

NORTHLAND COLLEGE STUDENT ASSOCIATION

BY-LAWS

*Adopted May 16, 1996; Revised March 18, 1998: August 21, 2002: April 12, 2006:
May 8, 2007, February 27, 2008*

BY-LAW I: OFFICERS OF THE NORTHLAND COLLEGE STUDENT ASSOCIATION

Section 1. Elected Officers

The President, Vice President, and Trustees of **NCSA** shall be elected annually at the winter election of the academic year and shall have sought the offices separately. They shall serve a term of one year beginning on the first day of Spring Term of the year elected and continuing until Spring Term of the following year. No one person shall hold the office of President of **NCSA** for more than two (2) years (not necessarily consecutive). In the event that the President can no longer fulfill the duties of office, the Vice President shall become President. In case of the Vice President's inability to fulfill the duties of office, the vacancy shall be filled by an election of a Senator to that office. This election requires a two-thirds majority of the Senators present and voting.

Section 2. Appointed Officers

There shall be a Treasurer and a Secretary (two people) of **NCSA**, hired by the President and Vice President no later than the first week of March. The President and Vice President shall retain the authority to hire and dismiss any **NCSA** staff should such action become necessary.

Section 3. Additional Officers

Additional offices may be created by the President with the approval of the Senate.

BY-LAW II: DUTIES OF THE OFFICERS

Section 1. The President

The President shall be the official representative of the entire student body, shall be responsible for the execution of business as indicated by the Senate, and shall carry out duties proscribed by the institution and By-Laws of **NCSA**. The President shall also be the presiding officer of the Senate, and shall assume such powers and duties as shall be necessary by virtue of the position. The President shall be the Parliamentarian, thus shall be familiar with the rules of procedure of the Senate, the Constitution and By-Laws of **NCSA**, and Robert's Rules of Order. There will be a training period for the President-Elect, to run from the day after Winter Elections until Spring Term. Should the President-Elect not participate in the training period, he or she may be impeached by a 2/3 vote of Senate.

Section 2. The Vice President

In the absence of the President, the Vice President shall serve in place of the President, thus representing the student body and performing all duties. The Vice President shall chair the Campus Entertainment Committee, the Senate Conduct Committee, and the Student Union Board. The Vice President shall serve as the student representative of any Northland College judicial proceeding. The Vice President shall be directly involved

with the Northland College Student Development Office in the selection of Housing Staff. There will be a training period for the Vice President-Elect, to run from the day after Winter Elections until Spring Term. Should the Vice President-Elect not participate in the training period, he or she may be impeached by a 2/3 vote of Senate.

Section 3. The Treasurer

The Treasurer shall be responsible for the financial affairs of NCSA and shall also be responsible for the preparation of an annual financial statement, prepared in accordance with a Certified Public Accountant. The Treasurer, along with the President or Vice President, shall countersign all checks, drafts, and orders for disbursement of NCSA, and shall maintain a written record of such aforementioned transactions. The Treasurer shall also prepare a weekly financial report that shall be presented upon request by the Senate at the regular meeting. The Treasurer shall also perform other duties as requested by the President and the Vice President.

Section 4. The Secretary

The Secretary shall be responsible for keeping the permanent records (i.e. recording and distributing the minutes) of NCSA. The Secretary shall maintain status of recognition for all clubs and organizations on campus and will arrange one organizational meeting and fair per semester. The Secretary will also chair the Elections Committee, and perform other duties as requested by the President and the Vice President.

Section 4. Student Board of Trustees Members

There shall be two Student Trustees, each serving alternating two year term. The Student Trustees are responsible for relaying student concerns and interests to the Board of Trustees and for initiating and supporting such issues as they feel are in the best interest of the students at Northland College. The Student Trustees shall also perform other duties as requested by the President and the Vice President.

BY-LAW III: REPRESENTATIVES OF NCSA

Section 1. Elected Representatives

The elected representatives of NCSA include two Academic Council representatives (two years), one SOEI representative (one year), two Alumni Board representatives (one year), one Athletic Advisory Board representative (one year), one Library Advisory Council Representative (one year), one Environmental Council representative (one year), and one Faculty Council representative (one year). Representatives shall be elected at winter elections of the academic year as vacancies become available.

Section 2. Appointment of Representatives

The President shall appoint representatives, with the approval of the Senate, to fill vacancies for the academic year after fall or winter elections.

Section 3. Constituency

All representatives shall have one (1) vote each on the Senate. Their constituencies shall be all members of NCSA.

Section 4. Additional Representatives

Additional representatives may be created by the President with approval of the Senate.

BY-LAW IV: DUTIES OF THE REPRESENTATIVES

Section 1. Academic Council Representatives

The Academic Council Representatives shall be responsible for making recommendations to the Senate concerning the processes of education in all its facets, as well as executing the will of the Senate in all matters pertaining to the Committee.

Section 2. Sigurd Olson Environmental Institute Representatives

The Sigurd Olson Environmental Institute Representatives shall be responsible for updating the Senate on any issues or programs that arise at the Institute.

Section 3. Athletic Advisory Board Representatives

The representatives on the Athletic Advisory Board Committee shall be responsible for updating the Senate on Athletic Department happenings.

Section 4. Faculty Senate

The student representative to the Faculty Senate is responsible for representing the student body at Faculty Senate meetings and maintaining communication between Faculty Senate and NCSA.

Section 5: Alumni Board Representatives

The Alumni Board Representatives are responsible for attending Alumni Board Meetings and serving as the intermediaries between the Alumni and NCSA.

Section 6: Library Advisory Council Representatives

The Library Advisory Council Representatives are responsible for attending Library Advisory Council meetings and serving as the intermediaries between the Alumni and NCSA.

Section 7: Environmental Council Representatives

The Environmental Council Representatives are responsible for attending Environmental Council meetings and serving as the intermediaries between the Alumni and NCSA. The Environmental Council Representative shall chair the Renewable Energy Fund subcommittee.

BY-LAW V: ELECTION PROCEDURES

Section 1. Elections

The Election Committee (see By-Law IX, Section 4) shall conduct the following activities:

- A. General Elections: There shall be two general elections annually: the Fall Elections and the Winter Elections. Fall Elections shall be held on the third Wednesday (second full week of classes) after the beginning of the Fall Session. At these elections, all Senate seats in each constituency shall be filled in accordance with procedures herein set forth. Winter Elections shall be held on the first Wednesday of February. At these elections, the officers and representatives for the next academic year shall be elected. Any Senatorial vacancies resulting from circumstances that arise due to the change of semesters, such as suspensions, resignations, or change of constituency of a Senator, shall be filled at the Winter Elections.
- B. Senatorial Vacancies: Filling Senatorial vacancies at the beginning of the Winter Term shall follow the procedures set forth by By-Law V, Section 1, Paragraph A. Senatorial vacancies occurring at any time other than the beginning of Winter Term shall be filled by the President of NCSA through the formal nomination process set forth in Article V. Section 4 of the NCSA Constitution.

- C. Referenda: The election committee shall, as requested by the Senate, conduct referenda on issues of interest to the Senate and the student body. Referenda shall follow all election procedures as defined by Bylaw V, section 6.
- D. Recall Election: Should a constituency have students who feel their senators or representatives should be recalled from office, a petition signed by twenty-five percent (25%) of the constituents shall be sufficient to hold a recall election. At least two (2) school weeks shall elapse between the time a petition for recall is submitted and the time the Election Committee conducts the recall election.

Section 2. Announcement of Election Days

The time of all general elections shall be publicly announced at least fourteen (14) days in advance of the election. Public announcements of special elections, referenda, and recall elections shall be made in accordance with these By-Laws by the Election Committee.

Section 3. Qualifications for Office

- A. Any person seeking election to a student office must be a registered student of Northland College and possess and maintain a 2.0 cumulative grade point average (GPA) both prior to and during the term of office.
- B. Petitions for names to be placed on the official ballot must be signed by at least ten percent (10%) of the representative constituencies and submitted to the Election Committee by the date established by the Committee. To be valid, a signature must appear on no more petitions than the number of seats to be filled in any one constituency.
- C. Persons seeking the office of President or Vice-President must meet the following requirements
 - Must be a full time student of Northland College for 2 full semesters prior to elections, one of which must be the fall semester immediately preceding winter elections.
 - Must have attended at least 5 senate meetings prior to elections
 - Must have and maintain at least a 2.2 cumulative GPA
 Amendment is not applicable until the winter elections of 2010, and does not affect the administration elected in 2009.

Section 4. Ballots

The Election Committee, after judging the qualifications of all candidates running shall place qualified candidates on the official NCSA ballots. In addition, there shall be spaces for write-in candidates equal to the number of positions to be filled.

Section 5. Write-In Candidates

Candidates running a write-in campaign are eligible for election as long as they meet the GPA requirements. Write-in candidates cannot be declared elected until they demonstrate eligibility. Should a run-off election be required, no write-in shall be on the ballot.

Section 6. Election Procedures

- A. All members of NCSA, as defined in Article II of the Constitution, are eligible to vote.
- B. Voting for Senators will be done by constituency.

- C. Requests for absentee ballots must be made to the Secretary at least seventy-two (72) hours prior to an election. Absentee ballots must be turned in to the NCSA mailbox in a signed, sealed envelope no less than twelve (12) hours prior to an election.
- D. No election materials will be allowed within fifteen (15) feet of the polling places.
- E. The list of voters may be examined until seventy-two (72) hours prior to the opening of the polls.
- F. There will be no loitering around the polls.
- G. The Election Committee shall post a list of all candidates three (3) days prior to any election.
- H. Prior to any election, the Executive Council will review all conflict of interest statements, as outlined in by-law XIV, for all members of the Election Committee. If a conflict of interest exists for any member of the committee, then they will be excused from all work on the election. A temporary replacement from the Senate shall be appointed by Executive Council.

Section 7. Tabulation of the Votes

- A. All votes will be counted in public twice by the Election Committee or representatives thereof as soon as the polls close.
- B. The results of all elections will be published in campus publications.

Section 8. Election

- A. The candidate(s) receiving the highest percentage(s) of votes, over thirty percent (30%) will be declared elected.
- B. In case of no winning candidate, the candidate(s) receiving the lowest percentage of votes cast will be dropped from the ballot and a run-off election held.

Section 9. Registering Election Protests

To register a protest of an election, a written description of infraction(s) must be received by the Election Committee within two (2) business days after the polls have closed.

Section 10. Census

- A. The Senate shall be required to act on any necessary reapportionment measures in each semester before any person shall be allowed to announce official candidacy for any election which is to take place during that semester.
- B. The apportionment for each semester, once decided upon by the Student Senate, shall be official and binding on all constituencies for the duration of that semester.
- C. In the event that the Senate fails to apportion the constituencies as specified in By-Law V, Section 3, no election shall be valid until reapportionment is accomplished.
- D. The Senate shall have the power, by appropriate legislation, to provide means and ways to the Election Committee for the purpose of conducting the census required in Section 10, Paragraph A of this By-Law.

BY-LAW VI: THE STUDENT SENATE

Section 1. Composition of the Senate

The Student Senate shall be comprised of the President and Vice President of NCSA, the Senators, and Representatives.

Section 2. Legislative Powers

The Senators and Representatives shall have one (1) vote each. The Vice President shall not vote unless the vote he equally divided. No other member of the Executive Council shall have a vote.

Section 3. Number of Senators

- A. There shall be no more than thirty (30) seats in the Senate and each Senator shall represent no more than forty (40) members of their constituency. The maximum number of Senators per constituency shall be determined by the size of the student body—assessed in the Fall semester.
- B. The **maximum** number of senators per constituency shall be determined by the following equation:
(Current number of residents in constituency/Total student population represented by NCSA) X 30 [recalculated every fall]
- C. The **minimum** number of senators per constituency shall be determined by the following equation:
(Current number of residents in constituency/40)
- D. Appointed Senators shall receive priority of senatorial position over Senators-at-Large.
- E. Senators-at-large shall only be voted in if there are open seats in the Senate.
- F. At the end of each semester, fall and winter respectively, seats taken by Senators-at-Large shall open for elections.
- G. Senator-at-Large positions are not elected positions.
- H. Appointed Senator positions must be renewed every semester.

Section 4. Constituencies

The constituencies shall be the students in the residential halls and housing facilities and the off-campus students.

Section 5. Meetings.

The regular weekly meetings of the Senate shall be held in a place convenient to the Senate, on or near the college campus.

- A. The day and time of the regular meeting shall be decided at the first meeting of the newly elected Senators. At the first meeting of the newly elected Senators, the presiding officer shall inform them of their rights, responsibilities, and rules of order as outlined in Bylaw XI. A copy of the **NCSA** Constitution and By-Laws, along with Robert's Rules of Order (Abridged), shall be distributed to each of the new Senators. There shall be no legislative decisions made at this meeting.
- B. The annual budget shall be presented for approval no later than the 3rd meeting of the fall semester.

Section 6. Public Notice

There shall be public notice of the purpose and function of **NCSA** prior to the elections. The notice shall also contain where more election information can be obtained. Meeting time and place shall be published in a separate notice.

Section 7. Quorum to do Business

One more than one-half of the voting members of the Senate shall constitute a quorum to do business unless otherwise specified by the Constitution and/or the By-Laws.

Section 8. Record of Proceedings

The Secretary, Treasurer, or another officer shall be responsible for keeping the record of the proceedings of the Senate. This record shall be kept by the office of the President and shall be available to all members of **NCSA**.

Section 9. Removal of Officers

The Senate, having the sole power to try all impeachments, shall follow the procedure outlined below in cases of impeachment.

- A. Three (3) unexcused absences will be allowed for officers each long semester. Missing more than three (3) meetings shall be grounds for removal.
- B. Charges for Impeachment: Any charges for the purpose of impeaching any officer shall be filed with the members of the Senate Conduct Committee chosen by the Senate and chaired by the Vice President. That group of seven (7) students shall, if a majority concurs, bring charges to the Senate for the purpose of impeachment.
- C. Introduction of Impeachment: If the members of the Senate Conduct Committee, in accordance with Section 9, Paragraph A, agree that just cause for impeachment has been demonstrated, their notification of their findings shall be entered into the record of the Senate at its regular meeting. The purpose of this notification shall be to give public notice that charges for impeachment have been duly filed against an officer of **NCSA**.
- D. Time of Impeachment Proceedings: After public notice has been given in accordance with Section 9, Paragraph B, the Senate shall determine the time of the trial, which shall be at least one (1) week after the public notice has been given.
- E. Presiding Officers at Impeachment: The President of **NCSA** shall preside over the Senate when it meets for the purpose of impeachment. In the event that it is the President who is charged, the Senate shall decide who presides.
- F. Impeachment Deliberations: All procedures of regular Senate meetings shall be adhered to during impeachment proceedings, except that it shall consist of two-thirds (2/3) of all Senators. When a decision is reached, the presiding officer shall announce the findings of the Senate.
- G. Vote for Removal from Office: For the purpose of voting, only Senators shall have the right to vote, and each shall have one (1) vote only. Conviction shall require a two-thirds (2/3) majority of all Senators present and voting. Judgments of impeachments shall not extend further than removal from office. Judgment may recommend indictment of any person impeached.

Section 10. Removal of a Senator and Elected Representative

- A. Three (3) unexcused absences will be allowed for Senators each long semester. Missing more than three (3) meetings shall be grounds for removal.
- B. In the event that a senator has violated Section 10, Paragraph A, and has accrued three (3) absences during a given semester, the integrity of each individual excuse shall be weighed by the President and Vice President before consideration by the Senate Conduct Committee (Section 9, Paragraph A). The President and Vice President will submit their reasoning to the individual members of the Senate Conduct Committee (it is not necessary for the committee to convene). One individual may convene the committee if he or she disagrees with the officers' reasoning. A simple majority may overrule the officers' decision. The committee may remove absences from the record, as it deems appropriate. The Vice-President does not have a vote in the Student Conduct Committee.
- C. Charges for Impeachment: Any charges for the purpose of impeaching a senator will be filed with the members of the Student Conduct Committee chosen by the Senate and chaired by the Vice President. That group of five (5) students shall meet with the

Senator, and if a majority concurs, will bring charges to the Senate for the purpose of impeachment.

- D. Introduction of Impeachment: If the members of the Student Conduct Committee, in accordance with Section 10, Paragraph C, agree that just cause for impeachment has been demonstrated, their duty shall be to inform Senate that charges for impeachment have been filed against a Senator of **NCSA**.
- E. Time of Impeachment Proceedings: After public notice has been given in accordance with Section 10, Paragraph D, the Senate shall determine the time of the trial, which shall be one week after notice of impeachment has been given.
- F. Presiding Officers at Impeachment: The President of **NCSA** shall preside over the Senate when it meets for the purpose of the impeachment of a Senator.
- G. The Senate, having the power to remove any of its own members, can do so by a two-thirds (2/3) majority vote of all Senators present and voting for that purpose. Quorum shall consist of two-thirds (2/3) of all Senators.

Section 11. Removal of an Elected Representative

Three (3) unexcused absences will be allowed for elected Representatives each long semester. Missing more than three (3) meetings shall be grounds for impeachment as outlined for Senators in Section 10. A notice shall be sent in campus mail to an elected Representative after the second absence.

Section 12. Quorum Calls

When no quorum is present, Senators may order a call of the house and compel the attendance of absent members. After this call is ordered, no business may be transacted or dispersed with, nor adjournment moved, until a quorum is present or the chair determines that no quorum can be reached. Only one-fifth of the members of the Senate need be present to entertain a motion for a call of the house; a simple majority of those present and voting is required to pass such a call. Such punishments for Senators absent may be prescribed in that call of the house as determined by those Senators present and initiating the call.

BY-LAW VII: JUDICIAL PROCEDURES

Section 1. The Judicial System

The Northland College Judicial System, which follows procedures that are described fully in the Northland College Conduct Code, shall be the official judicial system of **NCSA**.

Section 2. Recognition and Amendments to the Judicial Code

Any amendments or changes made in the Code may be proposed by any of the three major elements of the campus (**NCSA**, Faculty Senate, and Administration). Any changes proposed shall be subject to review and approval by all of the above-named elements before they take effect.

BY-LAW VIII: EXECUTIVE PROCEDURES

Section 1. The President

The President of the **NCSA** shall be the Chief Executive Officer responsible for the transaction of business in accordance with the By-Laws and procedures of **NCSA**. He or she shall be the official representative of **NCSA** and shall represent the entire student body when occasion should arise.

Section 2. Nomination

In nominating persons to positions within **NCSA**, the President shall submit the names of such persons to the Senate one week before consideration of any appointment so that the Senate may deliberate that appointment.

Section 3. Appointment

The President, with the advice and consent of the Senate, has the sole authority to appoint persons to the positions so designated.

BY LAW IX: STANDING COMMITTEES OF NCSA

The following committees and commissions shall be the executive boards with the following responsibilities as recognized by **NCSA**.

Section 1. Budget

The Budget Committee and Executive Council shall be responsible for preparing the annual budget of **NCSA** for presentation to the Senate for its approval. It shall, from time to time, bring recommendations to the Senate concerning the financial situations of **NCSA**. The chair shall be the treasurer of **NCSA**. The Senate shall approve the final budget proposal.

Section 2. Allocated Funding Committee

The Allocated Funding Committee shall consist of the Treasurer, who shall chair the Board and have no vote, and five (5) Senators. It shall be active at the start of each academic year and shall distribute the annual Allocated Organization Funding. The manner in which this shall occur is to be stipulated in By-Law XIII, Section 4 and in the Allocated Organization Funding Policy, to be found on record in the **NCSA** Office.

Section 3. Communications Commission

Comm. Comm. shall be responsible for coordinating campus communications (WRNC, Drifts, Wedge, and Mosaic). Two Senators shall be appointed to serve on the Communications Commission Board and will be responsible for reporting any pertinent information to the Senate.

Section 4. Election Committee

The Election Committee shall be responsible for conducting all elections, referenda, and polls in accordance with procedures outlined in By-Law IV. The Election Committee shall be selected in accordance with Article V. Section 4 of the **NCSA** Constitution and shall be chaired by the Secretary.

Section 5. Student Union Board

The Student Union Board shall provide a forum for the discussion of all food service related issues on campus. This Board shall be chaired by the President or Vice President of **NCSA**.

Section 6. Campus Entertainment Committee (CEC)

The CEC, shall be chaired by the Vice President of **NCSA** and its members shall consist of staff hired by the President and Vice President. It shall be responsible for arranging and scheduling the entertainment programs sponsored by **NCSA** and announcing the events at the regular Senate meetings.

Section 7. Campus Activities Board (CAB)

The CAB shall consist of the **NCSA** Public Relations Coordinator, a representative of the Northland Volunteer Program, Recreational Services, and representative from each

NCSA recognized club or organization. This committee shall be responsible for coordinating student activities both on and off campus.

Section 8. Renewable Energy Fund Committee

The Renewable Energy Fund Committee is charged with designing and implementing the Renewable Energy Fund project for the year in conjunction with Environmental Council as specified in the NCSA REF policy.

BY-LAW X: SELECT COMMITTEES

The Senate or the President as necessary may establish select, or ad hoc, committees from time to time. These committees shall exist for a stated purpose and shall be dissolved when that special purpose is concluded.

BY-LAW XI: RULES OF ORDER

Section 1. Established Procedure

At the second meeting of the newly elected senators the senate shall approve by majority vote the rules of order for the academic year. In absence of specific rules or procedures, all deliberate bodies of NCSA shall be governed by Robert's Rules of Order, Revised.

Section 2. Order of Routine

The order of routine business for weekly senate meetings shall be determined by Executive Council and approved by the senate.

BY-LAW XII: FEE

The Student Association Fee shall be recommended per student per semester by the Senate. The fee, collected for NCSA by the Administration of the College, shall be collected at the regular registration periods of the College.

BY-LAW XIII: FINANCIAL CONTROLS

Section 1. Officer in Charge of Finances

Each subsidiary of NCSA that handles student funds will be required to have one officer in charge of the finances of that subsidiary. It will be this person's responsibility to file a check request for funds as well as proof of usage of funds for that subsidiary with the Treasurer of NCSA and keep the financial record of that body.

Section 3. Policy on Investment and Endowment

- A. The goal of the investment policy is to maximize the long-term growth of endowment funds.
- B. All NCSA investments will be made in a number of mutual funds, not in individual stocks. The mutual funds selected will meet the following criteria:
 1. The fund will have been in existence for ten (10) years (small capitalization funds in existence for five (5) years)
 2. The fund will have a continuity of management for at least five (5) years
 3. The fund will hold at least \$1 billion under management
 4. The fund will have an objective of growth
 5. The fund's performance will be in the top 20 percent of similar funds over at least the previous five (5) years.
- C. When selecting investments for any of NCSA's endowment, the investment shall be in mutual funds with social and environmental screen. These companies and

- organizations should have policies and actions, which work to promote human health and dignity, environmental integrity and moral responsibility.
- D. The Budget Committee will oversee the Investment Policy (any amendments or changes) and the implementation of the Investment Policy (the actual investing of funds).
 - 1. Amendments to the Investment Policy must first come to the Budget and Finance Committee. If approved, by majority vote, the amendment must then be approved by 2/3 of the Student Senate.
 - 2. The Budget and Finance Committee will be responsible for determining how much of the fund balance will be invested. The decision must then be approved by a majority of the Student Senate. The Student Senate must also approve, by majority vote, the particular funds used.
 - E. The investment and its returns will be allowed to grow for five (5) years from date of approval of the Investment Policy, before any of the investment and/or its returns can be used for any purpose other than the growth of the investment. At the end of the five (5) year period, the committee will decide how the investment and/or its returns are handled.
 - 1. Any decision to use the principal for any purpose other than the continued growth of the investment must be approved by 2/3 of the Student Senate.
 - 2. Any decision to use any of the return of the investment (profit) must be approved by the majority of the Student Senate and the percentage of drawdown will not exceed the percentage of growth of the endowment.
 - 3. Any request for disbursement of investment funds must be made in writing to the investment manager and must be signed by the **NCSA** President and Treasurer.
 - 4. The investment manager will be notified that funds can only be transferred to the **NCSA**'s bank account on record with the investment manager. Any request to change the investment account information on record with the investment manager must be made in writing and signed by the **NCSA** President and Treasurer.
 - F. The Budget Committee will review the performance of all funds at each regular committee meeting. Market timing among mutual funds is not a realistic goal; so mutual funds normally will be changed only if:
 - 1. The fund's objective changes so that it is no longer consistent with **NCSA**'s goals the fund manager clearly deviates from the fund's objectives;
 - 2. The fund fails to perform in the top 40 percent of similar funds for one (1) year;
 - 3. There are personnel changes within the fund management resulting in the fund being managed by people who do not have a successful history of managing similar investments.
 - G. While the committee intends to follow these guidelines, unforeseen circumstances could cause the committee to exercise its discretion over these investments in a different manner. The rationale for such a decision will be recorded in the committee's regular meeting minutes and reported to the **NCSA** President and Student Senate immediately.

BY-LAW XIV: ORGANIZATIONAL GUIDELINES

Section 1. Recognition of Student Clubs

- A. **NCSA** defines all student clubs as any group of students organizing under a common purpose and do not satisfy the definition of an Organization as described in Section ?
- B. **NCSA** recognition of a student club does not necessarily entail affirmation of the ideals of that club. It does however, entitle an organization to specific privileges listed in Section 2. All necessary forms and information will be available in the **NCSA** office.
 - 1. Provisional recognition is granted to student groups by **NCSA** for the purpose of establishing formal organization of the group. **NCSA** may grant such provisional recognition upon the following conditions:
 - a. The group must submit to **NCSA** a “Letter of Intent to Organize” containing the following information:
 - (i) purpose and objective of the group
 - (ii) statement of need explaining how the group will benefit the college community
 - (iii) name(s) of the organizing student(s)
 - (iv) name(s) of the faculty or staff advisor(s)
 - (v) a preliminary draft of the constitution
 - b. College facilities may be used for organizational meetings; however, no other activities may be held prior to official recognition.
 - (i) proper reservation procedures must be followed to obtain use of college facilities
 - 2. To obtain official recognition, provisionally recognized student organizations must seek official recognition roughly one year after receiving provisional recognition by:
 - a. Appear before the senate to present the club’s purpose and current constitution
 - b. If the Senate rejects the official recognition, the organization shall maintain pre-recognized status for the period of one additional semester
 - c. At the end of the provisional period, the Senate shall vote again to grant the club official recognition
- C. Guidelines for Recognition
 - 1. A student organization is defined as a group with the majority (51%) of the membership consisting of Northland College students. The chief officer must be a full-time student. If membership is open to persons outside of the college campus community, a majority of the officers must be Northland students.
 - 2. Student organizations shall nominate and select members without regard to questions of sex, race, color, religion, disability, sexual orientation, national origin, or age, and that freedom shall in no way be restricted or modified by national or local constitution, by-laws, rituals, or any other controlling rules. Further, that freedom shall in no way be restricted or modifies by national officers, alumni, advisors, or others from off campus through exclusive privileges or recommendations, approval privileges, and veto power. Greek organizations are exempt due to the wording of legislation in Title IX.
 - 3. Recognition will not be granted to any organization, whether national or local in origin, whose stated purpose, intent, or likely consequence of activities is disruptive to College policies.
- D. Continuing Recognition:

1. Continuing recognition will be granted by carrying out the following:
 - a. Submit to **NCSA** any changes in officers, advisor(s), meeting time and locations, or constitution.
 - b. Keep on file in the **NCSA** office a current copy of constitution or by-laws and national constitution if appropriate.
 - c. One member of each organization (preferable chief officer) must attend the Organizational meeting chaired by the **NCSA** Secretary.
 - d. **NCSA** maintains the right to request from organizations a summary of programs and activities.
2. Continuing recognition will not be granted if the following apply:
 - a. any organization fails to comply with:
 - (i) its constitution
 - (ii) its stated purpose
 - (iii) College policy
 - (iv) **NCSA** By-Laws
 - b. A recognized organization will lose its status if it becomes inactive for a period of one year. "Inactive" is defined as an organization which has no meetings, programs, activities, or fails to follow By-Law XIII, Section 1 (C). Organizations which have become inactive must follow procedures outlined in By-Law XIII. Section 1(A) to regain official recognition status.

Section 2. Privileges of Recognition

NCSA recognition provides student groups the privileges listed below (These privileges are subject to prior conditional approvals).

- A. The use of the College name in the organization's name.
- B. The reservation of College facilities and designated bulletin boards.
- C. Lists of interested students resulting from interest surveys available to groups seeking members. Specific lists are available from the Organization Committee.
- D. The requesting of money from **NCSA** (see Section 4).
- E. The use of campus space for fundraising activities.
- F. The use of **NCSA**'s raffle license for fund raising (see Section 3, Subsection E).
- G. Sponsorship of events on the activities calendar.

Section 3. Fund Raising

College facilities are available to recognized student organizations for fund raising purposes under the following guidelines:

- A. Student organizations wishing to promote fund raising projects within the residence halls must secure approval from the Director of Residential Life.
- B. Funds derived from projects of student organizations must benefit the organization or its programs and not revert to individuals for personal use.
- C. Organizations desiring to sell food items on-site must secure approval from the appropriate department.
- D. Wisconsin anti-gambling laws are stringent relative to the sponsorship of a lottery or raffle. Based on legal interpretation of the laws by the Attorney General, the following criteria must be met in order that a lottery or raffle not be in violation of the law:
 1. Organizations may use **NCSA**'s raffle license for fund raising if they follow these guidelines:

- a. A \$25 deposit is required for the use of the **NCSA** raffle license. This will be returned after **NCSA** has received the following information one week after the completion of the raffle:
 - (i) all tickets to be numbered
 - (ii) all tickets to be accounted for
 - (iii) sold ticket list and unsold tickets must be returned to **NCSA** upon completion of the raffle
 - (iv) prize and how it will be obtained, including dollar amount
 - (v) the reason for this information is outlined in Paragraph 3
 - b. The tickets must be identical and include the following:
 - (i) the number of the license issued by the Bingo Control Board;
 - (ii) the name and address of the sponsoring organization, not simply Northland College;
 - (iii) the ticket price;
 - (iv) a place for the purchaser to write his/her name and address;
 - (v) the date and place of the drawing
 - c. The price of the raffle tickets may not exceed \$5.00 each.
 - d. Only people authorized by the sponsoring organization may sell the tickets.
 - e. The tickets may not be sold more than 120 days prior to the drawing.
 - f. All drawings must be held in public.
 - g. All prizes shall be awarded. The purchaser of the ticket need not be present to win. Prizes shall be decided upon prior to the raffle.
 - h. All profits must go to the sponsoring organization, not for individual gain.
2. **NCSA** obtained its raffle license from the State of Wisconsin, which has these guidelines:
 - a. The student organization must have been in existence for at least one year immediately preceding the application for a raffle license.
 - b. Two hundred (200) regular raffles may be run during a year.
 - c. Raffles must be approved by the Bingo Control Board, The Department of Regulation and Licensing, 1400 East Washington Avenue, Madison, WI 53703, or by calling (608) 267-7211.
 - d. A regular raffle license costs about \$25. The license will be issued within 30 days of application.
 3. Laws that both the organization and **NCSA** must follow in order to comply with State Statutes:
 - a. There must be a financial report submitted by April 15 (therefore we need organization information before that date) to the Bingo Control Board regarding any raffles conducted. The following information must be reported:
 - (i) the number of raffles conducted
 - (ii) the receipts
 - (iii) the amount of prizes paid
 - (iv) the net profit or loss
 - b. If the above regulations are not complied with, the raffle license may be suspended or revoked. Also, there are criminal penalties of fines up to \$1,000 and imprisonment up to 30 days.
 4. There will be a supervisor that needs to oversee the event.

5. The organization must comply with all Wisconsin raffle regulations.
6. At NCSA's discretion, an organization may be granted more than one raffle per year.
7. The organization needs to inform the Organizations Committee chair so that he or she may coordinate with the raffle advisor.

Section 4. Financial Policies

- A. Purpose and Availability of Special Request and Allocated NCSA Funds
 1. NCSA has money available for all officially recognized organizations for items which positively affect the entire campus. The organization is obligated to make an effort to raise money to contribute to its ideas.
 2. NCSA has allotted a minimum of 75% of Special Request Funds specifically for officially recognized and pre-recognized student organizations.
 3. NCSA has allotted an Allocated Organization Funding line in its Annual Budget. The method of distributing such funds is explained in the Allocated Organization Funding Policy, on record in the NCSA Office, and is the responsibility of the NCSA Finance Board.
- B. Guidelines for Special and Allocated Funding Requests
 1. NCSA shall not fund any academic class.
 2. NCSA shall not fund any compensation or reimbursement for any organization or individual for activities prior to the approval of the funding request.
 3. Individuals are strongly discouraged from making funding requests of NCSA.
 4. NCSA shall not fund the salary of any individual through an organization.
 5. Special Funding requests must be submitted at least one week prior to the NCSA meeting at which they are to be presented. A Senator must review the funding request before being submitted and a report made by that Senator to the full Senate. There shall be no discussion of said funding request unless the reporting Senator makes a motion on that request.
 6. NCSA needs receipts on file in the NCSA office for every expenditure of NCSA funds.
- C. Criteria for Funding
 1. NCSA underwrites only events and materials that will benefit the campus community.
 2. NCSA will not be the sole source of funding for any group or event. The use of NCSA name does not imply the funding will be granted.
 3. The Special Funding Request Form is mandatory and must be filled out before either a Senator or the full Senate can consider a funding request.
 4. Organizations must hold at least one profitable fundraiser before submitting a special funding request.
- D. Special Request Funding Procedure
 1. Approval of the request requires a majority vote of a quorum Senate.
 2. Senate will make available a written reason for approval or denial of the funding request if asked to do so.
 3. The sponsoring organization assumes responsibility for payment of all bills incurred in the name of the event whether the funding request is approved or denied.
- E. Allocation Procedure

1. Monies allocated by **NCSA** are granted on the basis of a majority vote of **NCSA** senators and/or in compliance with current **NCSA** By-Laws. **NCSA** will only fund expenses only up to the maximum amount agreed upon.
 2. Any expenditure over the agreed amount are the sole responsibility of the sponsoring group(s).
 3. Upon approval of the request, **NCSA** will need to know the following:
 - a. to whom the check should be made out
 - b. where the check should be sent
 - c. by when the check should be sent
 4. Should an organization become inactive, **NCSA** retains the right to any **NCSA** funds which have not been spent.
- F. Payment of Bills and Written Reports for **NCSA**-Funded Activities
1. The sponsoring group will receive monies from **NCSA** in the form of an **NCSA** check, and at that time the group will receive a financial report. At least three (3) working days must be allowed for processing a check request. **NCSA** retains the right to make out the check at any time during those three days without questions from the group.
 2. Upon completion of the event, the sponsoring group will submit to the **NCSA** office a written financial report available on the event within two (2) weeks following the event, and all receipts accounting for the expenditures of **NCSA** monies. If this report and the receipts are not turned in within the specified 2 weeks, grounds for removal of recognition status exist. If no specific event occurs, a regular financial report must be filed at Midterm, the week prior to Finals, and once in the Spring term

Section 5. Community Service Guidelines

A service project is required of all recognized student organizations each long semester in order to continue to be recognized by **NCSA**. This requirement begins the semester following official pre-recognition by **NCSA**.

- A. Over one-half or six (6) of the organizations active members, whichever is more, must participate in the project the organization has chosen. Not all the required members need to be participating at the same time.
- B. Each recognized and pre-recognized club is required to complete one (1) community service project during the fall semester and one (1) community service project during the winter semester. The community service project form must be turned in to the **NCSA** secretary on the appropriate date in December or April, respectively.
- C. Winter allocated funding will not be released if the club has not turned in a community service project form for the fall semester.
- D. Failure to comply with Section 5 results in reconsideration of the organization's recognition.

Section 6. Advisors

- A. An advisor is normally a member of the Northland College faculty or staff. Where specialized needs exist, the Student Senate may approve a person not employed by the College as an organization advisor. Such persons, however, cannot represent Northland College.

- B. Every student organization must have an advisor in order to be officially recognized, but beyond that, advisors are important to organizations in several other ways. Specifically, their responsibilities include:
1. attending at least one meeting of the organization each semester;
 2. meeting regularly with the chief officer of the organization;
 3. knowing the general financial status of the organization;
 4. being familiar with events and activities sponsored by the group, and seeing that they adhere to College guidelines and policies;
 5. serving as a resource person/trainer to the group;
 6. advising, but at the same time allowing freedom for organizations to plan and coordinate their own activities and programs;
 7. providing continuity in tradition and history of the group;
 8. helping members to develop self-responsibility and self-discipline;
 9. representing Northland College when dealing with, on or on behalf of, the organization (this cannot apply to an advisor who is not employed by the College)
- C. The following is a list of responsibilities of the organization members in regard to their advisor:
1. notify the advisor well in advance of all organization meetings and activities
 2. meet with the advisor on a regular basis during the year
 3. allow the advisor an opportunity to express opinions which effect the welfare of the organization and the College
- D. Failure to comply with Section 6 results in reconsideration of the organization's recognition status with NCSA.

By-LAW XV: Conflict of Interest

Section 1. Participation

All Senators, Representatives, Officers, and Staff must complete a conflict of interest statement at the beginning of their terms and shall turn it in no later than the 2nd meeting of their terms. All members will be charged with the responsibility of amending their statements throughout their terms as is necessary.

Section 2. Conflict of Interest Policy

All members of NCSA shall follow the Conflict of Interest Policy, as ratified by the senate. The Conflict of Interest Policy can be amended by a 2/3 majority vote of the senate.

Section 3. Conflict of Interest Form

The President and Vice President shall be charged with creating the Conflict of Interest form prior to the first senate meeting of the fall semester. The form must include, but is not limited to:

- A. List of all clubs, organizations, or affiliations on and off-campus in which the individual participates.
- B. List of any organizations from which the individual receives monetary compensation or gifts.
- C. Signed statement that the individual will not accept any gifts or payment in exchange for a guarantee of service from NCSA.
- D. Signed statement that staff will not provide themselves compensation for services performed at events that he/she is supervising, controlling, holding, or sponsoring.

E. Signature and date of last amendment.

Section 3. Review of Conflicts

All conflict of interest statements will be held in confidence by Executive Council and will only be reviewed at times outlined in the by-laws or when deemed necessary by Executive Council or the Senate.

BY-LAW XVI: AMENDMENTS TO THE BY-LAWS

New By-Laws for NCSA may be accepted by a two-thirds (2/3) majority of the Senators. Amendments to existing By-Laws may be accepted by a two-thirds (2/3) majority of the Senators. Any proposed By-Laws or amendments cannot be considered without one week of prior notice on the floor of the Senate.

BY-LAW XVII: REPEAL OF THE BY-LAWS

Repeal of the By-Laws of NCSA may be accomplished by a two-thirds (2/3) majority vote of the Senators. The proposed repeal of a By-Law cannot be considered without one week of prior notice on the floor of the Senate.