

**Northern Illinois University Student Government  
Association Bylaws, Part I  
General Policy**



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**ARTICLE I**  
**TITLE AND ROLE OF THE BYLAWS**

**Section 1**  
**Purpose**

The Bylaws are authorized and required by the Constitution of the Student Government Association (SGA). They exist 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 Government Association as well as all applicable local, state, and federal laws and regulations.

**ARTICLE II**  
**LEGISLATIVE BRANCH**

**Section 1**  
**Duties and Responsibilities of the Senate**

The Student Government Association Senate shall have the following duties and responsibilities as a 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: SGA Accountant and SGA Office Support Specialist.
- B. Legislate 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 SGA 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 SGA Senate to legislate 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 Government 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. Each member of the Senate is required to author one piece of legislation during their term in office to demonstrate their knowledge as well as their outreach efforts to their constituency. Multiple Senators may collaborate on one piece of legislation at the discretion of the Speaker or Deputy Speaker. This piece of legislation shall be completed and submitted to the Senate before the third (3rd) to last meeting of the current session.
- I. The Senate shall adopt a The SGA Operating Manual. The SGA Operating Manual shall have a status inferior to the SGA Bylaws and superior to Robert's Rules of Order. The Speaker of the Senate shall have the responsibility for keeping the Senate Operating Manual up-to date.
- J. The Senate shall be the ultimate legislative decision-making body of the Student Government Association in adherence to the Constitution and Bylaws.
- K. To pass resolutions giving its opinion on behalf of the student body to the University, University committees, or any part of the Student Government Association, except the Senate, may not issue resolutions regarding the result of judicial verdicts from inside the University and the SGA.
- L. The Senate shall consist of senators allocated as described in the Student Government Association Bylaws Part II Article III, §1.A.
- M. It shall be the responsibility of all paid members to write weekly staff reports and upload those reports to the Student Government Association website.
- N. Facilitate and host a "Town Hall" meeting in which the student body is encouraged to directly ask SGA and specifically The President, Vice President, and Senate questions. The student body should also be encouraged to suggest actions SGA might want to consider moving forward.
  - 1. These meetings should happen at least twice per semester and cannot occur within less than two (2) months from the previous meeting, with the exclusion from academic breaks during the school year
  - 2. The Speaker, President, Vice President, and Deputy speaker are required to attend this event barring extreme extenuating circumstances.
  - 3. The Senate shall announce and begin advertising the date, time, and location of these meetings at least one (1) week prior to the event.
  - 4. The Speaker, President, Vice President, and Deputy Speaker should make a good faith effort to answer the questions honestly and should work to investigate any suggested actions from the student body.
- O. The Senate shall have a number of paid officers, and each shall have duties as defined in the Constitution, Bylaws, and/or Senate Operating Rules.
  - 1. The Speaker of the Senate shall manage all affairs of the body.
  - 2. The Deputy Speaker shall manage all the Senators of the Senate.
  - 3. The Senate Clerk shall be responsible for all recordings and documents of the Senate as directed by the Speaker of the Senate
  - 4. The Historian shall be responsible for accurate records of the SGA.
- P. The Speaker shall have the authority to appoint the Deputy Speaker of the Senate. The Deputy Speaker shall:
  - 1. Be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
  - 2. Be confirmed by the Senate no earlier than the first scheduled meeting of the academic year.
  - 3. Provide oversight and direction to the Senate Chairs by coordinating overall activities of the chairs, and meet with individual chairs one on one once every month, and Senators once every two months.
  - 4. Shall create and administer leadership quizzes to ensure all elected legislative positions are equipped with sufficient comprehension of Robert's Rules of Order and other knowledge deemed by the Deputy Speaker important to hold the role.
  - 5. Assist the Speaker of the Senate in the execution of duties.
  - 6. Shall temporarily carry out the duties and responsibilities of the Speaker of the Senate when directed by the Speaker or in the absence of the Speaker.
  - 7. Shall become Acting Speaker if at any time the Speaker shall resign, be removed, or otherwise leave office before the end of the term.
  - 8. Maintain chair office hour records to ensure proper conduct of Senate committee chairs.

9. Shall serve on the Committee on Rules and Procedures and as vice chair of the committee.
  10. Shall collect, record, and verify all Senator outreach campaigns to their respective constituencies.
  11. Shall be a paid position.
  12. Shall prepare weekly staff reports to be given to the Speaker of the Senate in addition to being placed on the SGA website.
  13. Shall serve as one of the main spokespersons for the SGA Senate alongside the Speaker for any press releases or statements made to the press, in regards to the SGA Senate
    - i. At the discretion of the Speaker.
    - ii. If a comment or statement is requested, when answering the Deputy Speaker must objectively speak on behalf of the SGA Senate.
- Q. The Speaker shall have the authority to appoint the Sergeant-at-Arms of the Senate. The Sergeant-at-Arms
1. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
  2. Shall preserve order and decorum as directed by the Speaker or Deputy Speaker of the Senate and shall, at the direction of the Speaker or Deputy Speaker, have the authority to remove a disorderly individual or group from the Senate chambers.
  3. Shall escort all nominees seeking appointment or confirmation to and from the Senate chambers before and after deliberations on their confirmation, respectively. The Senate shall refer to the most up-to-date manual of Robert's Rules and consider this procedure a closed session.
  4. Shall be sensitive to individuals who require special seating for reasons of sight, hearing, etc.
  5. Shall enjoy the full rights and privileges extended to all other Senators, including, but not limited to, the right to vote in any and all matters before the Senate.
  6. Shall be knowledgeable regarding the SGA Constitution, the SGA Bylaws, and Roberts Rules of Order and shall assist the Speaker and Deputy Speaker in their duties upon request.
  7. Shall serve as a member on the Committee on Rules and Procedures.
  8. This shall not be a paid position.
- R. The Speaker shall have the authority to appoint the Legislative Director. The Legislative Director:
1. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
  2. Shall monitor all state and federal legislation pertaining to higher education and maintain relationships with appropriate legislators and executive officers.
  3. Shall monitor all local policy that pertains to the students of Northern Illinois University. The director shall maintain relations with local elected and appointed officials.
  4. Shall work with the DeKalb registrar to host at least one voting registration drive in coordination with the Director of Governmental Affairs.
  5. Shall act as a liaison between the Executive and Legislation branches with the Director of Governmental Affairs on legislative and policy matters.
  6. Shall prepare and send a weekly Senate legislative update to the Chief of Staff on the legislation passed within 48 hours of the previous Senate meeting,
  7. Shall serve on the Rules and Procedures committee.
  8. Shall not be a paid position.
- S. The Speaker shall have the authority to appoint the Student Government Association Historian. The Student Government Association Historian:
1. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via simple majority vote.
  2. Shall oversee archiving all past Student Government Association business in the Senate office, the Executive office, and Founders Memorial Library.
  3. Shall be in charge of creating and maintaining an archive at the Regional History Center in conjunction with the Center's Local Government Records collection as part of the Illinois Regional Archives Depository (IRAD) system administered by the Illinois State Archives.

4. Shall be in charge of recording all student campaign materials during Senate and Executive elections in the archives at Founders Memorial Library.
  5. Shall create a master list of past and current voter turnout election results that will be filed in the archive at Founders Memorial Library.
  6. Shall create a printed/digital archive of Student Government Association Senate legislation to be saved both in the archive at Founders Memorial Library and in the Senate office.
  7. Shall be a paid position.
  8. This position may be considered as an internship in collaboration with the NIU Department of History if so desired by the Senator. All internship materials must be agreed upon by both the Student Government Association and the supervising faculty member from the Department of History.
- T. The Speaker shall have the authority to appoint the Director of Community Service. The Director of Community Service:
1. Shall be a currently elected Senator appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
  2. Shall schedule, direct, and organize all community service events conducted by the Senate.
  3. Shall collect, record, and verify all community service forms turned in by Senators at the direction of the Speaker.
  4. Shall collect, record, and verify all public relations forms turned in by Senators at the direction of the Speaker.
  5. Shall attend Rules and Procedures committee during considerations of removal of Senators for failure to comply with community service requirements.
  6. Shall not be a paid position.
- U. The Speaker shall have the authority to appoint the Clerk of the Senate. The Clerk:
1. Shall be responsible for the public transparency, upkeep, and maintenance of all Senate Records, including all official correspondence and online live-stream recordings of all meetings, discussions, and votes on all legislation and candidates alike via shortened minutes\* that log votes cast and the recording and public transcripts to NIU's Student Organization Platform as well as contacting the office of Web and Internal Communications to put them on the NIU Website.
    - i. Shortened Minutes will still be uploaded in accordance with the Illinois Open Meetings Act, complete with attendance records, vote counts, and a brief summary of agenda items rather than a full transcription.
  2. Shall work directly with the Speaker and all other members of the Office of the Speaker to maintain order and function among the three branches of the Student Government Association.
  3. Shall report only to the Speaker.
  4. Shall be the custodian of the Student Government Association Constitution and Bylaws, working directly with the Vice President to ensure the governing documents are up to date and in good order.
  5. Shall have other tasks assigned by the Speaker.
  6. Shall be appointed by the Speaker of the Senate and confirmed by the Senate via a simple majority vote.
  7. If the Senate is not in session, the Speaker reserves the right to appoint the Clerk without a vote by the Senate.
  8. Shall see to upholding Robert's Rules of Order by facilitating the anonymity of all votes cast, respectively, in a consistent way.
  9. Shall be a paid position.

## **Section 2**

### **Duties and Responsibilities of Senators**

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

- A. Senators shall be required to serve on at least two (2) standing Student Government Association or University

- committees, one of them being a standing Senate or executive committee.
- B. All Senators of the Student Government Association must adhere to the Attendance Policy of the Senate, which shall be detailed as follows:
1. Senators who fail to attend regular Senate meetings will be charged absences as follows:
    - a. One-half (1/2) absence toward their semester Senate Attendance record for missing the initial roll call during the Call to Order unless quorum is never reached, in which case a senator will incur one full absence.
    - b. One-half (1/2) absence toward their semester Senate Attendance record for missing the roll call during Adjournment.
    - c. One-half (1/2) absence toward their semester Senate Attendance record when quorum is called for during a meeting and the meeting fails to have quorum at that time and the Senator was not among those recorded present for the roll call of the quorum.
  2. Senators who fail to attend required committee meetings – whether it is a University Standing Committee, Student Government Association Standing Committee, Senate Standing Committee, Student Government Association Ad- Hoc Committee or Senate Ad-Hoc Committee – will be charged with a one-half (1/2) absence toward their semester Senate Attendance record for each committee absence. If a meeting fails to meet due to quorum not being met, absences will be counted for members that failed to meet.
    - a. 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 committees and will be held to the same standard as missing a Senate committee meeting. Absences are considered the same as an absence from the SGA committee.
  3. Any Senator who accumulates three (3) absences during a single semester or five (5) absences during their one-year term of office based on the attendance policy of the Senate, the Office of the Speaker shall have the authority to remove that Senator from the Senate. This policy shall not follow an impeachment procedure, and the Senator shall be informed of their removal at the discretion of the Office of the Speaker. Should the Senator wish to appeal the Office of the Speaker's decision, they may petition the Committee on Rules and Procedures for the absolution of the absence in question. The Committee on Rules and Procedures shall have the power to grant or deny the appeal.
  4. Any absence that is accumulated by a Senator may be excused by the Office of the Speaker by submitting an absence excusal request form, which may include a Disability Resource Center letter of accommodations two business days, at the latest, after the absence occurs. The Office of the Speaker reserves the right to deny any excusal request in any situation. If an absence excusal request form is not submitted within two business days, the absence excusal request form shall be deemed invalid. Upon the receipt of an absence excusal form by the Clerk of the Senate, the Clerk of the Senate will sign the form and send it for approval to the Office of the Speaker.
  5. The Office of the Speaker shall be charged with notifying a Senator of the status of their excusal form within five (5) business days of receiving the form. The Speakers, upon reaching a decision on the status of the excusal form, shall also notify the Sergeant-at-Arms in writing of the status of the Senator's excusal form.
- C. Senators are required to complete five hours of community service per semester. Verification of these hours must be provided to the Director of Community Service and the Speaker no later than the second to last Senate meeting of each semester. Senators who fail to complete or turn in the necessary hours of community service must submit a written statement as to why they were unable to complete the hours to the Rules and Procedures Committee. 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.
- D. Senators are required to attend Conversations on Diversity and Equity (CODE) training during the first semester of their one-year term in office. Senators are only required to complete the training once during their one-year term in office.

1. If a senator has already attended CODE training during their term for another purpose, such as their involvement in student organization, they shall not be required to attend additional training.
  2. If a senator is appointed to the Senate after the final CODE training of the semester has taken place or are otherwise unable to attend the remaining CODE training(s) due to demonstrable schedule conflicts, their CODE training requirement shall be deferred to the following semester of their term.
  3. If a senator is appointed to the Senate during the spring semester, and their appointment occurs after the final CODE training of the semester has taken place or are otherwise unable to attend the remaining CODE training(s) due to demonstrable schedule conflicts, they shall not be required to attend CODE training during the term of their appointment.
  4. Senators shall be required to attend CODE training at least once per each one-year term in which they serve, even if they have completed CODE training during a previous term.
  5. It shall be the responsibility of the Speaker to schedule a minimum of three (3) CODE training courses per semester with the appropriate university office.
- E. Senators are required to become certified and take the Illinois Open Meetings Act (OMA) training as directed by the Senate Operating Manual. Senators are only required to complete the training once during their term in office.
- F. Senators are required to attend at least one Student Government Association Public Relations event per semester. Verification of this attendance must be provided to the Director of Community Service and the Speaker no later than the second to last Senate meeting of each semester. Senators who fail to attend at least one Student Government Association Public Relations event must submit a written statement as to why they were unable to attend an event to the Rules and Procedures Committee. This statement will be reviewed by the Committee. If there is no written statement delivered for not attending at least one Student Government Association Public Relations event or if the reasoning of the statement is considered invalid by the Committee, then it will result in the Senator's removal from office.
- G. Senators are required to plan and execute at least one outreach campaign per semester to their respective area of constituency. Verification of this attendance must be provided to the Deputy Speaker and the Speaker no later than the last Senate meeting of each semester. Senators who failed to meet this requirement must submit a written statement as to why they were unable to enact one to the Rules and Procedures Committee. This statement will be reviewed by the Committee. If there is no written statement delivered 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. The Speaker of the Senate will appoint the members of all Senate committees.
2. 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 Deputy Speaker.
3. 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, except for the Committee on Rules and Procedures. The Secretary Shall be the Director to each corresponding committee. This is found under each Director Section in Article III, Section 4. If there is a Director Vacancy, the Chair may appoint a new interim Secretary upon approval of the Committee to hold the role until the director ship is filled.
4. The chairperson of a committee shall be free to discuss any matter that concerns the committee but shall vote only in the event of a tie. Although the chairperson is free to debate any matter before the committee, the chairperson shall conduct all meetings with regard for parliamentary procedure and see that order is maintained in meetings, keeping in mind meetings are to be conducted in an informal manner. It is the duty of the chairperson to see the committee perform in accordance with 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.
5. The chairperson, with a majority consent by the committee, may appoint or remove previously appointed relevant administrative staff as non-voting ex-officio members as seen fit.
  6. The following members of the Student Government Association Shall attend meetings of any Senate committee and participate as non-voting ex-officio members to give reports and hear the opinions of the committee members: Speaker, Deputy Speaker, President, Vice President, Treasurer, and Student Trustee.
  7. Committee action can only be taken when a quorum is reached. Quorum is considered to be more than fifty percent (50%) of the committee's current voting membership.
- B. Committee Chair Meetings:
1. Chairs will be required to attend one meeting with the Deputy Speaker each month when the Senate is in session to monitor the progress of the 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 Senate committees 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 in which they were formed. 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 SGASenate 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 developing recommendations on making this institution a more desirable one to attend. This committee shall be responsible for the advancement of the University in all areas except those that are the duty of another standing committee, including university services and policies.
  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 relates to residents' needs.
  4. The Committee shall be concerned with the overall improvement of the life of Greek students and the residential life on Greek Row.
  5. The following members of the Student Government Association shall attend meetings of the committee and participate as non-voting ex-officio members to give reports and hear the opinion of the committee members: Director of Student Life, Director of Athletics and Recreation, and Director of Greek Affairs.
  6. The Committee shall be concerned with the academic life of students and improvement of the academic policies that affect students.
  7. The non-exclusive jurisdiction of the Committee will be understood to include:
    - a Campus housing (All residence halls and student housing operated by Housing and Residential Services)
    - b ResTech

- c Campus Child Care
  - d Recreation and Wellness
  - e Career Services
  - f Counseling and Consultation Services
  - g Couple and Family Therapy Clinic
  - h Health Services
  - i Office of the Ombudsperson
  - j Students' Legal Assistance
  - k Campus Dining
  - l Campus Activities Board
  - m University Writing Center
  - n Holmes Student Center (Audio Visual)
  - o Grounds
  - p University Libraries
  - q Tutoring
  - r Student Involvement and Leadership Development
  - s Student Employment
  - t Financial Aid Office
  - u Office of the Bursar
  - v Study Abroad Office
  - w Huskie Safe Line Service
8. The Committee shall meet or send a representative to meet with each of the following at least once a semester:
- a All Greek governing councils
  - b The office of Student Involvement
  - c Resident hall directors
  - d The office of Academic Affairs
9. The Committee shall give a report to the Senate at least once a semester on the discussions that they have had with the groups outlined in Part I, Article II, Section A.7
- B. Committee on Rules and Procedures
1. The Committee on Rules and Procedures shall be concerned with the proper management of the Student Government Association, the University, and/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 enforcement of the SGA Constitution, Bylaws, and Senate Operating Rules. Those matters relating to student government management, including review of all executive appointments subject to Senate approval, are the responsibility of this Committee. The Committee shall also view all candidates presented to the Senate to fill Senate and Supreme Court vacancies based on past, present, and future contributions to the Student Government Association and the student body as well as review all resolutions to be proposed to the Senate for the 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 Government Association and shall see that these services are maintained at their highest levels of excellence. It will also provide legislative oversight for all Student Government Association services.
  5. The Committee shall ensure efficient communication is maintained among all bodies of the Student Government Association.

6. The following members of the Student Government Association may attend meetings of the Committee and participate as non-voting ex-officio members to give reports and hear the opinions of the committee members: All SGA Directors.
- C. Committee on Public Affairs
1. The Committee of Public Affairs shall be concerned with the proper advertisement and publicizing the Student Government Association to students.
  2. The Committee shall collaborate with other SGA committees to advertise upcoming and future SGA-sponsored events.
  3. The Committee shall plan and implement community service projects for the Student Government Association to participate in.
  4. The Committee shall plan and execute at least one informational campaign each year that is geared toward recruiting Senators-at-large to fill vacant seats when necessary. Campaign(s) must be submitted to the Speaker for final review prior to implementation and must not interfere with spring elections.
  5. The Committee of Public Affairs shall assist the Director of Public Affairs, when applicable, in publicizing the Student Government Association and its initiatives.
  6. The following members of the Student Government Association shall attend meetings of the Committee and participate as non-voting ex-officio members to give reports and hear the opinions of the Committee members: Director of Public Affairs
  7. The Committee shall design a proposal for an annual information campaign to educate the student body about the services and programs offered or supported by the Student Government Association. The information will be sent to the President of the SGA for review, modification, and consent prior to implementation by the Director of Public Affairs
- D. Committee on Environmental Affairs
1. The Committee shall be concerned with the improvement of environmental quality on campus as well as contributions to environmental initiatives put forth by the University or the Student Government Association.
  2. The Committee shall assist the Director of Community Engagement and Environmental Affairs in their initiatives and objectives, especially in regard to communication with organizations.
  3. The Committee shall plan and implement a program aimed at educating students about environmental issues with assistance from the Director of Community Engagement and Environmental Affairs. This program shall consist of at least one event each semester and must be educational in nature. One event must fall under the purview of Earth Week.
  4. The Committee shall attempt to bring environmental and sustainability issues to the attention of campus administrators and encourage their participation in student-initiated changes.
  5. The Committee shall serve as representatives for the Director of Environmental Affairs should they not be able to attend committee meetings as listed in the duties.
  6. The Committee shall cooperate with existing environmental student organizations to assist and further agendas regarding sustainability.
  7. The following members of the Student Government Association may attend meetings of the Committee and participate as non-voting ex-officio members to give reports and hear the opinions of the Committee members: Director of Community Engagement and Environmental Affairs.
- E. Committee on Organization Oversight
1. The Committee on Organization Oversight shall be concerned with the oversight of student organization functions, including but not limited to: recognition, constitution and bylaw amendments, serving on organization committees, etc. The Organization Oversight Committee will report to the senate on matters regarding student organization procedures, concerns, approvals, etc. One (1) university staff member from the Division of Student Affairs will serve as a non-voting ex-officio member to provide further guidance to the committee when needed.

2. The committee shall also be concerned with having at least one (1) member sit on each the University On-Campus Events Committee, Student Organization Advisory Board, and Leadership Awards Planning Team to stay updated on current student organization operations within the university.
  3. The committee shall also be concerned with being the first step in student organization conflict resolution prior to university staff that handles organizational development followed by the Student Government Association Supreme Court.
  4. The committee shall also be concerned with providing primary approval of new/returning student organizations and referring approved organizations to the Student Government Association Senate.
  5. The committee shall also be concerned with reviewing any constitution and bylaws updates for student organizations and provide approval to said updates for student organizations.
  6. The committee shall also be concerned with making student organization policy recommendations coming from the Committee to the Senate.
  7. The committee shall also be concerned with working with the Vice President and the Director of Organizational Development to successfully complete the Annual Renewal Process.
  8. Members of the Committee must disclose any current or previous involvement in organizations requesting temporary recognition. Furthermore, individuals currently serving in organizations requesting temporary recognition must abstain from voting on the consideration of that organization's temporary recognition.
  9. The following members of the Student Government Association shall attend meetings of the Committee and participate as non-voting ex-officio members to give reports and hear the opinions of the Committee members: Director of Organizational Development.
- F. Committee on Diversity, Equity, and Inclusion
1. The Committee on Diversity, Equity and Inclusion shall be concerned with the collaboration of campus resource centers, underserved student communities, and any initiatives regarding diversity, equity, and inclusion put forth by the Student Government Association.
  2. The Committee shall assist the Director of Diversity, Equity, and Inclusion in their initiatives and objectives, especially regarding their communication with the campus resource centers.
  3. The Committee shall meet or send a representative to meet with each of the advisors of the campus resource centers outlined below in Part I, Article II, Section F.9
  4. The Committee shall give a report to the Senate at least once a semester on the discussions that they have had with the resource centers outlined in Part I, Article II, Section F.9
  5. The Committee will work directly with the resource centers to attend their events and support student initiatives.
  6. The Committee shall work to fill all vacant Underserved Student Senate seats.
  7. The Committee shall review the list in Part I, Article II, Section F.9 at least once a year to make sure all campus resource centers, and all underserved student communities are represented.
  8. The following members of the Student Government Association shall attend meetings of the Committee and participate as non-voting ex-officio members to give reports and hear the opinions of the Committee members: Director of Diversity, Equity, and Inclusion.
  9. The non-exclusive authority of the Committee will be understood to include:
    - a. Student Conduct
    - b. Disability Resource Center
    - c. Military and Veteran Services
    - d. Center for Black Studies
    - e. Latino Resource Center
    - f. Asian American Resource Center
    - g. Gender and Sexuality Resource Center
    - h. Center for Southeast Asian Studies
    - i. Center for Burma Studies
    - j. Undocumented Student Support

- k. CHANCE Program
- l. Campus Child Care
- m. Recreation
- n. Career Services
- o. Financial Aid Office
- p. Underserved Student Organizations

## Section 5 Senate Vacancies

- A. Until all Senate seats have been filled as described in the Student Government Association Bylaws Part II Article III, §1.A the Speaker shall accept applications for all vacancies on the Senate, including vacancies for the next session that were not filled during the Spring Election. Vacancies shall include all seats in which a Senator has resigned or 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. Applications will not be taken from graduating students when less than six (6) meetings remain in the session or from returning students when less than four (4) meetings remain in the session. No person who is on the applicant 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.
  - 5. The applicant has already been denied by the Senate in any given Senate session.
- B. The Senate will interview each applicant in order of each open seat. The Senate Speaker will introduce all applicants who meet the current Senate seat replacement criteria to the Senate.
- C. The Senate Seat Replacement Criteria and procedures are as follows:
  - 1. Candidates for all Student Government Association offices shall be NIU students in good academic standing.
  - 2. All candidates for the Student Government Association office must sign a waiver releasing their name and student identification number, allowing them 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 Government Association posts.
  - 4. All candidates for Senate seat replacement positions must have attended at least one full Student Government 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. Applicants must give their presentation to the Senate within four (4) Senate meetings of their attendance as a member of the public. This time limit may be waived at the Speaker's discretion should any extenuating circumstances apply.
  - 6. All candidates must obtain fifty (50) signatures from their constituents prior to submitting the application to the Speaker. The signatures must include the students' full name, signature, Z-ID number, and a local phone number.
  - 7. Candidates must have turned in an application for the Senate seat replacement position to the SGA Senate Speaker at least 48 hours prior to the Senate meeting in which applications are first presented. If the candidate is applying for a seat for the next session of the Senate, the candidate must indicate that they are applying for the next session.
  - 8. All candidates are required to provide proof of residence hall contracts, college affiliation, or resource center affiliation depending on the seat for which they are running. Regarding college seats, 'proof' shall

- be an official document or email received from the school; in the case of university-At-Large, an official document or email from the University. Proof for underrepresented seats shall be an email or letter from the resource center (If there is no resource center for an underrepresented group, then an official email or letter from a student organization representing the group will suffice.) University housing shall provide an official letter or email from the Housing Department/Hall Director/Graduate Hall Director or official housing contract.
9. At the meeting in which they are presented, the applicants will be given the opportunity to give a speech, no longer than five minutes, to address the Senate on their reasons for becoming a Senator.
  10. 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 turns in a completed application first.
  11. 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 candidates' speeches, the candidates will wait outside the Senate chambers as the Senate discusses the candidates.
  12. After the 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 but was not selected to join the Senate will be required to attend an entire additional meeting before being considered again.
  13. All SGA officials involved in the Senate vacancy approval process must make all decisions in a viewpoint-neutral fashion. All candidates shall be judged objectively on their personal merit and character and not on the views of the group(s) or organization(s) with which they are affiliated.
  14. The applicants must be approved by a two-thirds vote of those present and voting.
  15. The newly approved Senators will take office after the voting has taken place on all candidates at that meeting.
  16. If a Senator is removed from the Senate for any reason other than resignation, military service, or medical emergency, the Senator shall not be eligible to apply for 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 Government Association by the Senate under the Constitution shall be eligible to apply or be appointed to the Senate.

## **Section 6**

### **Senate Order of Succession**

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

1. Deputy Speaker of the Senate
2. Legislative Director
3. Historian
4. Sergeant at Arms
5. Chair of Organization Oversight Committee
6. Chair of Public Affairs Committee
7. Chair of Campus Life and Greek Affairs Committee
8. Chair of Environmental Affairs Committee
9. Director of Community Service
10. Most Senior Senator as determined by most amount of time in office.

## **ARTICLE III EXECUTIVE BRANCH**

### **Section 1**

#### **Student Government Association Committees**

##### **A. Standing Committee Procedures**

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

1. All standing committees of the SGA 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 SGA committees with the approval of the Senate, unless otherwise noted 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 SGA President shall appoint the chair. The vice chair and secretary shall be appointed by the chair with the consent of the committee.
3. The chairperson 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 chairperson is free to debate any matter before the committee, they shall conduct all meetings with regard for parliamentary procedures and see that order is maintained in meetings, keeping in mind they are to be conducted in an informal manner. It is the duty of the chairperson to see the committee perform its required functions. The chair shall determine the schedule for the regular meeting of the committee with its approval. The chair may call special meetings of the committee.
4. The following members of Student Government Association may attend meetings of any SGA committee and participate as a non-voting ex-officio member to give reports and hear the opinions 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 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 who 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 names of the members of the committee present at the meeting.

### **Section 2**

#### **Student Government Association Standing Committees**

##### **A. Board of Elections**

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

##### **B. Finance Committee**

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

### **Section 3**

#### **Duties and Responsibilities of the Executive Branch**

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

- A. Coordinate all Student Government Association activities to ensure 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 in which immediate action is necessary.
- E. Allocate financial expenditures to a maximum of five (5%) percent of the total Student Activity Fee collected during the fiscal year. A written report will be filed with the Senate Speaker and the SGATreasurer within four (4) business days following the executive allocation.
- F. Supervise Student Government Association committees to ensure their efficient functioning based on the Bylaws of the Student Government Association.
- G. To establish ad hoc committees of the SGA, 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 SGA executive branch staff members, other than the elected officers, each semester. 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 help the President in the evaluation process.
- I. The President of the SGA shall address Northern Illinois University's student body and the Student Government Association's Senate by speaking on the state of the student government and student interest.
- J. It will be the responsibility of the SGA to review the following listed organizations and services and provide funding to enhance the quality of life for NIU students: Campus Child Care, Health Enhancement, Huskie Bus System, Huskie Tracks (GPS Bus Locator), Organizational Expo, Organizational Development, Recreation Services, Student Legal Service, Campus Security Fund, Go Student Leaders, Organizational Blackboard Community, SGA Study Abroad Initiative, and SGA Senator Study Abroad Scholarship.
- K. Executive Branch Members are required to become certified and take the Illinois Open Meetings Act training as directed by the SGA Operating Manual. Executive branch members are only required to complete the training once during their term in office.

#### **Section 4 Student Government Association Cabinet**

- A. The President appoints the Cabinet, which exists for the purpose of assisting the President in the performance of their duties and responsibilities. The SGA Cabinet shall consist of the President, Chief of Staff, and all paid Directors in the Executive Branch. The President may add the other elected members of the Executive Branch to the cabinet as members.
- B. All Directors shall be appointed by the President (or Vice President at the discretion of the President and confirmed by the Senate. No SGA official, besides officers elected through the spring elections, shall be paid without being confirmed by the Senate. Upon election in the spring, the President-elect shall have the ability to appoint members of the cabinet for the following session. The Senate in session at the time of a cabinet appointment shall conduct a confirmation hearing and vote. The President shall make every effort to fill cabinet vacancies as they arise. If a position remains vacant for more than eight (8) weeks while the Senate is in session, the President shall submit a written rationale to the Senate that addresses their plan to find a qualified applicant for the position. Directorship applications will close when there are six (6) Senate meetings remaining in the Senate session and no more applicants will be heard by the Senate, except for appointments for the following session made by the President-elect.
- C. The Cabinet shall be managed by the Chief of Staff and shall report to the President. All Cabinet members, regardless of their position:
  1. Shall attend University functions where SGA attendance is needed at the direction of the President.
  2. Shall assist in the transition of any new staff as needed.

3. Shall maintain scheduled office hours as set by the Chief of Staff.
  4. Shall keep office hours, defined as work conducted during the normal business hours of the Student Government Association.
  5. Shall participate in workshops, trainings, and retreats as directed by the President.
  6. Shall work and hold office hours when the Senate is not regularly meeting, such as between semesters, as directed by the President. These work periods shall not be exempt from expectations to produce weekly staff reports.
  7. Shall attend weekly staff meetings, prepare weekly written staff reports to be given to the Chief of Staff to be placed on the SGA website, and present a minimum of one (1) report to the Senate each month either in writing or in person. In the event the Director cannot attend a Senate meeting, the Rules and Procedures Committee and the Chief of Staff must approve the written report prior to their absence.
  8. Shall perform other tasks as specified by the President.
  9. May appoint a committee or volunteers, with the approval of the President, to assist in the execution of the 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.
  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.
- D. The Chief of Staff, working under the direction of the President, is responsible for acting as the Student Government 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 the overall activities of the Cabinet, assigning tasks, collecting weekly staff reports, assigning staff members Senate meetings to attend, and meeting bi-weekly with individual staffmembers one on one.
  2. Assist the President in the execution of the duties; this may include responding to inquiries made to the President.
  3. Assist the President in appointing students to serve on university committees and coordinate oversight of these appointments.
  4. Assist the President in staffing University events where SGA representation is needed, including but not limited to open houses.
  5. Assist the President in coordinating staff evaluations for Senate review.
  6. Assist the President in preparing the Executive Cabinet for Senate review and approval.
  7. Act as a liaison among the President, Vice President, Chief Justice and Speaker of the Senate to ensure that all legislation is signed and submitted to appropriate parties.
  8. Coordinate with the Student Government Association Office Manager to ensure staff are provided access to computers, office supplies, and the copy machine and that the SGA office is presentable and aesthetically pleasing.
  9. Coordinate and keep track of all SGA inventories, including, but not limited to, SGA computers, cameras, printers, fax machines, laptops, and chairs.
  10. Summarize the weekly staff reports into a weekly report to present to the President.
  11. Update the Student Government Association staff manual annually.
- E. 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 Government Association liaison to the Faculty Senate and attend meetings regularly.
  2. Coordinate the Student Government Association representatives on all academic university committees and meet with student representatives monthly.
  3. Serve as the Student Government 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 Government Association representation on the council by facilitating communication among all student members.
  6. Receive reports from students representing the Student Government Association on academic university committees and provide summaries to the Chief of Staff and President.
  7. Serve as a non-voting ex-officio member of the SGA Senate University Services Oversight Committee.
  8. Act as liaison to relevant University academic offices and student programs which may include, but is not limited to, the following:
    1. University Honors Program
    2. CHANCE Program
    3. Engaged Learning
    4. Tutoring Services
    5. Business Passport
    6. Office of Student Engagement and Experiential Learning (OSEEL)
    7. Orientation and First Year Programs/First Year Success Series (FYSS)
- F. 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. The Director of Athletics and Recreation shall:
1. Serve on the university's Athletic Board and coordinate additional Student Government Association representatives on the board.
  2. Serve as the Student Government Association senior liaison to the Office of Intercollegiate Athletics to increase game day experiences and attendance at NIU home events.
  3. Serve on the Sports Club Council through Campus Recreation.
  4. Serve on the External Affairs subcommittee of the Athletics Board.
  5. Attend regular weekly meetings with Athletics' marketing staff.
  6. Coordinate and host Huskie Pride Day to increase school spirit and participation in athletic events.
- 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 Government Association, including community, state, and national relationships. The Director of Governmental Affairs shall
1. Serve as the Student Government 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. Working with the Senate Legislative Director, 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, the County of DeKalb, and the NIU Student Government Affairs Work Group.
  6. Work with the DeKalb registrar to host at least one voter registration drive during every semester in which there is an election. Registration drives during semesters in which there is not an election are to be held at the discretion of the Director of Governmental Affairs.
  7. Promote student voting in all local, state, and federal elections. In addition, secure at least one on campus voting site for public use to better serve disenfranchised or disconnected students and community members.
  8. Ensure full SGA support and participation in campaigns such as the Democracy Challenge, Get Out the Vote Campaign, and all other initiatives to increase election participation.

9. Hold at least one nonpartisan meet and greet with local city and county officials, and state representatives to increase political awareness on campus and build a relationship. In order for SGA to remain neutral, this program shall always remain nonpartisan to give each party equal platform.
  10. Serve as a non-voting ex-officio member of the SGA Senate Rules and Procedures Committee
    1. Serve as Secretary of the Committee as such attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.
- H. The Director of Greek Affairs, working the direction of the President and Chief of Staff, is responsible for monitoring university policies pertaining to Greek life on campus, assisting Greek student groups in the development of their organizations, and serving as the liaison to the umbrella Greek organizations. The Director of Greek Affairs shall
1. Serve as the Student Government Association liaison to the Inter Fraternity Council (IFC), the National Pan Hellenic Council (NPHC), Pan Hellenic Association (PHA), 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. Serve as the Student Government Association liaison to the appropriate Greek Affairs university staff in the Student Involvement and Leadership Development Office. Conduct bimonthly meetings with appropriate Fraternity and Sorority Life staff.
  4. Facilitate communication between the leadership of the Greek community and officials from the City of DeKalb pertaining to issues affecting the Greek Row area.
  5. Work with the leadership of Greek organizations to assist them in securing adequately maintained and financed housing for Greek organizations.
  6. Sit in all council president meetings to identify issues and collaborate to resolve them.
  7. Coordinate one event between all councils each semester to build community and relations between the councils and their chapters.
  8. Serve as a non-voting ex-officio member of the Campus Life and Greek Affairs Senate Committee.
    1. Attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.
- I. The Director of Organizational Development shall work under the direction of the Vice President and is responsible for assisting recognized student organizations in the development of outreach activities, publicity, and fundraising. The Director of Organizational Development shall
1. Provide media relations training to students and student organizations, including the utilization of NIU's Student Organization Platform and conducting interviews.
  2. Knowledge about all university policies affecting student organizations including but not limited to poster policy, booking a room, and the Student Government Association financial policies.
  3. Attend the Student Government Association mandatory organizational meetings and provide relevant presentations as requested by the Student Government Association Vice President.
  4. Assist the Student Government Association Vice President in preparation and dissemination of a Student Organization handbook that will include applicable policies and advice.
  5. Advise recognized student groups on recruitment and retention techniques, leadership development opportunities, event planning, and programming.
  6. Advise student groups on how to secure funding including advice on Student Government Association funding, CAB mid-level, fundraising, and corporate donations.
  7. Advise student organizations on Student Government Association web policy, aid in developing web sites, and assist in the use of the university event calendar.
  8. Serve as a non-voting ex-officio member of the SGA Senate Organization Oversight Committee.
  9. Assist the Student Government Association Vice President to assure the new student organization

- Constitutions are in accordance with the requirements as defined within the Student Government Association bylaws.
10. Serve as a non-voting ex-officio member of the SGA Senate Organization Oversight Committee.
    1. Serve as Secretary of the Committee as such attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.
- J. 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 Government 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 Government Association by conducting social media promotion of the fellow Director's events, cabinet initiatives, and University initiatives.
  2. Serve as the Student Government Association liaison to all media, including but not limited to the Northern Star, Daily Chronicle, and Midweek.
  3. Monitor relevant news sources and report to the Chief of Staff any items that are of interest.
  4. Coordinate promotional materials for all SGA initiatives with the President and Vice President.
  5. Assist the Student Government Association Vice President in facilitating an organizational fair.
  6. Serve as the Student Government Association's special events officer and organize any relevant events, as well as working with EPS and various campus offices to promote events.
  7. Work with the election commissioner to set up the annual SGA Executive debate.
  8. Work with the President to order and disseminate SGA promotional material to enhance and bring awareness to the SGA.
  9. Draft and disseminate press releases on behalf of the Executive Cabinet.
  10. Serve as a non-voting ex-officio member of the SGA Senate Public Affairs Committee
    1. Serve as Secretary of the Committee as such attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.
- K. 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.
1. Monitor and act as the SGA 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 SGA liaison to the Residence Hall Association by regularly attending RHA meetings.
  3. Assist in the coordination of the annual SGA Meet and Greet.
  4. Coordinate the annual Student Choice Awards in the spring semester.
  5. Serve on the Student Conduct Board and the social events committee.
  6. Serve on the Homecoming Steering Committee.
  7. Serve in any capacity as needed for the Kevin D. Knight Leadership Awards each year directed by Student Involvement.
  8. Serve as a non-voting ex-officio member of the SGA Senate Campus Life and Greek Affairs Committee.
    1. Serve as Secretary of the Committee as such attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.
  9. Assist the President to coordinate SGA representation on the Campus Parking Committee.

- L. The Director of Community Engagement and Environmental Affairs, working under the direction of the President and Chief of Staff, is responsible for all communication, coordination, support, and work dealing with related items on behalf of the Student Government Association. The Director of Community Engagement and Environmental Affairs shall
1. Be responsible for the coordination of environmental service projects each semester in office.
  2. Support and collaborate with the University environmental groups for programming, advising, guidance, and accountability.
  3. Oversee all recycling campaigns on campus, including assisting with Department and organization initiatives.
  4. Serve on the NIU Green Team
  5. Work with the University for the Study of the environment, sustainability, and energy to promote green initiatives for the University to enact.
  6. Advocate for greener alternatives on campus to the University Administration, including offering suggestions to the University Administration on behalf of the Student Government Association to improve the university's environmental initiatives and include students in this process.
  7. Collaborate with the University Administration and student body to help create a campus sustainability plan, including collaboration with all green student organizations to minimize campus waste and make the University as environmentally efficient as possible.
  8. Collaborate with the Director of Governmental Affairs to bring any campus initiative to the City of DeKalb and bring initiatives found in the city's Sustainability Master Plan or discussed in the Citizen's Environmental Commission back to campus.
  9. Oversee Earth Week, beginning the Monday before Earth Day.
  10. Serve as non-voting ex-officio member of the SGA Senate Environmental Affairs Committee.
    1. Serve as Secretary of the Committee as such attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.
  11. Collaborate with SGA Senate Community Service Director to provide opportunities for staff to engage in community service and community building events.
- M. The Director of Diversity, Equity, and Inclusion, 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 Diversity, Equity, and Inclusion shall
1. Serve as the Student Government Association liaison to all cultural student organizations.
  2. Promote cultural programming and encourage joint programming across cultural organizations.
  3. Act as the Student Government Association's liaison to campus support services for underrepresented students including, but not limited to, the Center for Black Studies, Latino Resource Center, Asian American Resource Center, Gender and Sexuality Resource Center, the Disability Resource Center, Military and Veteran Services, Commuter and Off-Campus Programs, International Student and Scholar Services, and the Undocumented Student Support Office.
  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 Government Association representative.
  7. Coordinate Student Government Association representation on the Presidential Commissions on the status of minorities.
  8. Research and recommend major culture-related policy changes to the University via the Student Government Association Senate.

9. Serve on the Affirmative Action and Diversity Resources Committee.
10. Attend and complete all CODE, Title IX, Ally, and POWER (People's Organizing Weekend Empowerment Retreat) trainings, including but not limited to LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) and Undocumented Student Ally training. Encourage all SGA staff to attend and complete all CODE, Title IX, Ally, and POWER trainings, including but not limited to LGBTQ and Undocumented Student Ally training.
11. Serve as a non-voting ex-officio member of the SGA Senate Diversity, Equity, and Inclusion Committee.
  1. Serve as Secretary of the Committee as such attendance is required. If a director cannot not make a meeting, they are required to fill out the absence form on Huskie Hub within 48 hours of the meeting. This form is approved or denied following the same Guidelines for the Senator Absence form.

## ARTICLE IV CANDIDATE QUALIFICATIONS AND EXPECTATIONS

### Section 1 Qualifications for Office

- A. To hold any elected or appointed position in the SGA, a student must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.5 during tenure in office or be in their first semester at the University. This shall apply to all officers, senators, and representatives of the SGA. In addition, to hold the office of President, Vice President, Treasurer, or any other paid SGA position, qualifications for office must be met by a candidate/elected individual prior to taking office but need not necessarily be met at the time of candidacy. However, if a candidate/elected individual 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 SGA Constitution and Bylaws.
- 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 chairperson 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 their 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."
- C. By assuming office, students agree to abide by the Northern Illinois University Student Code of Conduct as adopted by the SGA. The adopted version shall be referred to as the "SGA Code of Conduct". Infractions of this policy shall be voted upon by the Senate, in accordance with the sanctions defined in the Glossary, Appendix A of the bylaws, for purposes of discipline within SGA. Infractions must be related to one's position as a member of SGA, as determined by the Senate. These decisions are separate from, in addition to, and do not negate any actions taken by the NIU Student Conduct office, or by other legal offices, entities, or departments. Appeals of these decisions will be heard by the SGA Supreme Court, which will deliver a final ruling on a case-by-case basis. All policies in the NIU Student Code of Conduct shall be adopted, unless the Senate votes to exclude any part of it or introduces a new policy. The Supreme Court shall review the NIU Student Code of Conduct at least every two (2) calendar years in accordance with the Supreme Court Code of Procedures and make recommendations to exclude or include policies. Changes to the SGA code of conduct must be approved by the Senate by a two-thirds vote and will be reflected in Appendix B of the bylaws. Additions may not violate any university, local, state, or federal laws, policies, guidelines, or regulations and may not be discriminatory in nature.
- D. All Leadership Positions within the Student Government Association are expected to be knowledgeable on all parts of the SGA Constitution, SGA Bylaws, Operating Manual, and Robert's Rules of Order. Leadership

positions consist of the entirety of the Executive Branch, the Office of the Speaker, Senate Chairpersons, and Senate Leadership Positions. To ensure knowledge and understanding, a test on the governing documents shall be administered to all appointed positions within a week of appointment. A score of 67% or higher must be achieved to maintain the appointed position. If this percentage is not achieved, a second test can be taken within two (2) business days of the original test and must be passed with a 75% or higher. Elected positions, namely the President, Vice-President, Treasurer, Student Trustee, and the Speaker of the Senate are expected to achieve a minimum of 75% on the test within the first two weeks of taking office.

## **Section 2 Expectations for Office**

- A. Once employed, a student is expected to follow all university and department policies and procedures. This includes acting in accordance with the Illinois Civil Service Statute and Rules (Chapter VI, Section 250.70) and University Policies, The State Officials and Employees Ethics Act (“SOEEA”), Student Employment Policies, and General Employment Policies. “Hiring department” refers to the office of the Dean of Students and the Division of Student Affairs; and “supervisor” refers to the Student Government Association Advisor and their reporting line(s) (i.e., Dean of Students).
- B. Employee Ethics Expectations include working with honesty, integrity, and transparency. A student employee shall make every reasonable attempt to fulfill their duties in good faith and with the best interest of the student body in mind. They shall also conduct themselves in a reputable manner, even when off duty, as they always represent SGA. Further, they shall maintain a very clear separation between personal opinions or interests and the SGA’s, meaning they shall not leverage the influence of their position to further any personal or political agenda. They shall not misuse, mismanage, or misappropriate their position or equipment, facilities, or funds of the SGA. They shall not bestow favors, make undue use or influence of the power of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.

## **Section 3 Corrective Action Procedures**

- A. The Student Government Association shall conduct itself in accordance with university policies and procedures related to human resources and employee management insofar as they do not conflict with the policies detailed below or in other governing documents of the SGA. In addition to compliance with these policies, failure to uphold the duties and responsibilities set forth in this and other SGA governing documents shall result in corrective action focused on accountability, cooperation, and personal growth in leadership. Officers of SGA should conduct themselves appropriately and with the understanding that they are representatives of the NIU student body. Corrective action may only be taken towards supervisees by supervisors. No retaliatory or discriminatory corrective action may be taken under any circumstances.
- B. Corrective action shall follow a four-step process: verbal warning, written warning, suspension, and termination. Supervisors may only act when infractions are demonstrable. A written summary letter of each action taken shall be sent to the offending SGA officer as part of the procedure, and any relevant parties shall be informed. Templates for summary letters may be found in the Appendix of the SGA Operating Manual.
  - 1. Verbal warnings shall be issued verbally upon confirmation of a minor violation of SGA policies. Minor violations are those that do not significantly interfere with the function of the SGA, and might consist of missing staff reports, failure to report to the Senate, failure to attend required meetings, or any number of other infractions. The issuing supervisor shall collect a signature at the time of the warning. Refusal to sign shall automatically escalate the verbal warning to a written warning.
  - 2. Written warnings shall be issued in writing upon confirmation of a more serious violation, or if the SGA officer fails to modify their behavior after a verbal warning and violates the same policy again after a minimum of 5 business days. Serious violations might include, but are not limited to, improper office conduct, missing or late agendas or minutes, irresponsible or unethical use of SGA position, or violation of

- the NIU Student Code of Conduct. The officer shall return a signed copy of the warning to the supervisor within two (2) weeks of receipt. Refusal to sign a written warning shall result in a second written warning.
3. Suspension shall be a temporary removal from one's position and duties, issued in writing, without pay if applicable. The length of suspension shall be determined at the discretion of the supervisor in coordination with the SGA Advisor. Suspension shall include an action plan, created by the supervisor, SGA Advisor, and SGA officer, detailing practical steps to improvement and a timeline. Matters that may necessitate suspension include, but are not limited to, repeated offenses following a written warning after a minimum of 5 business days, violations of SGA election policy, abuse of the privileges of office, or major violations of the SGA Code of Conduct. Accumulation of three or more written warnings for unrelated policy violations shall result in an automatic suspension upon any further violations. All duties and responsibilities, as well as pay, shall resume at the conclusion of the suspension period.
  4. Termination shall be a last-resort action resulting in removal from one's SGA position, delivered in writing, taken by a supervisor upon confirmation of continued violation of SGA policies, failure to uphold the steps of an action plan according to its timeline, or a violation so serious that no corrective action is possible, such as intentional mismanagement of SGA funds. Termination by a supervisor shall result in a loss of pay, when applicable. All terminations must include an exit meeting between the supervisor, SGA officer, and SGA advisor. Supervisors shall author a piece of legislation to be presented to the Senate for a vote of removal from office. Should this legislation fail, the officer may choose to continue working without pay. Officers who receive stipends shall be paid a prorated amount proportional to their time worked.
- C. The supervisory hierarchy shall be as follows:
1. Executive:
    - A. The President shall supervise all officers of the Executive Branch.
    - B. The Vice President shall supervise all officers of the Executive Branch except for the President.
    - C. The Chief of Staff shall supervise all Directors.
    - D. The Treasurer shall supervise the Deputy Treasurer.
  2. Legislative:
    - A. The Speaker shall supervise all officers of the Legislative Branch.
    - B. The Deputy Speaker shall supervise all officers of the Legislative Branch except for the Speaker.
    - C. Chairs of committees shall supervise their committee officers for matters that pertain directly to committee proceedings. This includes the Treasurer, the Chair of the Board of Elections, and the Chairs of ad hoc committees.
  3. Judicial:
    - A. The Chief Justice shall supervise the Judicial Branch.
  4. The Speaker, President, and Chief Justice may issue verbal or written warnings to each other, but suspension and termination must go to the Senate for a vote to ensure fair proceedings. Supervisors are still bound by the policies and procedures of this and other governing documents and are subject to removal from office or other consequences imposed by the Senate.
  5. The Senate, as a representative body of the student population, shall supervise every elected and appointed position in SGA. Rather than written summary letters, Senators wishing to issue corrective action shall draft legislation in the form of a verbal or written warning, suspension, or termination (removal from office). This action shall be reserved for situations where the Senate/Senator has reached out to the appropriate supervisor by sending a Corrective Action Request Form and has not heard back from the supervisor nor seen a change in the offending behavior after two (weeks). Or where the Senate/Senator has heard back from the appropriate supervisor, yet the offending behavior persists and when asked the supervisor fails to provide steps taken to prevent the issue from continuing. Verbal or written warnings shall pass with a simple majority. Suspension or termination shall pass with a two-thirds majority. Petitions for termination (or removal) require signatures from seven (7) senators.

- D. Supervisors shall use their best judgement when determining their approach to corrective leadership and shall consult other SGA officers or the SGA advisor when necessary.
- E. Supervisors shall be tasked with ensuring that their supervisees are knowledgeable regarding and agree to all policies, procedures, duties, and responsibilities of their positions.
- F. The supervisors of each branch shall, in coordination with the SGA Historian, maintain a filing system for historical records of corrective action.
- G. Appeals of any corrective actions shall be submitted in writing within 2 weeks to the SGA Supreme Court. If the appeal is on behalf of an officer of the Supreme Court, it shall be submitted to the Senate as legislation.

**Northern Illinois University  
Student Government Association  
Bylaws, Part II  
Elections Policy  
UPDATED Winter 2023**

**ARTICLE I**  
**TIMELINE OF SPRING ELECTIONS**

- A. The Election Commissioner shall be appointed by the last regularly scheduled Senate meeting of October.
- B. Nominations for the Board of Elections shall take place no later than the second-to-last regularly scheduled Senatemeeting of November. The Board of Elections shall also be appointed at the next consecutive meeting.
- C. Candidates' meetings must take place no later than the Monday two weeks prior to the start of spring recess.
- D. Candidates' registration shall close the Friday two weeks prior to the start of spring recess, and the ballot shall be announced no later than the Wednesday prior to spring recess.
- E. Elections shall take place on the last consecutive Monday, Tuesday, and Wednesday of March.
- F. Election results shall be announced no later than thirty-six (36) hours after the polls have closed.

**ARTICLE II**

**Section 1**  
**Requirement of Neutrality**

- A. No member of the Board of Elections shall play an active role in the campaign of any candidate. None of the above-mentioned persons endorse, publicly support, or play an active role in advocating in public for any candidate or referendum subject to election.
- B. All SGA officials involved in the Senate Vacancy approval process must make all decisions in a viewpoint- neutral fashion. All candidates shall be judged objectively on their personal merit and character and not on the views of the groups or organizations with which they are affiliated.
- C. Any member of the Board of Elections 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 Student Government Association (SGA) Constitution.
- D. When validating candidates' eligibility or in the consideration of sanctions, Board of Elections members shall abstain from verifying documents, discussion or debate, and voting on those with whom they share or have shared current or past organization affiliation, excluding the SGA.

**Section 2**  
**Election Commissioner**

- A. To hold the office of Election Commissioner, a student must fulfill the following requirements:
  - 1. Must not be on academic probation or punishment for academic or criminal misconduct with the University, and the student must have and maintain a cumulative grade point average of at least 2.50 for undergraduate students or 3.00 for graduate students during their tenure in office or be in their first semester at the University.
  - 2. 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 SGA.
  - 3. An undergraduate student must be enrolled for twelve (12) semester hours in the same semester in which they shall serve; all other students must also be enrolled for nine (9) semester hours.
- B. When the Senate is in session, the Election Commissioner shall be appointed by the President for the Spring Election with the approval of the Senate. The Senate shall have oversight authority over the performance of the Election Commissioner.
- C. When the Senate is not in session, the Election Commissioner shall be appointed by the President with the approval of at least three of the five members of the Board of Elections. The Election Commissioner so appointed will hold office until the Senate can convene. If the President is unable to reach an agreement with the Board as to the appointment of 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.

- D. The authority and duties of the Election Commissioner include
  - 1. The Election Commissioner shall serve as the Chairperson of the Board of Elections.
  - 2. The Election Commissioner will administer all NIU Student Government Association elections and referenda in accordance with the SGA Constitution, SGA Bylaws, and Elections Policy.
  - 3. The Election Commissioner shall have the authority to issue sanctions to candidates, their supporter(s), or any other person interfering with an election. The Election Commissioner cannot disqualify candidates.
  - 4. All rulings of the Election Commissioner shall be in writing and shall be posted in the Student Government Association office and available for review by any member of the SGA or the student body within twenty-four (24) hours of business.
  - 5. The Election Commissioner shall be responsible for holding executive candidate debate(s) in the weeks preceding the week of Spring Elections.
  - 6. The authority to issue sanctions and hear appeals shall be outlined in the section detailing Sanctions, Appeals, and Disqualifications.
- E. The Election Commissioner shall only be removed during an election through resignation, the Supreme Court, or in accordance with the Removal Process outlined in the Student Government Association Constitution.
- F. The Election Commissioner shall be ineligible to run in any general election or special election for the term in which the elections occur.
- G. The Election Commissioner shall have final say on all election proceedings unless a decision is overridden by a majority vote of the Board of Elections or the SGA Supreme Court.

### **Section 3 Board of Elections**

- A. To serve on the Board of Elections, a student must not be on academic probation or punishment for academic or be the defendant in any civil or criminal procedures with the University is also a party. The student must also have and maintain a cumulative grade point average of at least 2.00 during their tenure in office or be in the first semester at the University. There is no credit hour requirement for members of the Board of Elections.
- B. Board of Elections members shall receive a stipend, except for the Election Commissioner. A person who already holds an hourly rate paid position within the Student Government Association is eligible to receive a stipend. No person shall hold more than one Student Government Association stipend position at one time. It shall be up to the discretion of the Election Commissioner to decide on the dollar amount of the stipend each year, with consent from the Senate in the form of a vote. If the Election Commissioner is unable to set this stipend, the Senate shall be empowered to do so by a majority vote. No member of the current Board of Elections may vote on said stipend.
- C. When the Senate is in session, the Board of Elections shall be appointed in accordance to the following procedure:
  - 1. All persons interested in becoming members of the Board of Elections shall be nominated at a Senate meeting by a member of the Senate. Nominees need not be members of the SGA.
  - 2. 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 vote shall not commence until there are at least five (5) nominees.
  - 3. The five (5) people 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.
  - 4. The Senate meeting at which members of the Board of Elections are appointed shall be selected at the discretion of the Speaker of the Senate with the approval of the Senate.
  - 5. The two (2) people receiving the sixth (6th) and seventh (7th) highest number of votes shall be designated

- as alternate members of the Board of Elections, to become full members if other members are removed or resign during the election process.
6. If there is not an Election Commissioner appointed, the Senate shall vote a second time to choose one of the members of the Board and shall designate that person as Chairperson of the Board of Elections. The Senate shall vote, according to ranked choice voting rules. The person with the most votes shall become Election Commissioner.
- D. When the Senate is not in session, the Board of Elections shall be appointed in accordance to the following procedures:
    1. The members of the Board of Elections shall be appointed by the Speaker of the Senate with approval of the President and the Vice President.
  - E. Authority and duties of the Board of Elections are as follows:
    1. The Board of Elections, composed of five (5) members and the Election Commissioner, will oversee the proper administration of all Student Government Association student elections and referenda and perform other duties as set forth herein.
    2. The Board of Elections members shall have the authority to issue sanctions to any candidates, their supporter(s), or any other person interfering with an election. The Board of Elections shall also have the sole authority to disqualify any candidate(s) for office or election. The Board shall do so with a majority vote.
    3. The Board of Elections shall have the sole authority to disqualify any candidate(s) for office or election. The Board shall do so with a majority vote.
    4. All rulings of the Board of Elections shall be in writing and shall be posted in the Student Government Association Office and available for review by any member of the SGA or the student body within twenty-four (24) hours of business.
    5. At its first meeting, the Board of Elections shall nominate and confirm by majority vote a Vice Chairperson and Secretary. Minutes for Board of Elections meetings shall be recorded, but not released publicly until the conclusion of the election season.
    6. Quorum for the Board shall consist of three (3) members. Board rulings can only be made when quorum is reached. If the Chair is not present at a meeting, the Vice Chairperson shall serve as Chair for the remainder of the meeting.
    7. Any member of the Board of Elections may call a meeting of the Board.
    8. The Board of Elections shall assist in publicizing and promoting the elections to ensure maximum candidate and voter turnout.
    9. The authority to issue sanctions and hear appeals shall be outlined in the section detailing Sanctions, Appeals, and Disqualifications.
    10. In the absence of an Election Commissioner, the Board of Elections shall be empowered with all the authority granted to the Election Commissioner.
    11. The Board of Elections shall, prior to the beginning of the election, be required to update the seats of the Senate for the next session as described in Part II Article III Section 1 A.
  - F. A member of the Board of Elections shall only be removed during an election, by a two-thirds (2/3) majority vote of the Board of Elections, excluding the Board member in question, or in accordance with the Removal Process outlined in the Student Government Association Constitution.
  - G. The members of the Board of Elections shall be ineligible to run in any general election or special election for the term in which the elections occur.

#### **Section 4**

#### **BOARD OF ELECTIONS MEETING TIMES**

- A. Any member of the Board of Elections may call a meeting of the Board.
- B. The Election Commissioner will schedule a weekly meeting of the Board to discuss the matters concerning the election.

- C. The candidates' meeting shall be held by the Board of Elections for both Senate and Executive elections. The Board of Elections members shall attend the meetings. The Board shall schedule additional candidate meetings if deemed necessary.
- D. The Board of Elections shall meet every business day of the week of the election.

**ARTICLE III  
QUALIFICATIONS FOR CANDIDACY**

**Section 1  
Legislative Qualifications**

- A. Senate voting seats shall be composed of the following constituents:
  - 1. The number of seats in the Senate at one time shall not exceed seventy-five (75) seats.
  - 2. The number of seats in the Senate at one time shall not be less than twenty (21) seats.
  - 3. Every Senate session should have available the following seats at minimum.
    - a. Each of the NIU Colleges shall be represented by at least two students who occupies two (2) seats per college.
    - b. Graduate students representing the Graduate School shall occupy one (1) seat.
    - c. Students residing in any university provided housing shall occupy two (2) seats.
    - d. Underserved student communities shall occupy seven (7) seats and shall be defined as any group of students who are protected classes under federal, state, or university nondiscrimination policies, with one to be allocated to a Graduate student.
    - e. Students not representing any of the above categories shall occupy four (4) seats as University At-Large representatives. Students who are undecided on their major may also occupy these seats.
  - 4. A minimum of twenty percent (20%), rounded up to the nearest whole number seat, of the seats should be reserved for senators representing underserved communities.
  - 5. A minimum of twenty percent (20%), rounded to the nearest whole number seat, of the seats should be reserved for senators representing the university at large.
  - 6. A minimum of ten percent (10%), rounded up to the nearest whole number seat, of the seats should be reserved for senators representing university provided housing.
  - 7. The rest of the seats shall be reserved based on enrollment and housing data, gathered from the division of Enrollment Management, Marketing and Communications from the most current enrollment data done by 31st of January, such that there is one seat for every one thousand (1000) students rounded to the nearest whole number seat.
  - 8. All questions and disputes regarding the seat 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.
  - 9. Calculation for determination of available seats for the upcoming session:
    - a.  $Y=A+B+C+D$ 
      - 1. Y: total number of senator seats
      - 2. A: Senator Seats for undergraduate colleges, college of law, and the two grad student seats
        - a.  $A=(\text{student population}/1000)+\text{Grad seats}(2)+\text{College of law}(1)$
      - 3. B: Underserved Communities: twenty percent of A multiplied by two with a minimum requirement of seven seats
        - a.  $B=0.2(2A)$  as long as it is  $\geq 7$  if not then it will be seven seats.
      - 4. C: Students at large: twenty percent of A multiplied by two
        - a.  $C=0.2(2A)$
      - 5. D: University Provided Housing: ten percent of A multiplied by two

- a.  $D=0.1(2A)$
- 6. B, C, and D need to be rounded to the nearest whole number that is also equal or greater than the required percentage.
- B. During the spring elections, fifty percent (50%), rounded down to the nearest whole number, of the seats for students residing in university provided housing and fifty percent (50%), rounded down to the nearest whole number, of the seats for students representing the university at-large shall remain vacant for those not wishing to join Senate through the Spring election process as a fall at-large, including new students. The rest of the seats may be filled in the spring elections.
- C. All candidates are required to provide proof of residence hall contracts, college affiliation, or resource center affiliation depending on the seat for which they are running. Regarding college seats, ‘proof’ shall be an official document or email received from the school; in the case of university-At-Large, an official document or email from the University. Proof for underrepresented seats shall be an email or letter from the resource center (If there is no resource center for an underrepresented group, then an official email or letter from a student organization representing the group will suffice.) University housing shall provide an official letter or email from the Housing Department/CA or official housing contract.
- D. Each candidate for a legislative office must have the signatures of fifty (50) fee-paying NIU students on their official petition. Each person who signs a petition shall give their printed name, signature, Z-ID number, and local phone number. The Board of Elections shall check on the validity of signatures by randomly calling names listed on each candidate’s petition until fourteen (14) or more have been validated. Signatures that have phone numbers that are disconnected or nonexistent shall be considered invalid and shall not count towards the required number of signatures on the petition nor the total amount of required verified signatures. Existing phone numbers that are called but not answered shall not be considered as invalid or validated and can only count towards the total number of signatures required on a petition. Members of the SGA Supreme Court or the Board of Elections may not sign petitions for candidacy.
- E. Proxy signatures on petitions are invalid signatures and shall not be counted towards the total number of required signatures nor the verified signatures. Proxy signatures shall only be considered valid with a letter of exemption by the Disability Resource Center indicating physical incapacity to sign for oneself.
- F. Legislative candidates may only form campaigning teams with other legislative candidates. Candidates are prohibited from forming teams with candidates running for executive offices.
- G. If an elected or appointed Senator changes their major in a way that also changes their academic college, “they shall have five business days to inform the Speaker of the Senate of this change, and shall provide a letter from both their academic advisor and the new academic college, and” the following procedure shall be implemented:
  - 1. If there is an available seat within the Senator’s new college, they will be allowed to switch their constituency to that college.
  - 2. If there is not a seat available in the Senator’s new college, and the Senator can provide proof of affiliation with an underserved community, and there is an open Underserved Communities seat, the Senator will be allowed to switch their constituency to Underserved Communities.
  - 3. If there is not an available seat in the Senator's new college, nor an available “Underserved Communities” seat, but there is an open “University At-Large” seat, the Senator will be allowed to switch their constituency to University At-Large.
  - 4. If none of the above options are available, a temporary “University At-Large” seat shall be generated for the Senator to fill and the number of total Senate seats available shall be increased by one (1) for the remainder of the session.
  - 5. If the final step in this procedure is reached and a temporary At-Large seat is created, but a seat in the Senator’s new academic college becomes available, the temporary At-Large seat shall be dissolved, the number of Senate seats reduced by one (1), and the Senator’s constituency moved into their new Academic College seat as soon as possible.
  - 6. Other changes to Senate seat constituencies shall not be permitted.

**Section 2**  
**EXECUTIVE QUALIFICATIONS**

- A. Each candidate for executive office must have the signatures of at least seventy-five (75) fee-paying NIU students on their official petition. Each person who signs a petition shall give their printed name, signature, Z-ID number, and local phone number. The Board of Elections shall check on the validity of signatures by randomly calling the names listed on each candidate's petition until twenty (20) or more have been validated. Signatures that have phone numbers that are disconnected or nonexistent shall be considered invalid and shall not count towards the required number of signatures on the petition nor the total amount of required verified signatures. Existing phone numbers that are called but not answered shall not be considered as invalid or validated and can only count towards the total number of signatures required on a petition. Members of the SGA Supreme Court may not sign petitions for candidacy.
- B. Proxy signatures on petitions are invalid signatures and shall not be counted towards the total number of required signatures nor the verified signatures. Proxy signatures shall only be considered valid with a letter of exemption by the Disability Resource Center indicating physical incapacity to sign for oneself.
- C. Candidates may only form campaigning teams with other executive candidates running for the offices of President, Vice President, Treasurer, and Student Trustee. Candidates are prohibited from forming teams with candidates running for legislative office.

**Section 3**  
**Qualifications for All Candidates**

Refer to the SGA Constitution for the most up-to-date qualifications.

- A. All candidates for a Student Government Association office must sign a waiver releasing their name and any other pertinent information to the Student Government Association Board of Elections, allowing the Commissioner to determine if the student is in good academic standing through the Office of Registration and Records.
- B. Candidates for Student Government 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 the petitions
  - 3. Provide proof of student status, hours enrolled, and residency upon request.
  - 4. Qualify for office.
  - 5. Receive notification from the Board of Elections of eligibility for office.
- C. All petitions and all sheets on which candidates for office seek signatures shall include the following:
  - 1. The name of the candidate on whose behalf the petition is being signed in compliance with the appropriate section of the SGA Bylaws.
  - 2. The office the candidate is applying for.
  - 3. All other wording as required/determined by the Board of Elections.
- D. The name candidates list on their registration and petition documents shall appear in full form, and their given (first) name or contracted form of that name must appear on the petition preceding their surname. Candidates may use one name they most identify with, which does not have to match their legal name.
- E. Candidates shall conduct themselves in a manner that is consistent with ethical standards that include, but are not limited to, the Northern Illinois University Code of Ethics, for the duration of the elections. Violations of these standards are subject to the sanction policy laid out in Article V Section II and III.
- F. Candidates for any SGA 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 be allowed to campaign for themselves as long as they meet with the election commissioner and get approval from the board of elections. This process

must also be followed for approval relating to media used in campaigning.

#### **Section 4 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. Write-in candidates must submit all requisite forms and documents within forty-eight (48) hours following the closing of the polls.
  - 1. The requisite forms and documents are defined as the following
    - a. All candidates for a Student Government Association office must sign a waiver releasing their name and any other pertinent information to the Student Government Association Board of Elections, allowing the Commissioner to determine if the student is in good academic standing through the Office of Registration and Records.
    - b. Provide proof of student status, hours enrolled, and residency as needed.
    - c. The name candidates list on their registration documents shall appear in full form, and their given (first) name or contracted form of that name must appear preceding their surname. Candidates may use one name they most identify with, which does not have to match their legal name.
- B. If a write-in candidate has not properly registered within forty-eight (48) hours following the closing of the election, the votes cast for the candidate will not be counted in the determination of winners for that office even though the 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.
  - 1. Proper registration is defined as having filled out the requisite forms and documents listed in Bylaws Part II Article III Section 4.A.1 as well as
    - a. Attend the candidates' meeting.
    - b. Qualify for office.
    - c. Present the BOE with a petition with the appropriate number of signatures needed for their prospective office unless the candidate has received that number or greater of write in votes.
      - i. Petitions shall follow the same regulations as defined above in Bylaws Part II Article III Sections 3.C for all write in candidates.
      - ii. In addition petitions shall follow the same regulations as defined above in Bylaws Part II Article III Sections 1.D and E for legislative write in candidates.
      - iii. In addition petitions shall follow the same regulations as defined above in Bylaws Part II Article III Sections 2.A and B for executive write in candidates.
    - d. Candidates shall conduct themselves in a manner that is consistent with ethical standards that include, but are not limited to, the Northern Illinois University Code of Ethics, for the duration of the elections. Violations of these standards are subject to the sanction policy laid out in Article V Section II and III.
    - e. Candidates for any SGA office are required to obey all applicable rules. Candidates who fail to qualify under all the rules described herein shall not be considered candidates.
- C. 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 they comply with the registration requirements of the election procedures.

#### **ARTICLE IV CAMPAIGNING REGULATIONS**

## **Section 1 Campaigning**

Campaigning shall be defined as any public action on behalf of the candidate. This includes physical and written campaign materials, electronic campaigning, campaign personnel, and verbal campaigning.

## **Section 2 Physical and Written Campaign Materials**

- A. Physical and written campaign materials shall be defined as any written or tangible materials to be disseminated among voters that display support or opposition for a candidate or ticket.
- B. All physical and written campaign materials must be filed with the Board of Elections and cannot be distributed without the prior approval of the Board of Elections. Printed campaign materials must be visibly signed by the candidate, stamped by the Student Involvement office, and Approved by the Board of Elections before any material is posted or distributed.
- C. In the case of yard signs or similar objects, the office of Student Involvement must approve of the content, and the University Grounds Department must approve the location of the posting when applicable. A color photograph of the sign to be posted may be filed with the Board of Elections in lieu of a physical copy.
- D. All posted materials must abide by the Student Involvement Poster Policy/Chalk Policy.
- E. No campaign material shall be allowed where it may physically deface or destroy property, such as posted materials, stickers or any other form of self-adhesive materials, buttons, and any other material deemed potentially destructive by the Board of Elections. Adhesives must be approved by the Board of Elections prior to use. In questions of defacement or removability, a candidate or designee's successive demonstrations of removability in all instances shall be sufficient.
- F. Any damages sustained by property, University or otherwise, shall be the sole responsibility of the candidate(s). Damages may include excessive litter of campaign materials as determined by the Board of Elections, and the individuals in violation shall be held liable for any damages caused which require professional repair.
- G. Campaigning may not take place in university classrooms on weekdays between 7:00 a.m. and 9:00 p.m., including, but not limited to, posting, or passing out campaign materials.
- H. No campaigning is allowed in any of the libraries, except for posting materials on public bulletin boards.

## **Section 3 Electronic Campaigning**

- A. Electronic campaigning shall be defined as any form of non-verbal campaigning accessible using electronic devices, such as social media platforms, emails, or instant messaging.
- B. Virtual campaign materials shall follow the same procedures of approval as the physical and written campaign materials.
- C. The Board of Elections shall decide questions of appropriate usage of electronic platforms. Inappropriate usage includes personal attacks or defamation of character.

## **Section 4 Verbal Campaigning**

- A. Verbal campaigning shall be defined as any unwritten and vocal solicitation in support of a campaign.
- B. 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.
- C. Verbal campaigning may not take place in university classrooms on weekdays between 7:00 a.m. and 9:00

p.m., including speeches. No verbal campaigning is allowed in any of the libraries.

### **Section 5 Campaign Personnel**

- A. Campaign personnel shall be defined as any individual or organization actively working to further the campaign with or without the express consent of the candidate(s).
- B. Candidates must disclose the involvement of active personnel in campaign efforts, such as a campaign manager or team, to the Board of Elections.
- C. Failure to submit updated Campaign personnel shall be subjected to sanctions by the Board of Elections,
- D. Candidates are responsible for the behavior and actions of personnel and are responsible for ensuring an appropriate and respectful campaign.

### **Section 6 Violations**

- A. 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.
- B. All campaign regulations shall apply to all candidates, including write-in candidates. Any candidate who begins to campaign for office prior to being notified by the Board of Elections shall be disqualified from election to office and from holding office.

## **ARTICLE V SANCTIONS, APPEALS, AND DISQUALIFICATION**

### **Section 1 Sanctions**

- A. A sanction is defined as a statement of guilt given to a person for violation of the election procedures, SGA policies, or University policies, which carries with it a penalty. All sanctions must be issued in writing; however, a standardized form may be used.
- B. Sanctions may be imposed for violations by candidates or campaign personnel, which includes persons campaigning on the candidate's behalf, even if the candidate does not have specific knowledge of such actions.
- C. The Board of Elections 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 Government 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 Board of Elections after notice of original sanction(s) was provided to the candidate, the Board of Elections will send separate written notice to the candidate of such new grounds or additional sanctions as soon as possible.

### **Section 2 Sanctions Prior to Election Day**

- A. No sanction issued by the Board of Elections 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.
- B. Whenever a sanction is issued, the Board of Elections shall post the sanction in the SGA Main Office within four (4) Business hours. All rulings of the Board of Elections shall be in writing and shall be posted in the

Student Government Association Office and available for review by any member of the SGA or the student body within twenty-four (24) hours of business.

- C. All campaign material stamped by the Student Involvement office and displayed in a manner that violates University Posting Policy may be removed by the Board of Elections, 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.
- D. Unstamped posted material will be confiscated by the Board of Elections 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 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.
- E. Candidate(s) found to be acting in variance with campaign regulations as described in the Bylaws shall be subject to the following actions:
  - 1. For the first offense, the Board of Elections shall forbid the candidate(s) from campaigning 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. For each additional offense, the candidate may be forbidden from displaying campaign materials in the building in which the offense occurred for a period of twenty-four (24) hours but not more than seventy-two (72) hours.
- F. Candidates found to have violated ethical standards including but not limited to the NIU Code of Ethics are subject to sanction by the Board of Elections. In the event of ethical violations, a majority of the Board of Elections is required to issue sanctions.

### **Section 3 Sanctions on Election Day**

- A. On the day(s) of an election, no sanction issued by the Board of Elections 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.
- B. No campaigning will be allowed within one hundred (100) feet of any building containing a voting station on Election Day(s). This shall include any physical, written, or verbal campaigning. No electronic campaigning shall be allowed that allows a campaign to define a set area, including, but not limited to, a flyer that advocates for a candidate or their campaign within one hundred (100) feet of a building containing a voting station.
  - 1. Candidates and/or their workers who violate this regulation may not be allowed to distribute literature in the vicinity of the building that contains the voting 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 shall not be allowed to distribute literature anywhere on campus for the remainder of the election.
  - 3. 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. The candidate shall not be considered to be in violation of this section simply because someone possessed their campaign material inside of a voting place.
- C. Campaigning is forbidden on any Huskie Bus Line, stationary or in motion during the elections. A violation of this may result in a sanction left up to the discretion of the Board of Elections. Bulletin boards on Huskie Line Buses may be used for posting campaign material.

### **Section 4 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 Board of Elections. Such time of action or decision must be written on the hard copy of the decision or action posted in the SGA office. All appeals will be in writing and will be directed to the Election Commissioner who will, within four (4) hours of receipt of the appeal, notify the 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.
  - 1. The Board of Elections will hear and rule on any appeal within three (3) days, except on election days.
- B. On Election Day: Appeals may be made in person at the meetings of the Board, and no written appeal is necessary. 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 pending requests for appeals. No appeal may be made to the Board after two (2) hours after the close of the voting 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.
  - 1. 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.
  - 2. 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 SGA Supreme Court.
- C. The Board of Elections may uphold, reverse, or modify any action or decision of the Election Commissioner appealed to the Board.
- D. Submitting an appeal to the SGA Supreme Court: 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 SGA main office.

## **Section 5 Disqualifications**

- A. Each day of the election, the Board shall meet immediately following the closing of the voting stations and all actions necessary to secure the voting process. 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 in writing all sanctions and/or punishments it deems necessary prior to reporting tabulated votes.
- 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 SGA election procedures before election day or three (3) or more separate violations of the SGA election procedures on election day(s); Any fraud relating to the election, including, but not limited to, altering or destroying voting machines, buying votes, intimidating other candidates or voters, or repeated interference with another candidate's campaign. If the candidate(s) or campaign personnel 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 three (3) of the five (5) members of the board to agree in writing.
- C. Should a candidate accrue expenditures exceeding a total of \$2500, they will be subject to disqualification.
- D. In the event a candidate is disqualified, the candidate will not be allowed to assume office and any votes cast for them 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 they 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 VI**

## **ELECTIONS PROCEDURE**

### **Section 1 Voter Eligibility**

- A. Voter eligibility for any student wishing to vote must have an official Z-ID number and password on file with Northern Illinois University and/or whatever else shall be determined by the Board of Elections to prove student registration to have access to the online ballot. The stated criteria for valid ballots shall be clearly posted at all voting stations as well as the online ballot form. All disputes or questions concerning voter eligibility shall be directed to the Board of Elections.
- B. Any eligible student wishing to vote must simply access a voting station or an internetcapable device to access their ballot.

### **Section 2 Voting Stations**

- A. The Board of Elections may choose to set up voting stations on campus.
- B. On the morning of each Election Day, the Board shall travel to each voting station. The Board shall ensure that all campaign materials and persons are removed from the voting station. The Board shall also ensure that all proper procedures are followed for the duration of the day.
- C. Voting stations shall consist of a link to online voting so voters may use their own devices, and information about the election and candidates. The SGA shall also share this link on its website, social media, and/or any other applicable communication avenues.
- D. On the days of elections, banners identifying the buildings labeled as voting stations are to be clearly displayed on the outside of the location and nearest to the voting area. These banners must be neutral and only advocate that an SGA-sponsored election is taking place inside. The Student Government Association logo must appear on all banners or signs displayed at the voting stations. All banners and signs will remain visible and displayed during the duration of the Election Day and will be removed at the end of the final voting day.
- E. The voting stations shall be open for two consecutive days between the hours of 9:00 am and 6:00 pm.
- F. The Board of Elections shall provide the voting information at each voting station.
- G. The Election Commissioner will be charged with the responsibility of poll workers amongst voting stations. One (1) poll worker will be assigned to each voting station at all times during the election. Candidates running in the election may not serve as poll workers.
  - 1. Voting 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.
  - 2. In the event a voting station is closed, written notice will be provided of the time the said voting station will reopen, if known, and of the location(s) of other voting stations where students may cast their votes. If at any time the volunteer cannot be present at a voting station, it shall be temporarily closed.
  - 3. 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.
- H. A voting station may be impounded at any time by authority of the Election Commissioner for good and sufficient cause.
- I. Each voter shall be eligible to vote for up to, but not exceeding:
  - 1. One (1) Executive candidate for each office.
  - 2. Senate candidates running to represent their chosen constituencies, not to exceed the number of Senate seats as described in the Student Government Association Bylaws Part II Article III, §1.A-B.
- J. The name candidates list on their registration and petition documents shall appear in full form, and their given (first) name or contracted form of that name must appear on the petition preceding their surname. Candidates may use one name they most identify with, which does not have to match their legal name.

**ARTICLE VII  
TABULATION**

**Section 1  
Tabulation Procedure**

- A. After the closing of the polls, the poll worker(s) shall wait for a member of the Board of Elections to arrive, identify themselves, and secure all elections materials and voting stations before leaving.
- B. All ballots are to be counted at one location. Ballots are to be counted by the Board of Elections . Ballots may be counted by electronic means.
- 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 choose only one observer to represent the entire ticket. Candidates may not represent themselves during this process. The observer may not be a candidate for any other elected position. Any action by the candidate's designated observer that disrupts the counting of the ballots will be cause for the observer's removal and will constitute a campaign violation, which may subject the candidate to disqualification at any time. During the counting of ballots, those present shall be restricted to the Board, except for designated observers.
- D. Copies of the voided, official ballot shall be given to the Board of Elections in the weeks prior to the first day of elections for the purpose of inputting the ballot online. If changes are made to the official ballot after this time, copies shall immediately be made available to the Board of Elections .

**Section 2  
Valid and Invalid Votes and Ballots**

- A. Only the following votes shall count in the determination of winners and shall be considered valid votes for the office(s) so affected. All valid votes on the same ballot for other offices shall be counted.
  - 1. A vote for a registered non-disqualified write-in candidate, with the reasonably correct, as decided by a majority vote of the BOE when one member is unable to match the name to a write-in candidate, spelling of the candidate's name.
  - 2. A vote for a non-disqualified candidate listed on the ballot, even if written in.
- B. The following votes shall not count in the determination of winners and shall be considered invalid votes for the office(s) so affected.
  - 1. Votes for disqualified candidate(s).
  - 2. Votes for unqualified candidate(s) unless they enable a candidate to reach the required number of signatures needed for the office.
  - 3. Votes for unregistered write-in candidate(s) unless they enable a candidate to reach the required number of signatures needed for the office.
  - 4. Votes for disqualified write-in candidate(s).
  - 5. Votes for obscene write-in candidate(s).
- C. Student Government Association elections ballots shall allow for the submission of an incomplete ballot. An incomplete ballot has at least one candidate selection or write-in, but not all vote choice options have been exhausted.

**Section 3  
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 ten (10) percent of the total ballots cast in that election, the entire election will be ruled invalid. Ballots cast for a disqualified candidate will be disregarded for purposes of this Section and will not count as either valid or invalid ballots.

- B. An invalidated election must be re-run as a special election within one week of the invalidation.
- C. Upon completion of the counting of the ballots, the Board of Elections shall make a reasonable attempt to contact all candidates, or their official representatives as is feasible to locate at that time and notify them of the results prior to releasing the total to the public.
- D. All returns shall immediately be made open to the public when the ballots have been completely tabulated.
- E. All ballots and petitions must be accounted for and saved by the Board of Elections for sixty (60) days. Following that time, they shall be destroyed. The Board of Elections shall issue a report of the results to the Senate and the President of the SGA.

**Section 4  
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, Treasurer, or Student Trustee. If no candidate shall receive a majority, then the votes will be allocated as determined by the ranked for those candidates until one candidate received a majority. If a tie still persists then a run-off election for the remaining two candidates shall be held.
- B. The winners of the Senate seat races shall be decided by the following.
  - 1. The Senate candidate(s) with the most votes within the race for their constituency, as determined by ranked choice voting rules, shall be the winners of those seats. With the number of open seats being determined by the Student Government Association Bylaws Part II Article III, §1.A-B.
  - 2. If a tie occurs for any one seat in question, then a runoff election shall be held.
- C. Write-in candidates shall be considered legitimate candidates and shall be allowed to win elections provided the Board has not disqualified them.
- D. The Board of Elections may release the election results to the public as early as the last day of the election following tabulation if there are no pending appeals to the Board of Elections and the SGA Supreme Court or write in candidates needing to be validated.

**Section 5  
Runoff Election**

- A. In the event the initial election results in a tie, a runoff election shall be held. 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.
- B. The one-day runoff election shall be held at most a week following the start of the initial election on a weekday.
- C. Refer to Article VI, pertaining to Election Procedures, for information on how to run the election.

**Section 6  
Special Election**

- A. In the event the initial election did not produce a winner, or the number of Senators fail to meet Thirty-Three Percent (33%) of the Available Seats, a special election shall be held.
- B. The one-day special election shall be held on the third Wednesday of April.
  - 1. This should not be confused with Quorum. As a majority of members of the Senate shall constitute a quorum. The number of members shall be determined by the number of Senate seats currently filled.
- C. Refer to Article VI, pertaining to Election Procedures, for information on how to run the election.

**ARTICLE VIII  
EXPENDITURE REPORTING**

**Section 1**  
**Requirement to Disclose**

- A. Candidates shall be required to disclose of any and all campaign expenditures/contributions that exceed a total of \$25 for candidates for Senate and a total of \$50 for candidates for the positions of President, Vice President, Treasurer, or Student Trustee. A ticket has the same campaign disclosure procedures and limits as a single candidate. All candidates who exceed the threshold shall be required to keep a record of all campaign expenditures and provide proof of those expenditures. This report can come from a ticket and/or a candidate and shall be turned in to the Board of Elections before the start of the election.
- B. Financial disclosure reports must include at minimum the name of the contributing organization or individual and the amount contributed. This includes personal contributions.
- C. All candidates shall keep records of all donated goods and services along with the fair market value of those services that shall include as the minimum requirements, name of contributing organization or individual, type of donated goods and services, and value of donated goods and services.
- D. The spending limit for all campaign expenditures shall be no more than the amount of \$2,500.
- E. Failure to report expenditures shall be subjected to sanctions by the Board of Elections .

**Section 2**  
**Financial Disclosures**

- A. The method and format of all financial disclosure shall be at the discretion of the Board of Elections with the approval of the Student Government Association Treasurer. If the Treasurer is a candidate in the same election, then the Deputy Treasurer will be required to approve these disclosures. If the Treasurer and Deputy Treasurer are both candidates themselves, then the Board of Elections will be required to approve these disclosures.
- B. All candidates shall disclose each expense and/or donation to the Board of Elections biweekly.
- C. A final financial report shall be submitted by the open of polls on the first date of polling, and it shall include a full account of all campaign expenses, a full disclosure of all donated funds, services and materials, and copies of all receipts and financial records associated with the campaign.
- D. Any candidate, or ticket, who is found to have falsified or omitted any information relating to this article shall be immediately disqualified for all offices in which the candidate, or ticket, are a candidate(s) for.

**Section 3**  
**Public Reporting**

- A. The Election Commissioner, with the guidance of the Student Government Association Treasurer, shall make the financial records of each campaign public before any election results are announced.
- B. The Election Commissioner shall create a final financial report of all campaigns that shall be documented by the Student Government Association Historian for public review. The report shall include the total amount of election expenses from the ticket and/or candidate, a financial report of each ticket and/or candidate, and a record of any financial violations.

**Northern Illinois University  
Student Government Association  
Bylaws, Part III  
Student Organization Policy**

**UPDATED Winter 2023**

## **ARTICLE I PURPOSE**

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

## **ARTICLE II REQUIREMENTS OF RECOGNITION**

To receive and maintain recognition from the Student Government Association, all organizations must meet the requirements outlined 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 Government Association Constitution and Bylaws.

### **Section 1 Constitution and Democratic Procedures**

- A. All organizations must have their constitution, mission statement, and bylaws on file with the Student Government Association/ NIU's Student Organization Platform, which must include the organization's name, purpose(s), requirements for membership, method of officer selection and impeachment proceedings, and the non-discrimination clause. All documents must be up to date. It is the responsibility of the Vice President and/or Director of Organizational Development to assist recognized student organizations and those organizations seeking recognition with creating and updating constitutions, bylaws, and other governing documents required for recognition.
- B. The organization's constitution must guarantee that major decisions are made in a democratic way by the membership or Executive Board at the discretion of the individual organization.

### **Section 2 Membership and Required Positions**

- A. Every student organization must have at least one (1) advisor
- B. Student organizations must have at least three (3) interested members who are NIU Students to receive initial recognition.
- C. Student organizations that cannot maintain at least three (3) members registered in NIU's Student Organization Platform must work with staff in the areas of Fraternity and Sorority Life or Student Organization Development to develop a recruitment plan.
- D. Every organization shall have a minimum of one (1) officer who will be designated as the President.
- E. All student organizations must have an active membership that consists exclusively of currently registered students, staff, or faculty of Northern Illinois University.
- F. Every organization shall include the following non-discrimination statement in their constitution:
  - a. As a student organization recognized by the Student Government Association, we will prohibit discrimination on the basis of age, disability, ethnic origin, marital status, race, religion, political affiliation, sex, gender identity, sexual orientation, military/ veteran status or any other identity prohibited by federal or state law or university policy. Accordingly, no student may be excluded from membership or leadership in a registered student organization based on any of the aforementioned identities, unless exempt under Title IX. However, registered student organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organization's sincerely held beliefs or statement of principles, comply with the organization's standards of conduct, and further the organization's mission or purpose as defined by

the organization.

- G. The only exceptions to Part F immediately above are as follows:
  - a. Organizations may place restrictions on members for not having good conduct with the organization or good standing with NIU.
  - b. Social fraternities and sororities may select members based on sex, per exemptions under Title IX laws.
  - c. Student organizations that serve as governing bodies may be allowed to restrict membership to those elected from the constituent groups.
  - d. A student organization may outline in their constitution a desire to be a restrictive organization, where full membership and full participation is selected by a clearly outlined democratic process. A restrictive organization shall be unable to request any funding from the Student Government Association.
- H. Any organization that offers certain privileges or opportunities to a limited membership must clearly outline in their constitution how the organization's regular membership is provided with ample opportunity for involvement.

### **Section 3 Maintaining Recognized Status**

- A. All recognized student organizations must complete the Annual Renewal process each fall and the Transition process half-way through the year to maintain recognition. This process is to be facilitated by Student Organization staff.
- B. Changes in membership, officers, advisors, and contact information must be updated in NIU's Student Organization Platform anytime there is a change.
- C. Any modifications or changes to the constitution or bylaws that occur outside of the Annual Recognition or Transition Process must be submitted to and approved by the Organization Oversight Committee.
- D. Organizations must participate in, or attend any required training outlined in the Student Organization Handbook.
- E. Organizations must have at least the president or vice president of their respective organization to attend CODE training in the fall semester of each academic year. President or vice president must be certified to have completed CODE trainings to receive credit.

## **ARTICLE III REQUIREMENTS FOR OFFICERS AND ADVISORS**

### **Section 1 Officers**

- A. Each organization must have a minimum of one (1) elected student officer who shall be designated as the president.
- B. All officers must be fee-paying students in good standing with the University and the SGA regarding all academic, misconduct, judicial, and student organization funding issues. To hold any officer position, an undergraduate student must have and maintain a cumulative grade point average of at least 2.5 during their tenure in office or be in their first semester at the University, a graduate student must have and maintain a cumulative grade point average of at least 3.0 during their tenure in office or be in their first semester at the University.
- C. If the cumulative NIU GPA of an elected officer drops below the requirement, they shall be allowed one grace semester to bring it back up. During this semester, they shall retain their position and all its rights and responsibilities. Should an officer's cumulative NIU GPA fall below the requirement for two consecutive semesters, their officer position shall be revoked. Appeals shall be sent to the SGA Senate Organization

Oversight Committee for consideration of circumstance.

## **Section 2 Advisor**

- A. The advisor must be a current, full-time, university employee in good standing with the university and the SGA regarding all misconduct and student organization funding issues.
- B. Advisors must sign and accept the advisor agreement each fall during Annual Registration or any time a new advisor is added to an organization.

## **ARTICLE IV PROCEDURE FOR RECOGNITION**

The SGA shall outline an orderly process to assist organizations in obtaining recognition and prevent false or inappropriate groups from receiving recognition. The Vice President, together with the Organization Oversight Committee is charged with overseeing the recognition process. The recognition process consists of the following steps listed below.

- A. Recognition Form: All groups seeking recognition must complete an Organization Registration Form on NIU's Student Organization Platform that consists of the following:
  - 1. Organization Description: for use by all new organizations as well as returning organizations that wish to change their description.
  - 2. Organization Officers: for use at the beginning of each academic year any time an officer or faculty advisor changes during the academic year and during Mid-Year Transition.
  - 3. Faculty/Staff Advisor Agreement: for use when starting an organization and at any time the faculty advisor changes during the following school year.
  - 4. Governing Documents: including the organization's constitution, bylaws, and national constitution (if applicable).
- B. Organization Oversight Committee Review

The Vice President or Director of Organizational Development will submit the organization to the Organization Oversight Committee. The Organization Oversight Committee will meet with the leader(s) of the organization, review its constitution, and make a recommendation to approve or reject the potential organization to the full Senate. The Organization Oversight Committee will also determine the classification of the organization if approved. Recommendation of recognition of an organization can be made without a meeting with the leaders of the organization only following approval from both the organization and the Organization Oversight Committee.

- C. Senate Review

Upon notification from the Organization Oversight Committee, the Senate will add the item to an upcoming Senate meeting for a vote. Each organization recommended for approval will be discussed and voted on as one business item. Senate can motion to move an organization out of approval should further review and discussion be needed on a specific organization. The Chairperson of the Organization Oversight Committee will notify each organization as well as the treasurer of the SGA of the organization's their full recognition as well as the organization's designated classification being granted after approval in the senate meeting. Senators must disclose any current or previous involvement in organizations requesting recognition. Furthermore, individuals currently serving in organizations requesting recognition must abstain from voting on the consideration of that organization's recognition.

- D. Reapplication Following Rejection

Any organization that has been rejected by the Senate for approval must wait at least one (1) full calendar year from the date of rejection to reapply for recognition. In cases where an organization has

lost recognition due to violations of Student Government Association policy and/or Student Code of Conduct and/or has shown a pattern of such behavior, the university may advise on the waiting period for reapplication.

E. Recognition After Cease of Existence

If a recognized student organization either voluntarily or involuntarily disbands or ceases to exist on campus in an official capacity for longer than one academic year the organization must go through the recognition process again.

**ARTICLE V  
DURATION**

- A. Organizations will be recognized for one (1) semester if the organization abides by the regulations set forth within this policy, the Student Organization Handbook, and the policies and procedures of the University.
- B. Organization recognition must be renewed every semester by completing the appropriate process in NIU's Student Organization Platform or through the Organization Oversight Committee.

**ARTICLE VI  
RECORDS**

All recognized organizations and any organization applying for recognition shall make available any records or financial statements requested by any entity within SGA of university staff involved in organization oversight and development.

**ARTICLE VII  
CLASSIFICATION OF ORGANIZATIONS**

The Student Government Association acknowledges that there are several types of organizations that have different levels of responsibility to the student body, along with different support and resources. Organizations recognized by, or affiliated with, the SGA recognition process are classified as follows:

- A. Department Organizations: Department Organizations are student-run but fall under the organizational chart of a department or division. They have a responsibility to serve the entire student body and as such, receive University resources such as full-time staff dedicated to the organization, dedicated space, a larger portion of student fee dollars, etc. These organizations will adhere to the SGA processes and requirements for student organizations wherever possible but must also consider processes relative to being a part of a department or division.
- B. Governing Councils: A governing council shall be deemed as any organization in which its principal membership is made up of SGA recognized organizations. These organizations are student-run but fall within the organizational chart of a department or division. They have a responsibility to serve larger, but specific populations of the student body. As such, they receive University resources that may include dedicated staff, priority access to certain University resources, and increased access to funds. These councils have the authority to manage the organizations that fall under them in ways that are appropriate to their purpose to include, but not limited to, required paperwork, attendance, follow all policies, procedures, and expectations of their national organization.
- C. Affiliated Student Organizations: Affiliated organizations are student organizations that are strongly affiliated with a department, college, or division. They tend to serve targeted, smaller populations of students affiliated with a major/career, resource center, or other department or division on campus. These organizations often, but not always, have an advisor who has the role mentioned in their job description and they often have access to various resources through their affiliated department, college, or division.
- D. Sponsored Student Organizations: Sponsored student organizations are student organizations that exist to bring members together around a common cause or interest. Even if topically associated with a college or

major, they may not have any affiliation or support from the college. These organizations likely do not receive any additional resources from another area of campus.

- E. Sports Clubs: Sports Clubs are student organizations that are competitive and are managed through University Recreation by professional staff. Sports Clubs receive additional departmental support that may include full-time staff support, coaches, funding, access to space and facilities, etc. Due to the nature of Sports Clubs, there are few items that differ greatly between these organizations and others:
  - 1. Members do not pay dues but may need to pay fees to cover the cost of equipment, competitions, uniforms and more.
  - 2. Organizations must follow all University Recreation policies to be recognized as a Sport Club. These policies may include items related to attendance, forms, reporting, number of members and officers, etc.
  - 3. Due to competition and practices, Sports Clubs may be exempt from some general student organization policies.

### **ARTICLE VIII**

#### **NON-ADHERENCE AND WITHDRAWAL OF RECOGNITION**

- A. Any complaint regarding student organizations shall follow the process outlined in the Student Organization Handbook.
- B. If deemed appropriate, recognition may be withdrawn by two-thirds (2/3) vote of the Senate.
- C. If an organization is suspended or revoked pursuant to the constitution and Bylaws, the Senate shall not grant recognition to a new organization with substantive similarities to the revoked/suspended organization, including but not limited to the mission statement, officers, membership, or affiliation with a larger outside local or national organization.

### **ARTICLE IX**

#### **OVERSIGHT AND ADMINISTRATION**

- A. All organizations recognized by the Student Government Association are responsible to the Student Government Association.
- B. The Student Government Association, together with university staff responsible for organizational development, provide oversight and administration to all organizations recognized by the SGA.

**NORTHERN ILLINOIS UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
BYLAWS, PART IV  
FINANCE POLICY**

**UPDATED Summer 2023**

**ARTICLE I  
GENERAL PROCESS**

**Section 1  
Allocation of Student Activity Fee Money**

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

**Section 2  
General Requirements for Funding**

To receive and maintain any funding from the SGA, organizations must meet all requirements listed in this policy. A restrictive organization shall be unable to request any funding from the Student Government Association. An organization that charges dues shall be unable to request any funding from the Student Government Association. There shall be a few exceptions outlined in Article III, Section II of this policy.

Any SGA-funded organization not abiding by these requirements will face corrective action, including but not limited to freezing or loss of funds, or suspension, or permanent revocation of recognition in accordance with the Student Government Association Constitution and Bylaws.

**Section 3  
Fiscal Year**

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

**ARTICLE II  
FINANCE COMMITTEE**

**Section 1  
Finance Committee Membership and Structure**

- A. The Finance Committee shall be tasked with the oversight of all financial matters of the Student Government Association, including the allocation and oversight of Student Activity Fee money.
- B. The Finance Committee will consist of ten (10) voting members, seven (7) of whom are Senators, appointed at the discretion of the Speaker. The Speaker, Treasurer, and Deputy Treasurer shall serve as the remaining three (3) voting members. The chair of the committee shall have the power to appoint and remove previously appointed administrative staff as non-voting ex-officio members, as they see fit.
- C. The SGA Treasurer shall serve as chair of the committee but shall only vote to break a tie. The SGA Deputy Treasurer shall serve as the vice-chair of the committee and preside over the committee in the absence of the SGA Treasurer. The Deputy Treasurer shall serve as the secretary, who shall keep accurate records for the committee.
- D. The Finance Committee shall have the following duties and responsibilities:
  1. Meet at least once every fourteen (14) days while the Senate is in session.

2. Review the annual budget recommendations for each of the budget subcategories and consolidate each subcategory budget recommendation into one omnibus funding bill to be introduced to the Senate no later than the second Senate meeting in April.
3. Assign SGA-recognized organizations and departments requesting funding to a specific finance subcategory for the purposes of hearing annual budget presentations.
4. Review any expenditures and financial approvals within the Executive Branch, including the Campus Security Fund and Executive Allocations.
5. Introduce the fiscal policies and recommendations coming from the Committee to the Senate.
6. Review and approve Supplemental Funding requests.

**Section 2**  
**Finance Subcategories**

- A. The annual budget shall consist of four (4) subcategories. The annual budget requests for the Student Government Association recognized organizations and certain university departments and offices shall be reviewed in each of these assigned categories as determined by the SGA Finance Committee. Funds allotted to each SGA-recognized organization will be allocated within funding levels for each subcategory. Each subcategory's funding level will be set by the Finance Committee in the second meeting of the Spring semester.
- B. Any individual on the SGA Finance Committee must disclose any current or previous involvement in organizations requesting Student Government Association funding. Furthermore, individuals currently serving or who have previously served in organizations requesting funding must abstain from voting and discussion and debate on the consideration of that organization's budget request.
- C. The individual subcategories are as follows:
  1. Tier 1: University Departments and Department Organizations. These are defined as having office space on campus, office staff, and having a direct responsibility to the student body. There shall be no maximum for funding requests and no requirement to present budgets to the Finance committee.
  2. Tier 2: Governing Councils and Sports and Recreation. These are defined as any entity where a middle-person(s)/entity is involved for the distribution of funds to those under their oversight. There shall be no maximum for funding requests. Budget presentations to the Finance Committee are required.
  3. Tier 3: Academic and Department Affiliated Organizations. These are defined as organizations affiliated with a specific academic interest or university department serving a larger section of the student body. The maximum amount of annual funding requested shall not exceed \$2500. Budget presentations to the Finance Committee are not required.
  4. Tier 4: Sponsored Student Organizations. These are defined as organizations with a focus that serves their specific membership and have no real responsibility to the rest of the student body. The maximum amount of annual funding requested shall not exceed \$500. Budget presentations to the Finance Committee are not required.
- D. Tier 3 and Tier 4 Organizations that are not sport clubs or sport organizations but attend/engage in competitions, may be eligible for additional annual funding from SGA. This additional funding may not exceed \$2500. To Qualify for the funding, the organization must meet the following criteria . . .
  1. Must be eligible for annual funding.
  2. Must have a minimum of three (3) yearly competitions.
  3. Must not be a sport organization where sport is defined as an activity involving physical exertion and skill.

**ARTICLE III**  
**ANNUAL BUDGET PROCESS**

The following sections detail the timeline, process, and eligibility for submitting a budget proposal to the SGA for

Annual Funding. All parties involved, including the SGA and organizations and departments requesting funding, must abide by the procedures and timelines outlined in this process.

### **Section 1 General Timeline for Funding**

The general timeline for the consideration and submission of budgets for SGA Annual Funding:

1. First Finance Committee meeting – fourth week of September
2. First Mandatory Budget meeting – second week of February
3. Finance Committee vote on subcategory funding levels – second meeting of the Spring semester
4. Finance Committee first meeting to consider budget proposals – first week of February
5. Final Annual Budget recommendation completed – first week in April
6. Final Senate approval of Annual Budget – last Senate meeting in Spring semester

### **Section 2 Eligibility for Funding**

#### A. General Eligibility for SGA-Recognized Organizations

Any organization that has been officially recognized by the SGA Senate for at least four (4) months as of the date budget requests are due will be eligible to request Annual Funding. Organizations with restrictive membership shall be ineligible for annual funding except for governing council organizations. Organizations cannot be denied funding due to the nature or classification of their organization. Greek chapters or other organizations belonging to a governing council who are recognized by SGA and meet the four (4) month recognition requirements for annual funding may request annual funding from their umbrella council (Interfraternity Council, Panhellenic Council, National Panhellenic Council, Multicultural Greek Council, Sports Club Council, etc.). Governing councils are not subject to the four (4) month residency requirement, but organizations under their purview are. Organizations with competitive teams are also eligible to request Annual Funding for conference expenses from the Student Government Association.

#### B. Eligibility of University Departments and Services

- a. Certain University departments and services may also be funded by the SGA annual budget process if it is determined that their functions serve a critical need of the student body.

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

#### D. Honor societies shall not be eligible for annual funding.

### **Section 3 Mandatory Budget Training**

The SGA Treasurer must host at least two mandatory budget meetings prior to the submission of budget proposals by student organizations. These meetings must be held no later than the end of March. Organizations requesting funding must have their President, Treasurer, and NIU Advisor attend at least one (1) of these meetings. Failure to attend these meetings shall automatically result in the organization or office losing eligibility to receive funding for the upcoming fiscal year. The SGA must announce budget meeting dates at least forty-eight (48) hours in advance.

### **Section 4 Budget Proposals**

Following the budget meeting, organizations must prepare and submit a budget proposal to the SGA by a date set by the

Treasurer and announced no later than the date of the first mandatory budget meeting. This date must not be later than the first business day of April. Budget proposal packets must be made available by the SGA both in hard copy and online via the SGA's website. To apply for an annual budget or Supplemental Funding, an organization must be eligible in accordance with the Student Organization Policy and the Finance Policy, must not be serving a suspension issued by NIU or the SGA Treasurer, and must have attended one of the mandatory budget meetings.

## **Section 5 Late Budgets**

Organizations and departments that turn in budgets up to fourteen (14) calendar days late may face a reduction in their allocation by the SGA Finance Committee of 5% for each calendar day the budget is late. During deliberation of budget requests, the Finance Committee will not be told in advance which groups turned in paperwork late. Deductions shall be made once the Finance Committee has determined the requester's budget recommendation. Any requester that turns in a budget more than fourteen (14) calendar days late is automatically ineligible to receive SGA Annual Funding under any circumstances.

## **Section 6 Presentation of Budgets**

- A. Organizations and departments requesting Annual Funding must present their budget request before the Finance Committee according to their assigned SGA Finance Subcategory. The SGA Finance Committee will begin receiving budget presentations on NIU's Student Organization Platform no later than the second Finance Committee meeting of the Spring semester.
- B. Each organization is required to present its budget by the assigned date and time. Organizations must contact the SGA Treasurer or Deputy Treasurer to schedule a meeting at least one (1) week in advance. At least one member of the organization who helped to prepare the budget request should attend this meeting.
- C. If the organization has no members able to attend the assigned meeting and does not contact the SGA in advance, then the SGA Finance Committee may proceed to act on the budget request without the organization being represented.

## **Section 7 Finance Committee Recommendation**

Following the completion of all budget proposal reviews, the SGA Finance Committee will deliberate and set recommendations for funding for each requester. These recommendations must be forwarded to the SGA Senate for its consideration no later than the first week in April in an omnibus funding bill.

## **Section 8 Final Senate Approval**

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

## **Section 9 Notification and Distribution of Budget Allocation**

The SGA Treasurer must notify the President, Treasurer, and NIU Advisor of each student organization requesting SGA Annual Funding within two (2) weeks of the final approval of the annual budget by the Senate; how much, if any, of their budget was approved by the SGA Senate; as well as the breakdown of which line-items are funded for the next fiscal year. All notifications to Student organizations will be done via the SGA email. However, it is important to note that allocations are based on the Student Activity Fee and budgets may be changed if collected fees are significantly

different than projections indicate. Final budget notification will come from the SGA Office in August. All allocations will be placed in the organization's university cost center in two distributions, the first being in the fall semester and the second being in the spring semester.

## **ARTICLE IV USE OF SGA FUNDING**

### **Section 1 General Funding Use**

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

### **Section 2 Expenditures**

- A. All expenditures by an organization must be approved in the organization's annual budget or approved as a change by the Treasurer. All expenditures must be pre-approved and expenditure forms must be submitted to the SGA prior to all purchases. Any purchases or obligating money for services or items that have not been previously approved will leave the individual(s) personally responsible for covering those expenses. Neither Northern Illinois University nor the SGA will cover expenditures not pre-approved through the funding and expenditure process. The NIU Advisor and the organization's President and Treasurer must sign the SGA Expenditure Form.
- B. All expenditure forms must be submitted by the 2<sup>nd</sup> Friday of the month of June for use in the current fiscal year. This clause pertains to those monies allotted to organizations by the SGA and not funds that may have been raised by the organization.

## **ARTICLE V ADDITIONAL FUNDING SOURCES**

### **Section 1 Supplemental Funding**

- A. Supplemental Funding is defined as funding made available to SGA recognized organizations or departments that is supplemental to what is already in their budget, regardless of the funding source.
- B. The total Supplemental Funding budget each year will be divided evenly between each semester, with the funds remaining from the fall semester rolling over to the spring semester. Any remaining money in the Supplemental Funding budget at the end of the Fiscal Year shall remain in the General Reserve.
- C. Organizations requesting Supplemental Funding must adhere to the following process:
  - 1. An application form, including reasoning for funding request and breakdown of anticipated budget, must be submitted via NIU's organization platform which if they are organized under a council or department should be submitted through that council or department, this includes but is not limited to sports clubs under the Recreation Center and fraternities or sororities under Greek council and all similar situations.
  - 2. The application form will be forwarded to the SGA Treasurer, who will then review the form and schedule a date with the organization to present the request to the SGA Finance Committee for full approval, partial approval, or rejection. This meeting must take place within two (2) weeks of the submission of the application.

3. The organization shall receive notification of their funding only through the Student Government Association email and shall only respond with questions or concerns to the SGA email or the accounting departments chosen form of contact. Continuously contacting individuals associated with the finance committee, accounting department, or SGA as a whole privately via social media, private email, or in person without scheduling a meeting in regards to the decision made by the finance committee may be viewed as harassment can result in loss of funding at the discretion of the finance committee.
- D. Organizations receiving Supplemental Funding shall use such funding only for the purposes approved by the SGA Finance Committee. It is the committee's responsibility to ensure that requests contain provisions for how the money is to be spent. The regular expenditure process is to be followed to ensure that such funding is being used in accordance with the specific request as well as all other SGA and university guidelines.

## **Section 2 Executive Allocations**

- A. Executive Allocations are defined as funding made available by the SGA President for larger campus initiatives. These initiatives are defined as initiatives that may be department sponsored, collaborations between student organizations, and serve a larger portion of campus. Requesters must be able to demonstrate how the funds will serve the larger student body and/or further serve the mission, vision, and values of the university.
- B. The total Executive Allocation budget each year will be divided evenly between fall and spring semesters, with the funds remaining from the fall semester rolling over to the spring semester. Any remaining money in the Executive Allocation budget at the end of the Fiscal Year shall remain in the General Reserve.
- C. Organizations and departments requesting an Executive Allocation must adhere to the following process:
  1. An application form, including reasoning for funding request and breakdown of anticipated budget, must be submitted online via NIU's Student Organization Platform.
  2. The application form will be forwarded to the SGA Treasurer, who will then review the form and forward it to the SGA President for full approval, partial approval, or rejection. The decision to approve or deny a request must take place within two (2) weeks of the submission of the application.
  3. If deemed necessary by the SGA Finance Committee, they may review the Executive Allocation decision and veto it. The SGA Finance Committee must hear the review within two (2) weeks of the decision of allocation approval.
- D. If the SGA President is affiliated with the entity requesting funds, approval of the request shall be handled by the SGA Vice President. If the SGA Vice President is also affiliated with the entity, approval of the request shall be handled by the next officer in the Presidential order of succession who is not affiliated with the entity.

## **Section 3 Campus Security Fund**

- A. Security waivers are available for student organizations to help cover the cost of security from the Department of Public Safety and the Holmes Student Center Student Security for events as required in NIU's Social Events Policy. Any SGA-recognized student organization is eligible to receive security waivers.
- B. All applications for the security waiver shall go to the Treasurer and the Finance Committee within a week of the application being received. The Committee shall decide approval or denial of the application and how much will be allocated by majority vote.
- C. Security waivers shall be funded in the SGA Annual Budget. Any funding remaining in the security waiver fund at the end of the Fiscal Year shall remain in the General Reserve.
- D. All other policies and procedures for the Campus Security Fund shall be included in a policy drafted by the SGA President. This policy must be made available no later than the beginning of the fall semester each academic year.

**Section 4**  
**Dues**

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

**Section 5**  
**Rollover of Remaining Funds**

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

**ARTICLE VI**  
**FUNDING OVERSIGHT**  
**Section 1**  
**General Oversight**

All organizations using SGA allocated funds must adhere to all SGA Treasurer rulings, SGA Supreme Court rulings, SGA policies, NIU policies, the Student Organization Handbook, and related laws. Failure to do so will result in the organization being placed on suspended status and/or loss of SGA recognition. Departments are also subject to this oversight as it relates to receiving SGA allocated funds.

Some of these rules include but are not limited to:

1. Reusable Items shall be returned to be stored by the SGA for future student use.
2. Funding shall not recover spent money by applicants.
3. No physical cash will be delivered to applicants.
4. Funding for food shall only feed students.
5. SGA will not purchase gift cards for applicants.
6. Any purchases for merchandise must only be for the members of an organization.
7. No funding will go directly to funding a philanthropic cause.
8. All funding requests for organizations under Councils, Centers, or Departments should attempt to go through those bodies first and sent by them to the Finance Committee of the SGA.
9. Funding may not be spent on interstate travel if applicants do not respond to requests for information within two business days.
10. All communication should only go through the SGA email and accountancy department unless in-person meetings have been scheduled.
11. Use of SGA funding shall be accompanied by using the SGA logo and tagging SGAs current social media account in all promotional materials and posts.
12. The SGA may reduce the amount guaranteed in funding if the preliminary budget does not meet the final cost.

**Section 2**  
**Auditing**

The SGA may conduct at least one audit each academic year and has the right to audit the general ledger of any SGA-funded organization or department at any time. If an audit has been conducted, a report listing what organizations were audited and briefly elaborating on any findings from each audit shall be submitted to the Finance Committee at the end of each semester.

**Section 3**  
**Suspension of Student Organizations**

Organization may be suspended for violations of this policy. Any organization that is suspended for violation of this Finance Policy shall not be allowed to conduct any events, except for business meetings. Suspended organizations may not sponsor or co-sponsor any events, nor shall they be allowed to access SGA funds or receive Supplemental Funding, Executive Allocations, or Campus Activities Board (CAB) funding, nor shall they be eligible for security waivers as defined by this policy. Multiple violations of this Finance Policy may result in an organization losing SGA recognition as provided in the SGA constitution.

**ARTICLE VII**  
**APPEAL OF DISCRETIONARY DECISIONS**

All discretionary decisions made by the SGA Treasurer may be appealed to the Finance Committee when it is in session. All discretionary decisions of the Finance Committee may be appealed to the SGA Senate when it is in session. The SGA Senate will hear appeals on decisions by the Treasurer in the event the SGA Finance Committee is unable to hear the appeal. These appeals require a two-thirds (2/3) majority vote to pass. Organizations may not appeal decisions that are an enforcement or enactment of SGA or NIU policies.

**NORTHERN ILLINOIS UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
BYLAWS, PART V  
APPENDIX**

**UPDATED Summer 2023**

## APPENDIX A GLOSSARY OF TERMS

*The definitions laid out in this Glossary shall be used for reference only and are not policy. All definitions in the Constitution and Bylaws of the SGA shall supersede those listed here.*

**Abuse of the Privileges of Office:** Using the position that one holds within the SGA to benefit, personally, whether in part or in whole. Examples include but are not limited to; the misuse of confidential information to which one has access only in their official capacity; and the use of one's official title and/or designation in personal communications.

**Academic Misconduct:** As defined under the NIU Student Code of Conduct.

**Amendment:** Changes to the Constitution, Bylaws, or another governing document. Amendments are direct edits to the text of the document, rather than addendums, and replace the previous version.

**Bill:** A bill is a piece of legislation written to affect change within the SGA regarding organizational events, governing documents, or internal resources. The various purposes of a bill are as follows: Amend the SGA Bylaws, approve and disburse funds, recognize student organizations, or to be the vehicle for legislation that may not be considered a resolution. A bill requires a majority vote of those Senators present and voting for passage, except in situations where the Constitution requires a two-thirds majority.

**Board of Elections:** The Board of Elections (BOE) is tasked with developing protocols for the SGA elections and overseeing their execution. It is comprised of five members, plus two alternates, who are nominated and appointed by the Senate. Requirements and duties may be found in Part II, Article II, Section 5 of the Bylaws. See "Election Commission" for further information.

**Bylaws:** Bylaws detail the authority of each campus leader or organization as well as checks and balances. They provide a process by which all powers vested by the Constitution of the SGA shall be executed and specify the way the Senate will exercise its powers as the legislative body of the SGA.

**Campaigning:** A series of coordinated activities designed to achieve a political goal. The activities may include, but are not limited to, public speaking, demonstrating, and soliciting support from NIU students. These activities as they relate to SGA elections are governed by the SGA Bylaws and overseen by the Board of Elections.

**CODE Training:** CODE Training is the conversations on diversity and equity.

**Constitution:** The Constitution is the SGA's primary governing document. It details the requirements and duties of each position in each of the three branches of the SGA. It also includes the election policy, definitions of important concepts, and removal from office, referenda, and amendment procedures.

**Criminal Behavior:** Charges filed by the State of Illinois against an individual pursuant to the Illinois Criminal Code, (720 ILCS 5/1 through 5/49-6, inclusive). The SGA Senate's disciplinary actions function independently from any other charges, sanctions, or discipline that an individual may face, criminally or civilly.

**Election Commission:** Includes the Board of Elections, Election Commissioner, and Deputy Election Commissioner.

**Election Commissioner:** The Election Commissioner is the primary decision-maker for the Election Commission. They are tasked with hiring, supervising, and processing payment for all poll workers; issuing sanctions to candidates; and holding executive candidate debate(s) in the weeks preceding the week of Spring Elections, among other duties.

**Executive Branch:** The Executive Branch is the primary decision-making body of the SGA. All executive ability shall be vested in the President, and the Executive Branch shall assist in the carrying out of these duties. It is one of three SGA branches, comprised of the President, Vice President, Treasurer, Deputy Treasurer, Student Trustee, Chief of Staff, and the Cabinet of Directors. President, Vice President, Student Trustee, and Treasurer are elected positions. All others are appointed by the President and approved by the Senate.

**Failure to Keep Accurate Records:** Neglecting to maintain information in a way that is consistent with accepted practices consistent with that individual's job description, for example, failing to submit regular staff reports.

**Financial Misconduct:** Any misappropriation, mismanagement, waste, or theft of finances for personal gain or which is inconsistent with the mission of the SGA.

**Fiscal Year:** The fiscal year of the SGA and of all organizations and departments that receive SGA funding will run from July 1 until June 30 of the following year.

**Freedom of Information Act (FOIA):** A law that gives citizens the right to access information from their government. It allows members of the public to request data like email transmissions, Teams messages, or other conversations about public SGA business. These requests must pass through the NIU FOIA office, which will decide if they are reasonable and may or may not grant them.

**Impeachment:** Impeachment is used as a synonym for removal from office. Student organizations typically use this term, while SGA uses removal. See "removal."

**Judicial Branch:** One of three SGA branches, also called the Supreme Court. It is comprised of five justices, one of whom is the Chief Justice and one of whom is the Clerk of the Court. The Judicial Branch shall rule on the constitutionality of a disputed action of an SGA-recognized organization and interpret constitution and bylaws of SGA-recognized organizations, among other duties. See Article V, Section I of the Constitution.

**Legislative Branch:** This branch consists of the SGA Senate. The Senate's primary function is to govern all aspects of the Student Government Association and University policy and to legislate on matters pertaining to student interest.

**Neglect of Duty:** Failing to complete the duties of an individual's job consistent with their job description and duties as outlined in the SGA Constitution and Bylaws.

**Petition for Removal:** A Petition for Removal is used to communicate a desire to remove any officer; senator; SGA representative; justice; or student representative appointed or elected by any portion of the student body and may only be introduced and heard by the Senate.

**Petition:** A Petition is a written request from the Student Government Association Senate for a change in NIU policy that affects the NIU student body. The petition is rarely used because its intended purpose is to show Senate support for extraordinary circumstances. This is evidenced by the fact that petitions must be voted upon at two consecutive Senate meetings and must pass with at least a two-thirds vote of the Senate on both occasions.

**President of the SGA:** The President is the head of the SGA. Their primary duty is to act as chief spokesperson and liaison for the SGA in all matters inside and outside of the University community and with the administration. A complete list of duties may be found in the Constitution.

**Proposed Resolution:** A resolution shall be referred to as a "proposed resolution" until it has been passed by the Senate.

**Recognition:** In the context of student organizations, recognition means that an organization has been accepted by the Senate as an officially SGA-approved organization. Organizations with this designation who meet the requirements are eligible for benefits of SGA recognition.

**Referenda:** During campus-wide elections, the Senate can place referenda on the election ballot. Referenda are polls of the student body regarding policy decisions made by university committees or governing bodies. For the rules of placing a referendum on the ballot, refer to Article VIII of the SGA Constitution. In addition to those rules, all referenda must be passed two weeks prior to the designated date of when the ballots will be printed. All referenda shall be passed with a two-thirds majority vote by the Senate. Within two days of the passing of the referenda, the Speaker of the Senate must send the approved wording to the Chief Justice of the Supreme Court for final approval.

**Removal:** Removal from one's position prior to the expiration of their term based on a typed Petition for Removal brought to the Senate alleging specific misconduct and signed by 7 (seven) members of the Senate. Considered the most severe sanction imposed, it should be used sparingly and includes the removal of pay. This action is available against any member of SGA.

**Resolution:** A Senate Resolution is to convey the feelings of the Senate on any issue that is not required to be submitted as a bill. For example, if the Senate wished to oppose or support any University policy or the actions of an organization, a resolution would be in order. Additionally, resolutions are used as follows: consent of the Senate for appointments, ratify amendments of the Student Government Association Constitution, amend the Senate Operating Rules, and remove a person from office. A resolution requires a majority vote of those Senators present and voting for passage, except in situations where the Constitution requires a two-thirds majority.

**Robert's Rules of Order:** Robert's Rules of Order are a set of speaking and behavioral rules used during some SGA meetings, such as Senate meetings. They provide a standard for formal meetings and encourage dignified behavior and structure. SGA shall follow the most up-to-date version of Robert's Rules.

**Senate:** See "Legislative Branch."

**Senate Operating Manual:** The Operating Manual, or Senate Operating Rules, is a guide for the legislative branch. It includes descriptions of positions and committees, and important rules and procedures that senators must follow.

**SGA:** Northern Illinois University Student Government Association. Unless otherwise noted, the acronym "SGA" shall apply only to the NIU SGA. If a title in an SGA document is prefaced by this acronym, the title shall be assumed to refer to the SGA, even when the prefix is not used. For example, "SGA Treasurer" and "Treasurer" are to be synonymous, unless otherwise noted. Prior to 2019, SGA was called the Student Association, or SA. These titles are synonymous.

**SGA Code of Conduct:** The version of the NIU Student Code of Conduct adopted by the SGA. This is not a separate document. Refer to the NIU Student Code of Conduct and use as applicable. Exceptions and additions can be found in Appendix B of the bylaws.

**SGA Official Advisor:** Also called NIU Advisor. This person is a full-time staff member whose role is to provide support and advice to all branches of the SGA in the areas of organizational management, budget management, and strategic planning.

**Students' Legal Assistance (SLA):** The role of SLA as it pertains to SGA is to provide legal advice and assistance, and to represent students in court when necessary and appropriate.

**Speaker of the Senate:** The Speaker is the spokesperson of the Senate. They are elected by the Senate and serve a

one-year term. Their duties are to enforce all SGA rules within the Legislative Branch, appoint Senators to Senate Committees, prepare and publish agendas of Senate meetings, including attendance records and minutes, and to moderate Senate meetings.

**Statute:** A bill that has been passed by the Senate shall be referred to as a statute.

**Student Activity Fee:** A fee charged to all undergraduate, graduate, and professional students each academic term, over and above tuition, and room and board expenses. It is the primary funding source for the NIU SGA and is allocated to support student organizations, student government, and other initiatives to support NIU student life. If there is any inconsistency between this definition and that used by the NIU Bursar's Office, the NIU Bursar's Office definition controls.

**Student Government Association:** See "SGA."

**Student Organization:** A student organization at NIU requires a faculty advisor and at least three members. However, SGA documents referring to student organizations shall mean SGA-recognized student organizations (see "recognition").

**Supreme Court of the SGA:** See "Judicial Branch".

**Suspension:** An interim sanction, applicable to any officer of SGA, where one is suspended from their job duties pending review. This does not affect pay. Two-thirds majority required.

**Verbal Warning:** A formal rebuke by the Senate often considered the lowest sanction. No removal from SGA position. This action is available against all SGA personnel, and usually involves an isolated incident or behavior that can be easily corrected. Simple majority required.

**Veto:** The power vested in the SGA President to cancel or postpone the decisions or enactments of the SGA Senate. Procedures for implementing such an action, and the Senate's power to override a veto, are found in the SGA Constitution.

**Viewpoint Neutrality:** A concept, rooted in the First Amendment, which prohibits the SGA from favoring one viewpoint over another regarding the same topic. The SGA must avoid biased decisions in all instances, including but not limited to student organization recognition, hiring, and appointment confirmations. It must, especially, be applied when the SGA allocates funds.

**Written Warning:** A stern rebuke by the Senate where the accused offender stands in the well of the Senate and the Senate declares them guilty of misconduct. This type of sanction will usually require the accused to take corrective action to remedy their behavior. Considered a step above a verbal warning. No removal from SGA position. This action is available against all SGA personnel. Simple majority required.