

**North Dakota State University
Student Government Code**

Title 1 - General Provisions

1-01 - Definitions

- 1-01-01 - "Officer" shall refer to the Student Body President, Student Body Vice President, any Executive Commissioner, or the Administrative Assistant.
- 1-01-02 - "Senate Bill(s)" are used when the Senate to take an action or make a change to an official document. May be abbreviated "SB."
- 1-01-03 - "Senate Resolutions(s)" are used to express the opinion of the Senate. Senate Resolutions have no binding power. May be abbreviated "SR."
- 1-01-04 - "Proxy Voter(s)" shall serve in the place of a voting member in select committees as provided for within the Student Government Code.
- 1-01-05 - "Regular Member(s)" are (a) member(s) of a committee who serve on a specified committee in a regular capacity.

Title 2 - Legislative Branch

2-01 - Senate Parliamentary Procedures

- 2-01-01 - A quorum of the Senate and all Senate committees for the purposes of enacting legislation shall consist of two-thirds of the eligible voting members.
- 2-01-02 - The Administrative Assistant is required to publish and distribute an agenda not less than two days prior to each regularly scheduled Senate meeting.
- 2-01-03 - Any Unfinished Business shall be completed prior to the swearing in of new Senate members.
- 2-01-04 - Senators may at their discretion yield time to other Senators, Student Government Executives, Court Justices, Student Government Advisors, and member of the gallery. Such grants may be for either a definite or indefinite portion of the Senator's time, but may not exceed the senator's remaining time of debate. Having yielded time, a Senator may reclaim the floor at any time, and the individual yielded to shall yield back to the yielding senator.
- 2-01-05 - If the President of the Senate relinquishes the chair, he/she will have full debate privileges as if a member of the Senate, but shall have no other privileges thereof.

2-02 - Senate Membership

- 2-02-01 - If the candidate who receives a plurality of votes in a Senate election declines the position or is otherwise unable to fill that position before the first Senate meeting, then the position will be said to be unfilled.
- 2-02-02 - If after the first Senate meeting a Senator resigns or is otherwise unable to hold that position for the remainder of the term, then that position will be said to be vacated.
- 2-02-03 - The Senate, by a majority vote, may fill an unfilled or vacated position by appointing any other student from that district, as recommended by the Appointments Committee.
- 2-02-04 - If a Senator vacates his/her seat to serve as an Executive Commissioner, the Assistant Commissioner of Finance, or the Administrative Assistant, his/her position will be filled by the next highest vote recipient in the vacated seat's district. If the next highest vote recipient declines, the positions shall be offered to lower vote recipients in order of decreasing vote totals until a candidate accepts the position or it has been offered to all candidates and none have accepted. The filling

of Senate seats by this means will only involve students moving to executive positions and will take place following spring elections and before the new Senate is sworn in.

- 2-02-05 - Each Senate member is allowed two absences per semester. Each subsequent absence will trigger a review of the Senate member's attendance record by the President of the Senate and is grounds for the member's removal from the Senate. The President of the Senate, after consultation with the member in question, Vice Chair, and Student Government Advisor, will decide if circumstances warrant the Senator's removal and shall call for a vote with recommendation of the removal of the party, upheld by a 2/3 vote in the Senate.
- 2-02-06 - A Senator may be expelled from the Senate for misconduct by a two-thirds vote. All expulsion proceedings shall be in accordance with relevant sections of the Senate Parliamentary Authority, and the standards for expulsion shall be as laid out therein.
- 2-03 - Senate Meetings
 - 2-03-01 - The Senate shall meet at least ten times during every fall semester and at least ten times every spring semester of the academic year. No two Senate meetings, special or otherwise, can be held consecutively within 12 hours of each other to fill the quota of meetings for the semester. Meetings following the swearing in of newly-elected senators may be counted towards this quota.
 - 2-03-02 - The President of the Senate shall call a special Senate meeting at the request of one-half of the Senate or may call one as he/she deems necessary.
 - 2-03-03 - An announcement of special or emergency meeting shall be posted in the Student Government Office, and notification sent out over the Student Senate Listserv and the Student Exec Listserv at least twenty four (24) hours prior to the meeting.
 - 2-03-04 - The President of the Senate shall confirm with the Student Government Advisor and Student Body President before canceling Senate meetings. Signs must be posted in the Student Government Office, and notification sent out over the Student Senate Listserv and the Student Exec Listserv. All action must occur no later than four hours prior to the Senate's regularly scheduled meeting time.
- 2-04 - Bills
 - 2-04-01 - Student Government members will inform the President of the Senate and Secretary of the Senate of upcoming legislation to be presented to the Senate. Legislation is divided into six categories: Contingency Requests (CR's), Temporary Organizations Request for Funding (TORFF's), Senate Resolutions (SR's), Senate Bills (SB's), Reserve Requests (RR's) and Special Projects Funds Requests (SP's).
 - 2-04-01.1 - Contingency Requests are due on the agenda by 5:00 PM on the fourth day prior to Senate meetings. Final drafts of Contingency Requests will be due to the Senators by 8:00 AM on the second day prior to Senate meetings. Contingency requests may be approved after one reading. If not reviewed by the Finance Commission, Contingency Requests will require two reads.
 - 2-04-01.2 - A motion to approve a Contingency Request, a Reserve Request, or a Special Projects Funds Request must specify the amount at which it is approved.

- 2-04-01.3 - Senate Bills, TORFFs, Senate Resolutions, Reserve Requests, and Special Projects Funds Requests must be added to the agenda forty-eight (48) hours prior to a Senate meeting.
- 2-04-02 - Senate Bills and Resolutions, Reserve Requests, and Special Projects Funds Requests must have two readings before the Senate. However, a motion to approve such legislation is in order after the first reading. In such cases each Senator shall be limited to one discussion of no more than five minutes. No vote may be taken on a Senate Bill or Resolution, Reserve Requests, or Special Projects Funds Requests at the meeting where it was read for the first time, unless two-thirds of the senators present agree to suspend the rules and move for a second reading. If a Senate Bill or Resolution, Reserve Request, or Special Projects Funds Request is debated at the meeting where it is first introduced, the chair shall automatically place its second reading on the agenda for the next meeting under Unfinished Business.
- 2-05 - Senate Appointments Committee
 - 2-05-01 - The Appointments Committee shall consist of six Senators elected by the Senate. The Chairman shall be non-voting except in the case of ties. The President of the Senate shall be a non-voting, ex-officio member of the committee.
 - 2-05-02 - The Appointments Committee shall review all applications for open Senate positions and shall present its recommendations to the Senate. Openings for these positions must be announced at least twice in the student newspaper before or during two weeks prior to appointment.
 - 2-05-03 - Applications for appointments to Senate seats shall be submitted to the Student Activities Office, and a check for Eligibility for Participation in Co-Curricular Activities shall be done by the Student Activities Office on each application before presenting applications to the Appointments Committee.
 - 2-05-04 - The Chair of the Appointments Committee shall retrieve applications from the Student Activities Office and distribute them to committee members.
 - 2-05-05 - The committee may choose to interview only select applicants. The motion to selectively interview applicants shall require a majority vote of the committee.
 - 2-05-06 - The Senate may appoint Senators to serve as a proxy voter for a regular member of the Appointments Committee in the event that a regular member of the Appointments Committee is absent.
 - 2-05-06.1 - In the event that a regular member of the Appointments Committee is to be absent, (s)he shall find an approved proxy voter to serve in the session of the Appointments Committee that (s)he shall be missing.
 - 2-05-06.2 - The Chairman of the Appointments Committee shall maintain a standard form to record proxy voters. This form must include:
 - (1) The name of the regular member of the Appointments Committee.
 - (2) The name of the proxy voter.
 - (3) The signature of the regular member of the committee
 - (4) The signature of the proxy voter.
 - (5) The date and time of the meeting for which the proxy voter shall serve.

- 2-05-06.3 - Prior to serving as a proxy voter, the proxy voter must present to the Chairman of the Appointments Committee the completed form specified in 2-05-06.2.
- 2-05-06.4 - The Chairman of the Appointments Committee shall maintain records of when proxy voters serve on the Appointments Committee.
- 2-05-06.5 - The Chairman of the Appointments Committee shall announce at the first regular Senate meeting following the meeting at which a proxy voter serves which regular member was absent, and who served as a proxy voter.
- 2-05-07 - Senators must have one semester of experience on the Senate before being eligible to be a member of the Appointments Committee.
- 2-06 - Parliamentary Authority
 - 2-06-01 - The parliamentary authority for the Student Body of North Dakota State University shall be Robert's Rules of Order, Newly Revised 10th Edition

Title 3 - Executive Branch

- 3-01 - Executive Procedures
 - 3-01-01 - The Student Body President shall appoint student members to University Senate committees that do not require the student to come from within Student Government with these appointees then being approved by the Senate. Any student member on a University Senate committee that is designated specifically for a Student Government Member shall be elected by the Senate. The Senate shall also elect the student members of the University Senate by majority vote. The Secretary of the Senate shall communicate the names of those elected to the Secretary of the University Senate within one week of election.
- 3-02 - Finance Commission
 - 3-02-01 - Membership
 - 3-02-01.1 - The Finance Commission shall consist of the Executive Commissioner of Finance, who shall serve as Chair and vote only in the event of a tie; a non-voting Assistant Commissioner of Finance, who shall record and distribute the minutes of the Finance Commission meetings; two Senators elected by the Senate; and six student-at-large members appointed by the Executive Commissioner and approved by the Senate.
 - 3-02-01.2 - Applications for student-at-large members shall be announced in the student newspaper the first two weeks of the academic year and as necessary.
 - 3-02-01.3 - Each Senator shall serve from the time of the appointment until the swearing in of the new Executive Commissioner of Finance. Each student-at-large shall serve from the time of their appointment until the end of the academic year. No Senator may serve concurrently on the Senate and Finance Commission with the exception of the two Senators elected by the Senate.
 - 3-02-01.4 - In the case of a vacated position, the Executive Commissioner of Finance shall appoint a new commission member with Senate approval within two weeks to complete the remainder of the term.
 - 3-02-02 - Duties of the Commission
 - 3-02-02.1 - Prepare, administer, and supervise the Student Activity Fee distribution.

- 3-02-02.2 - Have the power to audit the financial dealings of any recipient of Student Activity Fees and to recommend any action deemed necessary to the appropriate body.
 - 3-02-02.2.1 - Have the power to conduct, with any auditing agency, an audit of the financial records of any recipient of the Student Activity Fee.
 - 3-02-02.2.2 - Recommend to the Senate any action deemed necessary as the result of an audit.
- 3-02-02.3 - Receive Senate approval of the Finance Guidelines prior to budget hearings.
- 3-02-02.4 - Present the Student Activity Fee budget, as a Senate Bill, to the Senate for final approval by the first Sunday in April
- 3-02-02.5 - Make recommendations on Contingency Requests (or any requests made outside the normal spring budgeting term) to the Senate for approval.
- 3-02-02.6 - Review the Funding Eligibility Criteria. The Funding Eligibility Criteria shall specify the requirements that student organizations must meet to receive Student Activity Fee funds.
- 3-02-02.7 - Requests for changes to the Funding Eligibility Criteria shall be voted on by the Commission and ratified by the Senate.
- 3-02-03 - Duties of the Executive Commissioner
 - 3-02-03.1 - Serve as a representative for the Finance Commission at the Senate meetings and any other necessary function.
 - 3-02-03.2 - Chair the Finance Commission meetings.
 - 3-02-03.3 - Present, with the Student Body President, the approved budget to the President of the University for ratification.
 - 3-02-03.4 - Provide a transition.
- 3-02-04 - Duties of the Assistant Commissioner of Finance
 - 3-02-04.1 - Serve as a representative for the Finance Commission, the Senate meetings, and any other necessary function.
 - 3-02-04.2 - Preside over the Finance Commission in the absence of the Executive Commissioner of Finance.
 - 3-02-04.3 - Serve as a non-voting member on the Finance Commission.
 - 3-02-04.4 - Perform other duties as assigned by the Executive Commissioner of Finance.
- 3-03 - Governmental Relations and Intercollegiate Affairs (GRIA) Membership
 - 3-03-01 - Membership
 - 3-03-01.1 - The commission shall consist of the Executive Commissioner, at least three Senators elected by the Senate, and at least three student-at-large members appointed by the Executive Commissioner and approved by the Senate.
 - 3-03-01.1.1 - The maximum number of elected/appointed is at the discretion of the Executive Commissioner. The commission shall serve as NDSU's voting delegation to the North Dakota Student Association, save for two delegates, which shall be the Student Body President and Vice President. In the event that there are not enough GRIA members to fill the delegation, the remainder of the delegation shall be at the discretion of the Executive Commissioner.
 - 3-03-01.1.2 - Applications for student-at-large members shall be announced in the student newspaper the first two weeks of the academic year and as necessary.

3-03-02 - Duties of the Commission

- 3-03-02.1 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Commission.
- 3-03-02.2 - Draft legislation pertaining to state legislative action or introduce discussion regarding state legislative action to the Senate.
- 3-03-02.3 - Direct publicity for all North Dakota Student Association (NDSA) meetings.
- 3-03-02.4 - Assist the GRIA Executive Commissioner in all GRIA activities.
- 3-03-02.5 - Attend all NDSA meetings, unless excused by the Executive Commissioner.

3-03-03 - Duties of the Executive Commissioner

- 3-03-03.1 - Serve as a representative for the GRIA Commission at the Senate meetings and any other necessary function.
- 3-03-03.2 - Appoint a Secretary of the Commission. The Secretary shall be responsible for maintaining accurate minutes of Commission meetings and presenting them for approval at the beginning of each meeting.
- 3-03-03.3 - Maintain contact and/or hold meetings with federal, state, and local leaders to keep abreast of current issues affecting students of the University.
- 3-03-03.4 - Maintain contacts with other North Dakota University System (NDUS) Student Governments.
- 3-03-03.5 - Act as a liaison between the NDSU Student Body and the State Board of Higher Education (SBHE) and attend SBHE meetings.
- 3-03-03.6 - Direct lobbying activities to the North Dakota State Legislature.
- 3-03-03.7 - Approve all substitutions to the voting delegations for all NDSA meetings. Substitute votes will be offered to Senators before students at large.
- 3-03-03.8 - Attend every NDSA meeting, and serve as head delegate, unless his/her absence is excused by the Student Body President. In such cases, the GRIA Executive Commissioner will appoint a head delegate to act in his/her place.
- 3-03-03.9 - Make all arrangements for travel to NDSA meetings and coordinate the hosting of any NDSA meetings at NDSU.
- 3-03-03.10 - Inform the campus newspaper of all state governmental activities affecting NDSU in both legislative and non-legislative years.
- 3-03-03.11 - Inform local media of NDSU Student Body stances on state and local legislation.
- 3-03-03.12 - Provide a transition.

3-03-04 - Duties of the Assistant Executive Commissioner

- 3-03-04.1 - The Assistant Commissioner of Governmental Relations and Intercollegiate Affairs shall be appointed for a two-semester term during North Dakota State Legislative years.
- 3-03-04.2 - Serve as a representative for the GRIA Commission at the Senate meetings and any other necessary function.
- 3-03-04.3 - Attend every NDSA meeting.
- 3-03-04.4 - Serve as the NDSA Head Delegate in the absence of the Executive Commissioner of Governmental Relations and Intercollegiate Affairs A
- 3-03-04.5 - Attend weekly GRIA meetings as set by the Executive Commissioner
- 3-03-04.6 - Assist the Executive Commissioner in:
 - 3-03-04.6.1 - All lobbying activities as deemed necessary by the Executive Commissioner.

- 3-03-04.6.2 - All State Board of Higher Education and Legislative initiatives as deemed necessary by the Executive Commissioner.
- 3-03-04.6.3 - Maintaining contact with local leaders to keep abreast of current issues affecting students of the University as deemed necessary by the Executive Commissioner.
- 3-03-04.6.4 - Arranging travels to and from NDSA meetings as deemed necessary by the Executive Commissioner.
- 3-03-04.7 - Provide transition documents to be added to the Executive Commissioner of Governmental relations and Intercollegiate Affairs' transition document.
- 3-04 - Commission of Student Organizations (CSO)
 - 3-04-01 - Membership of Congress
 - 3-04-01.1 - The membership of the Congress of Student Organizations shall consist of one active student representative from each recognized student organization.
 - 3-04-02 - Membership of the Commission
 - 3-04-02.1 - The membership of the Commission shall consist of seven students: the Executive Commissioner who shall serve as Chair and vote only to break ties, three voting members elected by the Senate, and three voting members appointed by the Executive Commissioner and approved by the Senate.
 - 3-04-02.2 - Applications for student-at-large members shall be announced in the student newspaper the first two weeks of the academic year and as necessary.
 - 3-04-02.3 - Upon Senate vacancies, Senate will elect new Senate representatives. At-large-members will be appointed by the Executive Commissioner and approved by the Senate.
 - 3-04-03 - Duties of the Commission
 - 3-04-03.1 - Attend and vote at CSO Small Group meetings.
 - 3-04-03.2 - Assist the Executive Commissioner in carrying out CSO activities and events.
 - 3-04-03.3 - Maintain current records of each student organization, review all student groups applying for temporary and full recognition, and inform Senate of its actions regarding organization recognition status.
 - 3-04-03.4 - Maintain and establish requirements to be fulfilled by organizations to achieve temporary or full recognition with the Commission of Student Organizations. These requirements will be included in the Commission's guidelines and subject to Senate approval.
 - 3-04-03.5 - Any appeals of the Commission's actions shall be handled by the Student Court.
 - 3-04-04 - Duties of the Executive Commissioner
 - 3-04-04.1 - Serve as representative for the Commission of Student Organizations at the Senate meetings, and any other necessary function.
 - 3-04-04.2 - Appoint the Secretary of the Commission. The Secretary shall be responsible for maintaining accurate minutes of Commission meetings and presenting them for approval at the beginning of each meetings.
 - 3-04-04.3 - Coordinate all aspects of student organization recognition and probation.
 - 3-04-04.4 - Hold Congress and Commission meetings as specified in the Commission's guidelines.
 - 3-04-04.5 - Distribute information and conduct business associated with the Congress and/or Commission of Student Organizations.

- 3-04-04.6 - Provide a transition.
- 3-05 - Academic and Student Affairs (ASA)
 - 3-05-01 - Membership
 - 3-05-01.1 - The Commission shall consist of the Executive Commissioner, at least three Senators, and at least four student-at-large members appointed by the Executive Commissioner and approved by the Senate. The maximum number of elected/appointed is at the discretion of the Executive Commissioner.
 - 3-05-01.1.1 - The Senators shall be selected from and by the current Senate.
 - 3-05-01.1.2 - Applications for student-at-large members shall be announced in the student newspaper the first two weeks of the academic year and as necessary.
 - 3-05-02 - Duties of the Commission
 - 3-05-02.1 - Address the concerns of the Student Body and give input to University committees on students' views and opinions.
 - 3-05-02.2 - Respond appropriately to student concerns relating to both academic and student affairs.
 - 3-05-02.3 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Commission
 - 3-05-02.4 - Each member of the Commission is encouraged to have an individual project for which they are responsible.
 - 3-05-02.5 - Establish an outline of the Commission's goals at the beginning of each semester.
 - 3-05-02.6 - Attempt to achieve a balance between projects focusing on student services and projects focusing on academic affairs.
 - 3-05-03 - Duties of the Executive Commissioner
 - 3-05-03.1 - Serve as representative for the ASA Commission at the Senate meetings and any other necessary function.
 - 3-05-03.2 - Appoint the Secretary of the Commission. The Secretary shall be responsible for maintaining accurate minutes of Commission meetings and presenting them for approval at the beginning of each meeting.
 - 3-05-03.3 - Serve as a member of the Advisory Board for Student Affairs.
 - 3-05-03.4 - Provide a transition.
- 3-06 - Public Relations (PR)
 - 3-06-01 - Membership
 - 3-06-01.1 - The Commission shall consist of the Executive Commissioner, a member from each of the executive branch commissions, at least one member of the Senate, a Student Court justice, and at least two student-at-large members appointed by the Executive Commissioner and approved by the Senate. The maximum number elected/appointed is at the discretion of the Executive Commissioner.
 - 3-06-02 - Duties of the Commission
 - 3-06-02.1 - Have responsibility for internal relations within North Dakota State University and collaborate with the Commissions on external relations as deemed appropriate (e.g., State Board of Higher Education, State Legislature, and citizens of North Dakota).

- 3-06-02.2 - Meet on a weekly basis, excluding holidays and finals week, or as deemed necessary by the Commission.
- 3-06-02.3 - Establish an outline of the Commission's goals at the beginning of each semester.
- 3-06-02.4 - Have individual responsibilities deemed necessary by the Executive Commissioner.
- 3-06-02.5 - Increase awareness of Student Government through such methods as writing *Spectrum* articles on Student Government activities, placing posters throughout the campus to increase visibility, creating a publication for distribution, and other methods desired by the commission.
- 3-06-02.6 - Increase voter awareness of Student Body elections and other selected electoral events.
 - 3-06-02.6.1 - This will be done through such methods as unbiased press through the campus newspaper, posters across campus, and other methods deemed necessary by the commission.
 - 3-06-02.6.2 - The purpose being to promote the elections, not individual candidates.
 - 3-06-02.6.3 - Information to be distributed shall include, but is not limited to dates, locations, web addresses, and times of the elections. These activities will be done under the approval of the Chief Justice.
 - 3-06-02.6.4 - Update and maintain the "You Are Here" Signs as outlined in the "You Are Here" Signs guidelines.
- 3-06-03 - Duties of the Executive Commissioner
 - 3-06-03.1 - Serve as representative for the PR Commission at the Senate meetings and any other necessary function.
 - 3-06-03.2 - Appoint a Secretary of the Commission.
 - 3-06-03.3 - Review all material to be released to the public on behalf of Student Government.
 - 3-06-03.4 - Assist the members of the Commission with their individual responsibilities.
 - 3-06-03.5 - Provide a transition.
- 3-07 - Administrative Assistant
 - 3-07-01 - Duties
 - 3-07-01.1 - Maintain accurate minutes of Senate meetings.
 - 3-07-01.2 - Maintain files of all legislation.
 - 3-07-01.3 - Archive all Student Government documents with the official NDSU Archives with the consent of the President and Vice President. Documents that are to remain in the Student Government office include, but are not limited too:
 - 3-07-01.3.1 - Any document not older than four years.
 - 3-07-01.3.2 - Any document that needs to be kept in the office; a copy of such document may be sent to the archives in its place.
 - 3-07-01.3.3 - Forward passed legislation within three days of approval by the Senate to the Student Body President to be signed or vetoed.
 - 3-07-01.3.4 - Inform affected parties of legislation vetoed by the Student Body President within three days.
 - 3-07-01.3.5 - Monitor main Student Government phone.
 - 3-07-01.3.6 - Pick up and distribute Student Government mail.
 - 3-07-01.3.7 - Maintain a list of office hours for all Executives and Senators.

- 3-07-01.3.8 - Maintain an address and phone list of Executives and Senators.
 - 3-07-01.3.9 - Be responsible for Senate mailings and copying.
 - 3-07-01.3.10 - Conduct relevant research as requested by the President and Vice President.
 - 3-07-01.3.11 - Notify Student Government members of meeting changes.
 - 3-07-01.3.12 - Publish and distribute an agenda not less than two days prior to each regularly scheduled Senate meeting.
 - 3-07-01.3.13 - Provide an electronic copy of agendas and all legislation to the Executive Commissioner of Technology to be added to the website.
 - 3-07-01.3.14 - Provide a transition.
- 3-08 - Technology
- 3-08-01 - Membership
 - 3-08-01.1 - The Commission shall consist of the Executive Commissioner, at least two Senators, a member of the Public Relations Commission, and at least two students-at-large appointed by the Executive Commissioner and approved by the Senate. The maximum number elected/appointed is at the discretion of the Executive Commissioner.
 - 3-08-01.1.1 - Two of the students-at-large will be approved by the Senate to serve on the Technology Fee Advisory Committee.
 - 3-08-02 - Duties of the Commission
 - 3-08-02.1 - Address the concerns of the Student Body and give input to University committees on students' views and opinions dealing with technology issues.
 - 3-08-02.2 - Respond appropriately to student concerns relating to technology issues.
 - 3-08-02.3 - Meet once every two weeks, excluding holidays and finals week, or as deemed necessary by the Commission.
 - 3-08-02.4 - Have individual responsibilities deemed necessary by the Executive Commissioner.
 - 3-08-02.5 - Work with the Public Relations Commission to increase awareness of the Student Government website and technology related issues.
 - 3-08-02.6 - Assist the Executive Commissioner in administration and content generation for the website.
 - 3-08-02.7 - Assist the Executive Commissioner in maintaining the computer technology in the Student Government Office.
 - 3-08-02.8 - Review Technology Fee Proposals and make recommendations to the Executive Commissioner and other student members of the Technology Fee Advisory Committee.
 - 3-08-03 - Duties of the Executive Commissioner
 - 3-08-03.1 - Serve as a representative of and speaker for the Technology Commission, at the Senate meetings and any other necessary functions.
 - 3-08-03.2 - Report on the Technology Fee Advisory Committee proceedings at the Senate meetings.
 - 3-08-03.3 - Chair the Technology Commission meetings.
 - 3-08-03.4 - Serve as one of the seven students appointed by the President to the Technology Fee Advisory Committee.
 - 3-08-03.5 - Maintain the computers utilized by Student Government.
 - 3-08-03.5.1 - Keep up-to-date software on each computer as deemed necessary.

- 3-08-03.5.2 - Keep a log of all technology purchases and changes to each computer.
- 3-08-03.6 - Act as administrator for the Student Government website.
 - 3-08-03.6.1 - Be responsible for updating the website at least once a week.
 - 3-08-03.6.2 - Be responsible for getting Senate legislation and minutes posted to the website within a reasonable period of time.
 - 3-08-03.6.3 - Be responsible for maintaining an updated list of University and Senate Committees in a weekly manner on University Committees, Senate, and respective commission web pages on the Student Government website. Student Government commission web pages shall list all current members of the commission and contain contact information for said commission members.
 - 3-08-03.6.4 - Separate web pages with contact information shall be established for each Senator, Justice, and Executive on the NDSU Student Government Website. Such pages should be established within one week of updates being provided to the Executive Commissioner of Technology. Pictures of Senators, Justices, and Executives shall be posted on the web pages within one week of them taking office.
- 3-08-03.7 - Purchase Student Government computer hardware and/or software with the recommendation of the Technology Commission.
- 3-08-03.8 - Maintain the Student Government Server.
- 3-08-03.9 - Serve as administrator of the ANNOUNCEment Listserv in accordance with the Technology Commission Listserv Guidelines.
- 3-08-03.10 - Provide a transition.

Title 4 - Student Court

4-01 - Duties

- 4-01-01 - Maintain a current file of the Student Body Constitution and Student Government Code.
- 4-01-02 - Maintain a file on the actions, cases, and precedents concerning the Student Court.
- 4-01-03 - Prepare a digest of the provisions of the Student Body Constitution, Student Government Code, and other regulations concerning elections and make this digest available to candidates and other interested parties.
- 4-01-04 - Verify all other regulations and procedures as defined in the election information packet.
- 4-01-05 - Certify the results of all Student Body elections.
- 4-01-06 - Report to the Senate, in writing, information concerning the elections and their results; submit recommended changes for future elections procedures.
- 4-01-07 - Establish guidelines for and administer all Student Body elections. Guidelines so established shall be submitted to the Senate for approval prior to all elections.
- 4-01-08 - Conduct a run-off election in the event of a tie for any elected office within fourteen days after the initial elections have been certified by the Court.
- 4-01-09 - Hold formal meetings (with a quorum of Justices present) at least monthly during the Fall and Spring semesters.
- 4-01-10 - Post minutes of all meetings of the Student Court and copies of all opinions released by the Student Court in the Student Government office.

- 4-01-11 - Publish the official list of certified candidates for student offices no later than the first day of campaigning. At a minimum, the list shall be published in the student newspaper, posted on the Student Government bulletin board, and outside the Student Government office.
- 4-01-12 - Organize two open forums/debates for the Presidential and Vice Presidential candidates during spring campaigning.
- 4-01-13 - Any Justice of the Student Court having two or more unexcused absences per semester from regularly scheduled meetings will lose his/her seat on the Court at the discretion of the Chief Justice. If the Chief Justice is the Justice in question, a majority vote of the Student Court will be sufficient for removal of the Chief Justice.
- 4-01-14 - A notice and an agenda for all meetings of the Student Court at which a case or cases are to be heard must be clearly posted in the Student Government office forty-eight (48) hours in advance of such a meeting. If additional cases are placed on the agenda, an amended agenda must be posted twenty-four (24) hours in advance of such a meeting and this will be considered the final agenda. No additional cases may be heard other than those posted on the agenda. Regularly scheduled meetings at which no cases are to be heard and any Election Complaint Hearings are exempt from this provision.

Title 5 - Transitions

5-01 - Transition Procedures

- 5-01-01 - The Outgoing Student Body President, Student Body Vice President, Executive Commissioners, and Administrative Assistant shall each provide a transition for the incoming executives.
- 5-01-02 - At a minimum, an officer transition shall consist of:
 - 5-01-02.1 - A review of all files maintained by that officer.
 - 5-01-02.2 - A review of all official activities undertaken by that officer during his/her term and a general time frame under which those activities were completed.
 - 5-01-02.3 - A review of the history of the position and all precedents set by said position.

Title 6 - Accountability and Enforcement

6-01 - Fines

- 6-01-01 - A stipend-receiving Student Government member may be fined by the Senate for misconduct. Misconduct includes failure to perform duties as defined in the Student Body Constitution, Student Government Code, Senate parliamentary authority, failure to provide a transition, or additional tasks delegated by the Student Body President, or Vice President.
- 6-01-02 - This motion requires a two-thirds vote.
- 6-01-03 - The deadline for payment and the amount of the fine will be stated in the motion, may be amended, and shall not exceed the total amount of the offending member's stipend.
- 6-01-04 - If this motion carries, payment will be required within the time frame given in the motion which defaults to one month, or the fined member will forfeit his/her position immediately.
- 6-01-05 - Payments shall be submitted to the Office of the Executive Commissioner of Finance and added to the current year's Reserve Fund for budgeting purposes.

Title 7 - Student Activity Fee Fund

7-01 - Allocation and Restrictions

7-01-01 - Allocations

7-01-01.1 - There may be one withdrawal from this fund per fiscal year in conjunction with the Student Government budgeting process. Another withdrawal may be made only in the event of a substantial decrease in enrollment.

7-01-02 - Restrictions

7-01-02.1 - Any withdrawal from this fund must be passed by a majority vote of the Senate and be signed by both the Student Body President and the University President. In addition, the balance in the fund at the end of the fiscal year must never fall below 12% of the total budget for the fiscal year. The account is recommended to have 16% of the total budget as an expected ending balance for the fiscal year. The Executive Commissioner of Finance has the power to enforce these percentages.

7-02 - Senate Allocation of the Student Activity Fee Flexibility

7-02-01 - Tier I organizations are those identified by the Finance Guidelines.

7-02-02 - Tier I will be allocated by a fixed percentage of the student activity fee. The percentages to be allocated to the Tier I organizations are as follows:

7-02-02.1 - Organization Percentage

7-02-02.1.1 - Athletics 35.86%

7-02-02.1.2 - Board of Student Publications 3.06%

7-02-02.1.3 - Campus Attractions 6.44%

7-02-02.1.4 - Campus Rec. & Intramurals 1.98%

7-02-02.1.5 - Fine Arts 4.82%

7-02-02.1.6 - Memorial Union 32.13%

7-02-02.1.7 - Student Government 4.19%

7-02-02.1.8 - Thunder Radio 1.05%

7-02-02.1.9 - Tier II Organizations 9.75%

7-02-02.1.10 - Special Projects Fund 0.72%

7-02-03 - The Senate reserves the right to adjust the budget of each Tier I organization plus or minus 2.5% of the respective percentage specified in 7-02-02.1, Senate Allocation of the Student Activity Fee, during a Senate meeting in which the budget for the next fiscal year is on the agenda with a simple majority vote.

7-02-04 - Tier I organizations *with the exceptions of Student Government, Campus Attractions, and Board of Student Publications* will be eligible for the Contingency or Special Projects Fund. These funds are defined in the Finance Guidelines.

7-02-05 - Tier II organizations will be allocated via the current Finance Guidelines.

7-03 - Accountability

7-03-01 - Section 7-02-02.1 Tier I organizations shall present a detailed and tangible record of all past financial activity during the previous fiscal year, as well as each organization's upcoming annual projections. They are required to give the presentation to the Senate by the end of the Fall Semester, which should also include a summary of their positive impacts on the university and its students.

7-03-02 - The incoming Student Body Executive Branch will be required to prepare the upcoming year's budget with the Student Government Advisor. This budget must

be presented and approved by the Senate at the final Senate meeting of the Spring Academic Semester.

Title 8 - Reserve Fund

8-01 - Funding

8-01-01 - All funds that were allocated but not spent by Tier II student organizations will be transferred into this fund at the end of each fiscal year.

8-02 - Allocations

8-02-01 - Money from this fund is for emergencies and special projects deemed by Senate to benefit the Student Body.

8-03 - Restrictions

8-04 - A Reserve Request resolution requires a two-thirds vote to approve spending.

8-05 - To override a Student Body President's veto of a Reserve Request shall require a three-fourths vote by the Senate.

8-06 - The fund can only be used for special projects if the fund exceeds \$25,000.

Title 9 - Amendments and Enactments

9-01 - Procedures

9-01-01 - Proposed guidelines and amendments to this code shall require two readings and a two-thirds affirmative vote of the Senate.

9-01-02 - This code shall be reviewed and amended as duly recognized by Article II, Section 4, Part A, item (6) in the Student Body Constitution, on a biennial basis, or as deemed necessary by a committee appointed by the President of the Senate.