active role in Student Government sitting on at least one UIU committee and attend 75 percent of the meetings.

#### **Article IV, Disciplinary Action**

**401.1** The Executive Board shall enforce all disciplinary actions necessary in the event that a club or organization reaches probationary status or becomes inactive according to the by-laws of the Constitution.

**401.2** The Executive Board shall enforce all disciplinary actions necessary in the event that a school, building, or class representative has reaches probationary status according to the attendance policy the inactive member will be asked to stand down from his/her position and a new representative will be voted upon.

## **Article V, Executive Powers and Duties**

**501.** The Executive power shall be vested in the Executive Committee, which shall consist of the President, Vice President, Secretary, Treasurer and Vice President of Academic Extension of Student Government

### **PRESIDENT:**

**501.1** Shall preside over all meetings of the Student Senate.

**501.2** Shall appoint members to committees with the advice and consent of the Senate.

**501.3** Shall make recommendations of the Senate to faculty and administration.

**501.4** Call special meetings of the Senate when necessary.

**501.5** Shall assist and advise the other voting and non-voting members in execution of their duties.

**501.6** Is responsible for the initiation and/or execution of activities in the interest of the entire student body as well as the execution of the constitution by the members of the Senate and Executive Board.

**501.7** Is allowed one final vote in the event of a tie within the Senate.

**501.8** A standing member of the Council for Residential Studies.

**501.9** Has the obligation to keep records and file reports that will assist and aid future Presidents.

**501.10** Other duties as assigned.

### **VICE PRESIDENT:**

**502.1** Shall preside over meetings and assume those responsibilities of the President, in his/her absence.

**502.2** Shall attend all Student Government meetings.

**502.3** Is entitled to one vote.

**502.4** Shall coordinate correspondence with any affiliated state or national organization and other student governments.

**502.5** Assist with all Student Government activities.

**502.6** Revise the Constitution and By-Laws as necessary.

**502.7** A standing member of the Council for Residential Studies.

**502.8** Shall serve as chair of elections.

**502.9** Has the obligation to keep records and file reports that will assist and aid future Vice Presidents.

**502.10** Other duties as assigned.

**SECRETARY:**

**503.1** Perform all duties that generally fall to this office.

**503.2** Keep the minutes for all meetings and permanent filing.

**503.3** Post minutes, which include time and location of meeting.

**503.4** Enter all minutes in the permanent file, located in the Office of Student Development, prior to the next regularly scheduled meeting.

**503.5** Distribute the minutes of all meetings to the members of Student Government for approval, prior to the next regularly scheduled meeting.

**503.6** Take attendance at meetings and special student government functions.

**503.7** Reports absences of clubs/organizations, student senators and committee members to Executive Board.

**503.8** Responsible for correspondence to probationary/inactive members of Student Government.

**503.9** Entitled to one vote.

**503.10** Has the obligation to keep records and file reports that will assist and aid future Secretary's.

**503.11** Responsible for notification of changes to meetings or events.

**503.12** Other duties as assigned.

### **TREASURER:**

**504.1** Keep a record for permanent filing of all financial transactions of Student Government.

**504.2** Attend all Student Government meetings.

**504.3** Report weekly to the Student Government the current balance in the Student Government account.

**504.4** Report misuse of Student Government allocations to the Executive Board.

**504.5** Entitled to one vote.

**504.6** Has the obligation to keep records and file reports that will assist and aid future Treasurers.

**504.7** Other duties as assigned.

### **VICE PRESIDENT OF ACADEMIC EXTENSION:**

**505.1** Liaison between academic extension students and their respective sites to the Student Government on the Fayette campus.

**505.2** The sites include Madison, Wisconsin, Milwaukee, Wisconsin, Des Moines/Ankeny, Iowa, and Waterloo, Iowa.

**505.3** Attend all Student Government meetings.

**505.4** Entitled to one vote.

**505.5** Has the obligation to keep records and file reports that will assist and aid the future Vice President of Academic Extension.

**505.6** Other duties as assigned.

### **Article VI, Student Senator Powers and Duties**

**601.** The Student Senator power shall be vested in the Senators and quorum, which shall consist of the Student Senators not on probationary/inactive status, who regularly participate in Student Government.

**602.** A Student Senator may introduce to the Student Government any motion, bill, amendment, and act or question he/she so desires.

**603.** He/she may debate, vote for or against or abstain from voting on any issue brought before the Student Government.

**604.** A Student Senator shall be granted access to any and all files and records pertaining to Student Government Committees.

**605.** A Student Senator shall not be punished outside of Student Government for any speech or debate he/she makes in Student Government meetings.

**606.** A Student Senator may appoint another student senator as a proxy voter for a meeting providing that the absence has been excused by a member of the Executive Board of Student Government.

**607.** A senator may represent a maximum of two entities.

**608.** Each entity will have one vote.

## **Article VII, Senate Rules and Regulations**

**701.** The Senate shall have the power to raise funds and pay debts.

**702.** Senate shall determine rules and regulations of its own (Student Government) proceedings.

**703.** The Senate shall make all rules necessary and proper for carrying into execution foregoing powers and all other powers vested by this Constitution in the Student Senate of Upper Iowa University.

**704.** The Student Senate shall assemble at least twice a month at an hour and place designated by the Executive Board; and may meet from time to time in special sessions upon the call of the President of the Student Senate, or upon the presentation of a written petition containing the signatures of a majority of the Senate membership to the secretary of the Student Senate.

**705.** Two-thirds (2/3) of the Senate membership, excluding those Senators excused from the meeting by the Student Senate Executive Committee, shall constitute a quorum.

## **Article VIII, Reactivation**

**801.** To regain active status, a club/organization must participate in the following:

**a.** Student Senator representing inactive club/organization has perfect attendance at any and all, regularly scheduled, Student Government meetings, anterior to announcement of inactive status.

**b.** Submit Appeal Proposal to Appeals Court and meet all requirements appointed by Student Government Executive Board.

**1.** Appeals Court consists of a committee of peers

**2.** Appeals Court decides the decision of appeal

**c.** Future upcoming goals are met without the assistance of club and organizational allocated funds: remaining funds can be used for betterment of community and/or University.

**802.** If one item, specified in the by-laws, needed by a club/organization to regain active status is not met, or a club/organization fails to complete each one, then the process begins again with a letter of notification from the Executive Board of inactive status.

### **Article IX, Student Representatives on Academic Governance Organization Standing Committees**

**901.** On each student-faculty committee there shall be two students who are appointed by the Student Government officers.

**902.** Each student-faculty committee member shall serve one-year terms.

**903.** These members must attend one Student Government meeting per month, each by a different committee member.

**904.** Any student-faculty member not attending the required Student Government meeting per month or their committee meeting shall be vetoed on for dismissal by the Executive Board of the Upper Iowa University Student Government and replaced by individuals appointed by them.

**905.** The President and Vice President are standing members of the Council for Residential Studies.

**906.** The election committee will be chaired by the Vice-President; it will consist of three current members of the Student Government Association.

**907.** Upper Iowa University Committees will have the following student allocations:

**a.** Athletics: Shall consist of one male and one female.

- b.** Teacher Education: Shall consist of two students majoring in Education.
- c.** Honors and Awards: Shall consist of two senior students not eligible for reception of awards.
- d.** Student Development: Shall consist of three Fayette students.
- e.** Campus Security: Shall consist of two students from the student body.
- f.** Library: Shall consist of two students from the student body.
- g.** Substance Abuse: Shall consist of two students from the student body.
- h.** AIDS: Shall consist of two students from the student body.
- i.** Food Services: Shall consist of three students from the student body.
- j.** Academic Affairs: Shall consist of one student from the student body.

**907.1** Representatives of these committees are non-voting members unless they are senators who represent a recognized club or organization.

### **Article X, Amendments and Ratification**

**1001.** The Student Senate shall, upon a majority vote, propose constitutional amendments. Unless otherwise stated, amendments shall become effective upon the date of their ratification by a majority of the voting student senate.

**1002.** The Student Body shall be notified one meeting prior to ratification of amendments, once in writing and once verbally, before they become effective.

**1003.** On all procedural questions not covered by this Constitution, Robert's Rules of Order (Parliamentary Procedure) shall serve as authority.

## **BY-LAWS**

### **Article I, Senate Membership**

**101.** The Student Senate shall have no more senators than ten (10) percent of the entire student body.



**102.** A candidate for Senator must be a full-time student.

**103.** A Senator who receives three (3) or more disciplinary sanctions in one academic year will be required to meet with the Executive officers to determine the status of the Senator position.

## **Article II, Executive Officer Election Procedure**

**201.** Any person running for the office of President must submit a petition with thirty (30) student signatures, display a poster with goals for the upcoming year, present a speech, win by majority of votes cast and submit an essay explaining his or her purposes, goals and qualifications in seeking the office of President.

**202.** Any person running for the office of Vice President, Secretary, Treasurer and Vice President of Academic Extension must submit a petition with twenty-five (25) student signatures, display a poster with goals for the upcoming year, present a speech, win by the majority of votes cast and submit an essay explaining his or her purposes, goals and qualifications in seeking that respectable position.

**203.** Before entering office each Executive Officer shall take the following Oath of Affirmation:

“I do solemnly swear (or affirm) that I will faithfully execute the office of (President, Vice President, Secretary, Treasurer, Vice President of Academic Extension) of the Upper Iowa University Student Government and will, to the best of my ability, preserve, protect and defend the Constitution of the Student Government.”

**204.** Campaigning Election Guidelines, Rules, and Procedures

### **I. Qualifications**

Every candidate must submit in writing, to the office of student services by a date and time announced by the current Student Government Vice President at the information meeting, or unless otherwise noted, the following:

**A.** A letter of Intent to run for the specific position

**B.** Candidates for President must submit a petition with 30 signatures in support of their candidacy and 25 signatures in support of their candidacy for all other offices. If running for an office, only students of Upper Iowa University may sign the petition.

### **II. Ballots**

**A.** The candidates will be listed on the ballots by alphabetical order under the specific office for which they are running.

**B.** Only one name can be marked for each office, unless otherwise specified. If two names are marked for the same office, the ballot will be considered invalid.

**C.** Discussion of candidates at the voting booth may result in the ballot being considered invalid.

### **III. Withdrawals and Changes of Intent**

**A.** To withdraw a candidate's name from the ballot, a letter must be submitted to the current Student Government Vice President no less than 72 hours before the election.

**B.** A candidate wishing to change the office for which they choose to run must file a letter of withdrawal and resubmit a new letter of intent no less than 72 hours before petition deadline.

### **IV. Campaigning**

**A.** The campaign timetable is set by the current Student Government Vice President. Any action of campaigning taken before approved dates will subject the involved candidate to disqualification or other disciplinary action.

**B.** Any poster/flyers used for campaigning purposes must be no larger than 24" x 28".

**C.** Each candidate must have only one poster/flyer on any bulletin board.

**D.** Approval for posters/flyers to be placed on the University bulletin boards must be granted by the Office of Student Services

**E.** Campaign material may not be placed on any outside structures (e.g. trash cans, outside walls, etc.)

**F.** Posters/flyers may only be displayed in the commuter lounge or Garbee Hall, Hofmaster or Lee Towers through the approval of the Office of Student Services.

**G.** Each candidate or their volunteers may distribute flyers.

**H.** Candidates are not allowed to campaign by writing on the sidewalks or other surfaces with chalk or substances.

**I.** No door-to-door or phone campaigning will take place. Door-to-door and phone campaigning involves discussing the campaign or distributing campaign materials with random residents.

**J.** Electronic mail campaigning will not be permitted.

**K.** If a piece of campaign material is reported improperly placed, the candidate will be notified in person or by phone by the current Student Government Vice President and will have one hour to remove or correct the material upon notification. Removal or correction of the material does not exempt the candidate from possible penalties deemed appropriate by the current Student Government Vice President. Failure to respond to the notification of illegal campaign practices will result in disqualification.

**L.** There shall be no campaign materials within 50 feet of a voting booth on Election Day. This includes name tags, posters or flyers. Also no candidates or campaign volunteers may discuss the election or specific candidates within 50 feet of the voting booth. Voting will occur in the student center lobby. It is the candidate's responsibility to remove any materials from the vicinity on voting days.

**M.** Candidates and campaign volunteers are responsible for all campaigning regulations, meaning the candidate is responsible for all violations, regardless of who committed them.

**N.** Campaign materials must be taken down within 24 hours of the election.

**O.** Any candidate desiring to stuff campus mailboxes in the student post offices must first receive the approval of the Office of Student Services. The candidates, not postal workers, will be responsible for stuffing the boxes and must do so during the hours specified by the Office Student Services.

**P.** Any questions regarding campaigning should be directed to the Office of Student Services, or the current Student Government Vice President.

## **V. Voting Regulations**

**A.** Voting will occur for two consecutive days over the lunch and dinner hours.

**B.** Those who cast a vote will have their name crossed off a master list to avoid repeat voting.

**C.** Only students of Upper Iowa University may vote.

## **VI. Enforcement**

**A.** Major violations shall include, but not be limited to: attempts to perpetuate a fraudulent election; tampering with ballot boxes or vote counting; communicating falsification in order to gain an advantage; harassing or assaulting voters; offering bribes to poll workers, voters or members of the current Student Government Vice President. Major violations shall result in immediate disqualification from the election and a referral to the Dean of Student Services for violations of the Code of Student Conduct.

**B.** Other violations of campaign or election procedures may be considered minor violations, as determined by the current Student Government Vice President. Minor violations shall include, but not be limited to: Section IV – Campaigning. In the case of a minor violation, the committee has the power to dock from the candidate a maximum of 15% of the election vote total. Accumulation of minor violations may result in a major violation if deemed appropriate by the current Student Government Vice President and or advisors.

**C.** If a violation of the election regulations is discovered subsequent to the election, a candidate may be disqualified from his office if deemed appropriate by the current Student Government Vice President and or advisors.

**D.** Ignorance of campaign violations does not excuse such violations, and penalties will be assessed irrespective of a candidate's intent. Willful violation of campaign regulations will ordinarily result in higher penalties than a violation that occurs without malicious intent.

## **VII. Results**

**A.** Counting of votes will be performed by the Student Government Advisors behind closed doors. Elections will be decided by who has the most votes.

**B.** Results of the elections are final as of 48 hours after the results are officially posted in the Office of Student Services. Any candidate wishing to contest the results may do so within the 48 hour period after the results have been officially posted by making their complaint in writing to the Office of Student Services.

## **Article III, Student Senator Election Procedure**

**301.** Senators and candidates for the office of Senator shall have at least a 2.0 cumulative grade point average.

**302.** Term of office for Senators shall begin the first day of October and shall expire the last day of Spring Term II, each year.

**303.** Elections for Student Senators shall be held in the weeks prior to the first day of October.

#### **Article IV, Vacancies**

**401.** Vacancies are any time a position is vacant due to prolonged illness, family issues, probationary action or resignation.

**402.** Schools, classes, floors, clubs, and organizations are responsible for ensuring senator's attendance. In the case of a vacancy, the entity has two weeks to reappoint a new representative, if not the entity will face attendance disciplinary actions.

**403.** Any Executive Officer may run for office as long as they meet the requirements and submit an essay. They will be voted on by the Senators and must receive fifty-one percent (51%) of the Senatorial votes.

**404.** The Vice President will assume the office and duties of the President in the event that a vacancy is incurred in the Presidents Office.

#### **Article V, Attendance Policy and Disciplinary Actions**

**501.** Absences will be defined as:

**a.** Any senator that is not present at a scheduled meeting

**b.** Three Tardies = 1 absence

**c.** No Quarterly Report = 1 absence

**502.** Student Government will accept absences for only the following reasons:

**a.** Illness

**b.** Death or serious illness in the family

**c.** Student teachers/internships\*

**d.** Discretion of the President

\*Any member of the Senate who is student teaching/internships off campus will have a substitute representative elected from the same constituency for the length of the absence and upon completion of the student teaching/internship assignments, the Senator will resume duties.

**503.** In cases involving the Executive Board members who are absent occasionally, members of the Executive Board who remain will assume the duties of the absent member.

**504.** In the event of two absences by a club/organization:

**a.** Probationary letters are sent to the Executive Board of the club/organization, school, class, floor, and the advisor.

**b.** Included with the letter is a schedule of remaining Student Government meetings

**505.** In the event that three or more absences are incurred by a club/organization, they are classified as inactive, which entails:

**a.** Schools, classes, and floors will lose their voting privileges.

**b.** Freeze of student accounts, until club/organization is reactivated.

**c.** Pledging activity is not allowed.

**d.** Clubs, organizations, schools, classes, floors, and/or Student Government Advisor will be notified through letters of inactivity.

**e.** Can only attend approved community service events.

**f.** Inactivation lasts at least eight weeks, during which it must occur during enrollment periods and not during break periods (Fall Break, Holiday Break, Spring Break, etc.)

**g.** Cannot perform fundraisers.

**h.** Breaking these rules will be reason for separate and additional consequences.

There are three ways to become inactive; the aforementioned rules only apply to that of Student Government appointed inactivity:

**1.** Student Government Absences

**2.** Lack of Active Members

**3.** Breaking of Policy and Procedures (to be determined and enforced at the discretion of the Dean of Student Services).