

**NORTHERN IOWA STUDENT GOVERNMENT
BY-LAWS**

(Ratified January 28th, 1981 -- Amendments correct to December 7, 2007)

Article I: Executive Branch

Section 1. Executive Officers

A. President

1. The President shall be the chief officer and official spokesperson of the Northern Iowa Student Government.
2. Serves as an ex-officio/non-voting member of the Government and Legislative Affairs Committee.

B. Vice President

1. Serves as an ex-officio/non-voting member of the Student Affairs Committee.
 2. Attends all meetings of the Faculty Senate.
 3. Monitors and reports to the Senate on all curricular proposals, particularly those relating to major and minor requirements and general education.
4. Consults routinely with officers and the advisors of collegiate and departmental organizations (honorary, professional, and departmental) so as to be able to report and represent their concerns, needs, and accomplishments to the Senate.
5. Solicits and recommends the appointment of members of the following committees:
 - a) Educational Policy Committee.
 - b) General Educational Committee.
 - c) Learning Skills Center Advisory Committee.
 - d) Student Academic Appeals Committee.
 - e) Ad Hoc Committees concerned with searches and appointment of academic officers or faculty.
 - f) Academic Advising Services Advisory Committee.
 - g) Individual Studies Advisory Committee.
6. Secures nominations for all UNI Presidential committees and forwards these to the Student Affairs Committee for consideration.
7. Serves as an ex-officio/non-voting member of the University Commencement Committee for the purposes of coordination selection of the student speaker for spring and summer commencement.
8. Shall be responsible for knowledge and advisement to students on issues concerning Student Academic grievances and university policy on Academic Records.
9. Shall have the ability to revoke recognition of student groups beginning at the last meeting of the spring session and ending the first meeting of the fall session. The senate will confirm or overrule the Vice President's decision at the first regular meeting of the fall session.

10. In the event of a lack of quorum in the summer session beginning at the last meeting of the spring session and ending the first meeting of the fall session the Vice President may appoint interim committee members. The senate will confirm or overrule the Vice President's decision at the first regular meeting of the fall session.

C. Director of Administration

1. Shall be responsible for knowledge and advisement to students on issues or grievances concerning Student Employment, Affirmative Action and Sexual Harassment.
2. Supervises staff and coordinates operation of the Northern Iowa Student Government office.
3. Assures the maintenance of a current and accurate mailing list of all Senators and executive officers.
4. Serves as Attorney General for Northern Iowa Student Government. Will represent Northern Iowa Student Government in all legal affairs including interaction with the Northern Iowa Student Government Court and other University hearings.
5. Responsible for maintenance of the Official Record and library archives.
6. Serves as an ex-officio/non-voting member of the Organization and Finance Committee.
7. Assists the President in preparation of the Northern Iowa Student Government budget.
8. Upon instruction and authorization of the President, processes all requisitions and assures proper deposit of all receipts for accounts.
9. Prepares a monthly written report for the President and members of the Senate which itemizes all expenditures, deposits, or transfers of funds for NISG accounts, or other business.
10. Serves as the Northern Iowa Student Government liaison with the Student Accounts Officer(s).

D. Director of Public Relations

1. Maintains or establishes on-going student services and programs, e.g. Survival Guide, Landlord/Tenant Handbook, and Housing Lists.
2. Serves as an ex-officio/non-voting member of the Public Relations and Programming Committee.
3. Deposits all revenues from Northern Iowa Student Government programs in the appropriate account in cooperation with the Director of Administration.
4. Serves as public relations officer for the Northern Iowa Student Government.

E. Director of Diversity and Student Life

1. Shall serve as ex-officio/non-voting member of the Student Affairs Committee.
2. Shall establish communication between and report to student groups for the purpose of aiding in and enhancing a positive student-life experience.

3. Shall facilitate diversity-focused programming that enhances student body wide recognition and appreciation of acceptance and diversity.
4. Shall serve on academic, social, and institutional committees geared towards the enhancement of a positive student-life experience.
5. Shall address and provide insight on the enhancement of student-life through academic and social venues.
6. Shall report frequently to student groups and serve as an appointed NISG representative where it is necessary.
7. Shall keep the student body updated on activities of diversity through newsletters, posted announcements, and any other media outlets available.

Section 2. Salaries

Salaries paid to executives or employees:

1. Shall be applied only to the time being served.
2. Must be approved by the Senate.
3. Any increase approved by the Senate will go into effect after the next regular campus election.

ARTICLE II: Definition of the Senate

The legislative body of the Northern Iowa Student Government shall be hereafter referred to as the Senate.

ARTICLE III: Purpose and Powers of the Senate

The Senate acts as the principle decision-making/recommending body of the Northern Iowa Student Government. The powers of the Senate include those outlined within the Northern Iowa Student Government Constitution, however they may not conflict with the laws of the State of Iowa or the United States.

ARTICLE IV: Membership in the Senate

Specifications for membership in the Senate are outlined in Article II of the Northern Iowa Student Government Constitution, "Legislative Branch".

ARTICLE V: Legislative Branch

Section 1. Officers

A. **Speaker**

The chief officer of the Senate shall be the Speaker, who may be either a senator or a non-senator. If a non-senator, his/her powers and privileges shall be limited to those peculiar to the Speakership; if a senator, his/her powers and privileges shall be both those of a Speaker and a senator.

1. The Speaker is elected by a majority vote of the transitional senate. Unopposed candidates for Speaker must receive a majority in order to be elected. persons wishing to be candidates for Speaker must file an application in the Northern Iowa Student Government office. A public announcement shall be made by the Speaker of the outgoing Senate to the Senate and through campus media at least two weeks prior to the first meeting of the new session. For vacancies occurring at other times, the Deputy Speaker shall be charged with this responsibility.
2. The Speaker chairs Senate meetings, the normal duties of a chairperson being detailed in pertinent sections of Robert's Rules of Order, Newly Revised. If a senator, the Speaker may vote or abstain from voting on any measure before the Senate as he/she please; if not a senator, his/her voting privileges are only those common to all chairpersons. Senators lose none of their privileges upon assuming the Speakership, and remain responsible to the constituency from which they were elected.
3. As chief officer of the Senate, the Speaker:
 - a) Shall specify the membership of senators in each of the committees as outlined in the Northern Iowa Student government Constitution.
 - b) Verifies the attendance of senators at all meetings of the Senate and committees.
 - c) May recommend impeachment of a senator for dereliction's not resulting in automatic removal.
 - d) Serves as the public representative of the Senate.
 - e) Shall compose an agenda prior to each Senate meeting and shall assign a number to all legislation.
 - f) Shall fill vacancies occurring in the Senate through the process of interview. This interviewing process shall be held with an oversight committee present. The committee of at least two chairmen of the standing committees will have no voting power as to the selection of those appointed, but will be able to report to the full Senate any information relevant to the candidate's confirmation. A public announcement shall be made by the Speaker to the Senate and through all available recognized campus-wide media at least two weeks prior to filling any vacancy.
 - g) Before the first day after Labor Day, the Speaker shall not appoint any new Senators, however; the Speaker shall make appointments to fill the non-senator seats on the standing committees as enumerated in the Northern Iowa Student Government Bylaws; Article V, Section 3, Subsection E. The requirements in subsection "f" shall be fulfilled.

- h) After Labor Day in September, the Speaker shall, through the interview process, fill all remaining seats on the Senate as well as non-senator seats on the committees, and continue to do so throughout the term. The requirements of subsection "f" shall be fulfilled.
- i) The Speaker shall report at least once per month the progress of filling any remaining vacancies on the Senate and standing committees. Also, the Speaker shall report to the Senate reasons why an applicant is or is not qualified for the position they seek and any reason(s) why vacancies have not, cannot, or will not be filled.

B. Deputy Speaker

At the first regular meeting of the Senate, the Speaker shall appoint a Deputy Speaker with the Senate's concurrence.

1. Deputy Speakers must be senators, and as such senators that become Deputy Speakers lose no privileges of their primary office by their appointment.
2. In case of the absence of the Speaker, the Deputy Speaker shall serve as Speaker, with all powers and remunerations, for the duration of said absence.
3. The Deputy Speaker may be removed by a 2/3 vote of the Senate.
4. Should a vacancy occur in the office of the Speaker, the Deputy Speaker will assume the office of the Speaker. The Deputy Speaker will assume the office of the Speaker until a new Speaker is elected by the Senate.

C. Recording Secretary

The recording secretary shall record the minutes of the meetings and provide the Senate with duplicated typed copies of minutes prior to each Senate meeting immediately following. The recording secretary is hired by the Speaker. The Speaker is responsible for his/her duties and assuring the accuracy and completeness of all senate minutes prior to distribution.

Section 2. Legislative Salaries

The Speaker and recording secretary shall receive a salary or compensation as determined by the Senate.

Section 3. Standing Committees

The Northern Iowa Student Government shall establish the following legislative branch committees.

A. Organization and Finance

This committee shall be responsible for:

1. Budgeting Student activity monies.
2. Accepting applications from new student organizations seeking recognition.
3. Revoking recognition from defunct organizations.

4. Reconciling complaints between student organizations recognized by Northern Iowa Student Government.
5. Reviewing requests for the use of the Contingency Fund.
6. Reviewing student organization constitutions.

B. Government and Legislative Affairs

This committee shall be responsible for:

1. Reviewing Northern Iowa Student Government By-law changes.
2. Reviewing Northern Iowa Student Government policy changes.
3. Monitoring University policy changes.
4. Lobbying for student concerns at all levels of government.
5. Monitoring city council and state legislative action.
6. Monitoring the activities and policies of student governmental organizations representing UNI students.

C. Public Relations and Programming

This committee shall be responsible for:

1. Devising and coordinating programming to be sponsored by Northern Iowa Student Government in conjunction with the Director of Public Relations.
2. Promotion of all Northern Iowa Student Government activities.
3. Composition and distribution of a newsletter concerning current NISG activities.
4. Collecting feedback from student on current issues of importance.
5. Acting as a liaison with other student groups.

D. Student Affairs

This committee shall be responsible for:

1. Reporting to the Senate on Faculty Senate meetings.
2. Monitoring the collective bargaining process.
3. Investigating various general education proposals.
4. Recommending appointments to campus committees.
5. Serving as a forum for student concerns.

E. Membership

Membership of non-senators on standing committees shall not exceed one(1) non-senator for every two (2) senators. Non-senators serving on standing committees shall have full voting privileges with regards to those committees.

F. Committee Chairs

Shall be elected by a majority vote of the committee members at the first committee meeting of the new Senate following the general spring election, subject to confirmation by the full Senate. Vacancies shall be treated in a like manner. Committee Chairs may be dismissed by a two-thirds vote of their respective committees.

Section 4. Legislation

- A. Only senators or committees are authorized to submit legislation. All non-senators who wish Senate action must channel proposal through a senator or the appropriate committee.
- B. All legislation must be in official form at, and must be submitted to the Northern Iowa Student Government office by noon of the day before the meeting at which it is to be acted upon. Legislation may be added to the agenda with a 2/3 vote of the assembly, per Robert's Rules of Order Newly Revised, 10th Edition, page 354, lines 12-17, or at the discretion of the Speaker, per the aforementioned document, page 433, lines 20-23. Legislation added by this method must still be submitted in official form.
- C. All legislation to be considered shall be divided into two separate dockets: Non-Controversial and Controversial. All legislation concerning allocation of funds or amendments to the Northern Iowa Student Government Constitution or By-Laws must be placed on the Controversial Docket. All other legislation shall be placed on the Non-Controversial Docket.
- D. All legislation to be considered on the Controversial Docket shall have two readings before being voted upon. The second reading of legislation that requires the disbursement of money may be made during the same meeting of the Senate as the first reading, contingent upon a three-fourths (3/4) vote of the present Senate. If a three-fourths vote is not achieved, the President and the Speaker will not have the authority to call a special meeting on that bill. All votes on legislation on the Controversial Docket shall be by roll call vote and recorded by the secretary. All legislation considered on the Non-Controversial Docket shall have one reading before being voted upon.
- E. Any legislation on the Non-Controversial Docket shall be placed on the Controversial Docket upon objection to the legislation by any senator. Such objections shall be addressed to the Speaker. Objections may be made at any time before the actual vote on the legislation.
- F. All request for contingency funding must be submitted in bill form. Main motions from the Senate floor requesting funds from Contingency shall not be permitted.

Section 5. Proxy

- A. Senators are encouraged to register a proxy with the speaker of the Senate within two weeks of taking office and to confirm the name of their proxy at the beginning of each semester during their term in office. These proxies will attend meetings in the absence of their senator.
- B. Students who are not registered as proxies may participate as voting members at Senate meetings by presenting written orders to the Speaker. These orders shall be written by the Senator the student wishes to proxy for, and they shall give the senator's intent that the student proxy for him/her.
- C. Senators may use proxies for no more than one-third of the Senate sessions. This number will be determined by the Director of Administration using the total number of meetings in the regular Northern Iowa Student Government session. This is to be determined at the beginning of the term.
- D. Proxy shall be from the same constituency as the senator they are representing.

- E. Proxy must be a UNI student.

Section 6. Dereliction of Duty

- A. **Excessive Absences.** If a senator is absent without proxy or excuse from two (2) consecutive or four (4) non-consecutive meetings, the senator shall lose his/her seat and the constituency shall be notified of the vacancy by the Speaker of the Senate. A senator may be excused from attending a Senate meeting upon approval from the Speaker. An excused absence may be obtained anytime prior to the next regularly scheduled meeting. Excused absences may be accepted for no more than one-third of the total number of senate meetings. This is to be determined by the Director of Administration using the total number of meetings in the regular session. This is to be determined at the beginning of the term. In the event that a senator is denied an excused absence he/she shall have the right to request a review of the matter by the full senate. An appeal must be filed with the Speaker of the Senate no later than two (2) weeks following the meeting that the excused absence was denied. The Senate shall not abridge the right of further appeal to the NISG Supreme Court.
- B. **Committee Absences.** If a committee member is absent without proxy or excuse from two (2) consecutive or four (4) non-consecutive committee meetings, his/her conduct will be reviewed by the full Senate. The committee member must account for his/her absence. Upon completion of this review, the Senate shall take action that it deems necessary. A committee member may be excused from attending a committee meeting upon approval from the chair of the committee. An excused absence may be obtained anytime prior to the next regularly scheduled meeting. Excused absences may be accepted for no more than one-third of the total number of committee meetings. This is to be determined by the chair of the committee at the beginning of the term. In the event that a senator is denied an excused absence he/she shall have the right to request a review of the matter by the full Senate. An appeal must be filed with the Speaker of the Senate no later than two (2) weeks following the meeting that excused absence was denied. The Senate shall not abridge the right of further appeal to the Northern Iowa Student Government Supreme Court.
- C. **Senatorial Duties-** If a senator does not meet his or her duties specified under Section 7, the Senator shall lose his/her seat and the constituency shall be notified of the vacancy by the Speaker of the Senate. An excused absence may be obtained anytime prior to the next regularly scheduled meeting by contacting the Speaker of the Senate. Excused absences may be accepted for no more than one-third of the total number of Senate meetings. The number is to be determined by the Speaker of the Senate using the total number of meetings in the regular session. It will be determined at the beginning of the term. In the event that a senator is denied an excused absence he/she shall have the right to request a review of the matter by the full senate. An appeal must be filed with the Speaker of the Senate no later than two (2) weeks following the meeting that the excused absence was denied. The Senate shall not abridge the right of further appeal to the NISG Supreme Court.

Section 7. Senatorial Duties

- A. **Residence Halls, ROTH, and University Apartment Senators-** The Senators from these constituencies are expected to attend fifty (50) percent per semester of the Senate meetings for their constituency.
- B. **College Senators-** The Senators representing their specific college constituency are expected to attend one meeting a month of the Dean's Advisory Council meetings for their constituency.
- C. If a Senator cannot attend the minimum meetings, he/she will be required to submit a report and notify the head of the constituency's governing body, such as: Hall President or Dean of respective college. The Senator must notify the head of the constituency's governing body of an absence at least twenty-four (24) hours in advance of the upcoming meeting.

ARTICLE VI: Judicial Branch

Section 1. Selection of Justices

- A. A Justice cannot be a member of the Northern Iowa Student Government Legislative or Executive Branch.
- B. A public announcement shall be made by the President to the NISG Senate and through campus media at least two weeks prior to the filling of any vacancy.
- C. Vacancies shall be filled in the same manner as stated above.

ARTICLE VII: Parliamentary Authority

The parliamentary authority for Northern Iowa Student Government shall be Robert's Rules of Order, Newly Revised.

ARTICLE VIII: Webmaster

Section 1. Duties

The webmaster shall create, update, and maintain the student government web site. The webmaster shall be a student and shall meet on a weekly basis with the Public Relations and Programming Committee and shall meet on a regular basis with the Director of Public Relations. He/she shall be available to modify the website at the discretion of the Director of Public Relations and the Public Relations and Programming Committee.

Section 2. Appointment

The webmaster shall be selected by a committee composed of the Director of Public Relations, the Director of Administration, the Chair and Vice Chair of the Public Relations and Programming Committee, and the outgoing webmaster upon his/her availability, and approved by a simple majority of the Senate, as stated in Article III, Section 9e of the Northern Iowa Student Government Constitution. The Directors, Chair, and Vice Chair must be present for the interview to take place. The webmaster must possess the technical capabilities to perform activities outlined in Article VIII, Section 1.

Section 3. Compensation

The webmaster shall receive a salary or compensation as determined by the Senate.

ARTICLE IX: Interim Committee

Section 1. Definition

The Interim Committee shall act in place of the Senate during Summer Session.

Section 2. Composition

The Interim Committee shall be composed of thirty Senators, to be selected by the Speaker of the Senate no later than the final regular meeting of the Senate during the Spring Semester. All members of the Interim Committee must be elected or appointive Senators; however, the Senators shall not be bound to their constituencies during the Interim Session and need not be registered for Summer Session classes.

Section 3. Powers

All legislation must pass by a majority vote. The President may veto any legislation. The Interim Committee shall have all powers of the Senate, except that it shall not be allowed to override a veto; and not allowed to amend the Northern Iowa Student Government Constitution or By-Laws. All actions of the Interim Committee shall be binding on the Northern Iowa Student Government without review. Any unfinished business of the Interim Committee shall be completed by the regular Senate.

Section 4. Rules

Meetings of the Interim Committee may be called by the President or by the Speaker of the Senate. All meetings of the Interim Committee shall be held on or near the campus of the University. There shall be no minimum number of meetings to be called. A quorum shall consist of sixteen duly-appointed Senators. Proxies shall not be counted toward the quorum.

ARTICLE X: Oath of Office

Section 1. Definitions

- A. *Oath of Office* refers to Article X, Section 5.
- B. *NISG* refers to Northern Iowa Student Government.
- C. *Speaker* refers to the NISG Speaker of the Senate.

Section 2. Executive Branch

- A. Before the President-elect shall assume office, the incumbent NISG President shall administer the Oath of Office to him/her. This will take place at the first regular Senate meeting of the new Senate session.
- B. Before the Vice President-elect shall assume office, the incumbent NISG Vice President shall administer the Oath of Office to him/her. This will take place at the first regular Senate meeting of the new Senate session.
- C. Before the Director of Administration, Director of Public Relations, and Director of Diversity and Student Life shall assume office, the Speaker shall administer the Oath of Office to them. This shall take place at the first regular Senate meeting after confirmation.

Section 3. Legislative Branch

- A. Before a Senator shall assume office, the Speaker shall administer the Oath of Office to him/her. This shall take place at the first regular Senate meeting of the Senator's term of office.
- B. Before the Speaker shall assume office, the incumbent Speaker shall administer the Oath of Office to him/her at the last regular meeting of the Senate session.
- C. Before the Recording Secretary shall assume office, the Speaker shall administer the Oath of Office to him/her.

Section 4. Judicial Branch

- A. Before the Chief Justice shall assume office, the President shall administer the Oath of Office to him/her. This shall take place at the first regular Senatemeeting after confirmation.
- B. Before a Justice shall assume office, the Speaker shall administer the Oath of Office to him/her.

Section 5. Special Circumstance

If the person stipulated to administer the Oath of Office is unable to perform this duty then the Senate shall select a designee to administer the Oath.

Section 6. Oath of Office

I, (name), promise to uphold and execute the Constitution and By-Laws of the Northern Iowa Student Government and duties of my position to the best of my ability. I pledge my dedication through my time, talents, and other efforts to faithfully preserve and improve the quality of the academic and student life of my constituents and the student community of the University of Northern Iowa.

ARTICLE XI: Amendments

Amendments to the By-Laws may be made by a two-thirds vote of the Senate. Each amendment shall presented in bill form and shall have two readings before the Senate vote on the amendment is taken. The vote shall come no earlier than the next regularly scheduled meeting.

These By-Laws were ratified 28 January 1981.

The following amendment have been made:

April 1981 (proxies);

February 1981 (election rules);

December 1981 (legislation and Interim Committee);

February 1982 (election rules and petitions);

May 1983 (Senate appointment);

May 1984 (Supreme Courts);

March 1985 (Proxies);

January 1986 (election rules);

May 1987 (Standing Committee);

September 1987 (legislation turn-in, appointments, absentee/challenge ballots);

March 1988 (Judicial Terms);

October 1988 (public announcements, excused absences);

December 1988 (main motions for monies);

February 1989 (standing committee name);

March 1989 (committee chairs selection);

October 1989 (senate mandated revision);

May 1991 (senate mandated revision);

November 1993 (Interim Committee, rules);

April 1997 (legislation readings)

Article VIII (Interim Committee) was revised via SSB 2001-13 in September 2000.

Article VIII was created for a Webmaster in September, 2001 by SSB 2002-04. Other articles were renumbered accordingly

Article V was amended to include the late insertion of agenda items.

Article V, Section 1 was amended to further outline Speaker duties.

Article VIII, Section 2 was amended to further outline the webmaster selection committee.

Article I, Section 1 was amended to include interim summer actions by the Vice-President

This revision is current as of 12/7/07.