

University of Minnesota Crookston Student Association Constitution

PREAMBLE

We, the students of the University of Minnesota, Crookston, (UMC), exercise the rights and responsibilities of students to participate in the governance of the University of Minnesota; to execute proposals and programs for the students' benefit; to advance its interest in the community and the University Senate; to ensure rights of students within the community; and to ensure students the opportunity to participate within the Crookston Student Association of the Crookston campus of the University of Minnesota, establish this Constitution.

ARTICLE I. NAME

The organization shall be named the University of Minnesota, Crookston Student Association (UMCSA) and shall hereinafter be referred to as the CSA.

ARTICLE II. MEMBERSHIP

The general membership of the CSA shall consist of all registered students of the University of Minnesota, Crookston.

ARTICLE III. ORGANIZATION

Section 1. Meetings

- (a) The proceedings of all CSA meetings chaired by the President or acting President shall be conducted in accordance with Robert's Rules of Order, "Current Edition."
- (b) The President shall be empowered to appoint a parliamentarian to interpret questions of procedure.

Section 2. CSA Executive Committee

- (a) Membership
 - (i) President
 - (ii) Vice President

- (iii) Secretary
- (iv) Treasurer
- (v) Regents Representative
- (vi) Student Senate Consultative Committee Representative
- (b) Meetings
 - (i) Meetings may be called by any member
- (c) Duties and Responsibilities
 - (i) To make decisions specifically passed on by the Executive Board

Section 3. CSA Executive Board

The Executive Board is the administrative body for the CSA and is responsible for the coordination of activities with other student organizations. It cannot override decisions of the CSA Full Board or student body.

- (a) Membership
 - (i) Members are to be elected by the student body include President, Vice President, Secretary and Senators.
 - 1) The number of Senators is defined as one per hundred students who pay the Student Service Fee
 - (ii) Members appointed by the Executive Board including Treasurer, Regents Representatives, Student Senate Consultative Committee (SSCC) Representative, and any remaining Senators.
 - (iii) One representative from Student Activities and the Center for Sustainability are appointed by their respective boards to serve on the CSA Executive Board.
 - (iv) One non-voting Faculty Advisor appointed by the Executive Board
 - (v) One non-voting Staff Advisor appointed by the Associate Vice Chancellor of Student Affairs.
- (b) Meetings
 - (i) The Executive Board shall meet twice a month
 - (ii) The Executive Board shall determine date and time

(iii) To have a quorum, two-thirds of the Executive Board must be present

(c) Duties and Responsibilities

(i) Investigate those requests brought forth by the CSA Full Board

(ii) Administer and allocate Student Association funds

(iii) Approve Student Activity funds

(iv) Consider additional funding requests by recognized student organizations

(v) Monitor recognized student organizations and if necessary, impose sanctions up to and including revocation of recognition for failure to operate under applicable organizational, CSA, and University rules.

Section 4. CSA Full Board

The CSA Full Board shall serve as the legislative authority for the actions of the student government, and no policy shall become the official policy of the CSA until in approval in a manor set forth by the Full Board. The CSA Full Board has the right to accept, amend, or reject the actions of the officers, CSA Executive Board, or CSA committees.

(a) Membership

(i) Members of the Executive Board

(ii) The Representative of each recognized student organization

(b) Meetings

(i) The CSA Full Board shall meet twice a month with the date, time, and location to be set by the Executive Board.

(ii) To have a quorum, two-thirds of the Executive Full Board must be present.

(c) Duties and Responsibilities

(i) To formulate policies and programs concerning student welfare

(ii) To act as the communicative body between the student body, the administration, and the faculty of the UMC campus.

(iii) To approve and govern organizations that form and operate on the campus

- (iv) To enforce the provisions of the Constitution and Bylaws

ARTICLE IV. DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1. Executive Committee

(a) President

- (i) Execute the Constitution and Bylaws and rules of the CSA meetings
- (ii) Preside over all CSA Full Board and Executive Board meetings
- (iii) Maintain relations and be the primary spokesperson for the UMC student body
 - 1) Speak on behalf of graduates at commencement
 - 2) Act as spokesperson for the CSA at Campus Assembly
 - 3) Act as administrative liaison between the faculty/staff, particularly the UMC Executive Committee
 - 4) Facilitate the communication between the Executive Officers and the University level representatives
- (iv) Appoint and oversee committee chairpersons and assignments in conjunction with Vice President
- (v) Serve on administrative committees as requested
- (vi) Assist with the preparation of the Student Service Fee proposal for the Student Association and Clubs and Organizations
- (vii) Coordinate and emcee Spring and Fall Convocations
- (viii) Serve as a Senator in the University Senate and Student Senate
- (ix) Serve as alternate Student Representative to the Board of Regents
- (x) Solicit input and make decisions concerning all UMC students at the University level

(b) Vice President

- (i) Perform the President's duties in the event the President is absent
- (ii) Act as the liaison between student organizations and the Executive Board
 - 1) Distribute key point summary e-mail after CSA meetings to all recognized organizations.

- 2) Oversee the collection, organization, and filing of organization paperwork.
- (iii) Appoint and oversee committee chairpersons and assignments in conjunction with the President.
- (iv) Create and maintain e-mail distribution lists of the CSA Executive Board, CSA Full Board, and others as assigned.
- (v) Serve as a Senator on the University Senate and Student Senate
- (vi) Serve as alternate SSCC representative
- (vii) Facilitate the communication between the Executive Officers and the University level representatives
- (viii) Solicit input and make decisions concerning all UMC students at the University level
- (ix) Act as Student Legislative Coalition Representative

(c) Secretary

- (i) Keep record of all CSA Full Board and Executive Board proceedings
 - 1) Shall prepare and distribute minutes for all CSA meetings
 - 2) Shall maintain and post records of attendance for all CSA meetings
- (ii) Handle all internal and external correspondence
- (iii) Maintain and update the CSA document archives

(d) Treasurer

- (i) Act as Chairperson of the Finance Committee
- (ii) Prepare, maintain, and report accurate financial records for the CSA, Student Activities, and Clubs and Organizations budgets.
 - 1) Act as a liaison between the Business Office and the CSA Executive Committee
 - 2) Assist with the preparation of the Student Service Fee proposals for the Student Association and Clubs and Organizations.

- (iii) Prepare and present a budget at the beginning of each semester for approval by the CSA Full Board
- (e) Student Representative to the Board of Regents
 - (i) Adhere to Board of Regents policy, guidelines, and assignments
 - (ii) Represent the students of UMC to the Board of Regents and central administration
 - (iii) Support the goals of the UMC administration and faculty when in the best interest of the students
 - (iv) Report back to the CSA on the Board of Regents meetings
 - (v) Maintain links to other student associations in the University via their student representatives to the Board of Regents
 - (vi) Attend all Board of Regents meetings, or find a replacement
- (f) Student Senate Consultative Committee Representative
 - (i) Act as a liaison between the CSA and the Student Senate Consultative Committee
 - (ii) Attend the Student Senate Consultative Committee, Student Senate, Senate Consultative Committee, and University Senate meetings.
 - (iii) Inform the President and the Vice President of pertinent agenda items for the University Senate and Student Senate meetings
 - (iv) Report back to CSA on all SSCC meetings

Section 2. Executive Board

- (a) Senators
 - (i) See Bylaws for positions and duties
- (b) Student Activities Chair
 - (i) See Bylaws for positions and duties
- (c) Crookston Students for Sustainable Development Representative
 - (i) See Bylaws for positions and duties

ARTICLE V. SELECTION OF EXECUTIVE BOARD MEMBERS

Section 1. Qualifications

- (a) Students filing for the offices of President, Vice President, Secretary, Treasurer, Regents Representative, and SSCC Representative must have completed at least two semesters with a six credit minimum enrollment each semester at UMC. Students filing for the elected or appointed positions of Executive Committee must have a cumulative GPA of 2.0, enrolled with 6 credit minimum, and be a degree seeking student.
- (b) Any students currently enrolled at UMC may file for the office of Senator. Students filing for the elected position of Senator must have a cumulative GPA of 2.0, enrolled with 6 credits, and be a degree seeking student. For freshman filing for Senator Positions, a 2.0 Cumulative GPA on a 4.0 system or equivalent from a high school is required.
- (c) Members of the Executive Committee must not be executive officers of a registered UMC student organization.
- (d) Students selected or elected to positions on the CSA Executive Board must maintain a cumulative GPA of 2.0 and enroll in six credits per Spring/Fall term or they will be removed from office.
- (e) The CSA Advisors shall review the GPAs and the enrollment status of all Executive Board members within the first three weeks of each semester and report to the Executive Committee on any action that is required.

Section 2. Selection and Voting

- (a) Application for CSA elections may be obtained from CSA office and as posted.
- (b) Filing for President, Vice President, Secretary, and half of the Senators shall occur for a week in Spring semester as publicized by the CSA Executive Board. Campaigning shall begin on the next Monday and continue for five in-session days. Voting shall be the first Monday after campaigning ends.
- (c) The current Executive Committee will appoint the Treasurer, Regents Representative, and SSCC Representative before the Executive Board leaves office at the end of spring term.
 - (i) Filing dates for Treasurer, Regents Representative, and SSCC Representative Positions shall be publicized by the CSA Executive Board.

- (ii) Selections of Regents Representatives must follow the Board of Regents guidelines for appointment to the position.
- (d) Filing for remaining Senator positions shall begin at least five class days after Fall term begins. Campaigning shall follow filing and continue for a period of five class days. Voting shall be the first day after campaigning ends for a minimum of two consecutive days.

Section 3. Terms

- (a) The term of office for Executive Board members shall be one year.
- (b) Elected and appointed members of the Executive Board are limited to two terms of office in a specific office.

Section 4. Vacancies

- (a) The Vice President shall succeed the President if he/she vacates the office.
- (b) The Chair of the Senators shall succeed a member of the Executive Committee if he/she vacates the office.
- (c) All other vacancies shall be filled by the following procedure:
 - (i) All interested students shall be invited to file for the vacant position for the remainder of the term.
 - (ii) Filing qualifications shall be the same as those for regular applicants.
 - (iii) The Executive Board shall appoint replacements from those filing for office.
 - (iv) If the Executive Board concludes that none of the applicants that applied for a vacated office are adequately qualified, the position may remain open and a current Executive Board member may be asked to assume the duties of the position for the remainder of the term.

ARTICLE VI. MEMBER SANCTIONS

Section 1. Sanctioning/Removal of CSA Full Board Members

- (a) The removal of CSA Full Board members may occur if given just cause. Just cause can be defined but is not limited to any code of conduct violation, non-compliance with duties and responsibilities and by guidelines outlined in the CSA Constitution and Bylaws.
- (b) Removal of CSA Full Board members for cause shall involve the following steps:

- (i) Any person may file a charging affidavit with the secretary. This affidavit shall list the alleged grounds for sanction/removal and preliminary evidence thereof.
- (ii) The Executive Board shall investigate the charges and determine if a hearing is appropriate. If members of the Executive Board are charged or involved in the issue(s), they shall recuse themselves from the discussions.
- (iii) If the Executive Board decides to hold a hearing, the Secretary shall notify the member of the date, time, and location of the hearing.
- (iv) After the hearing, the Executive Board shall deliver to the Secretary and the member a statement of their findings from the hearing.
- (v) The Executive Board may exercise either/both of the following options:
 - 1) The Executive Board may recommend a penalty to the Full Board, who shall vote on the issue. A majority of votes in favor of the penalty shall make it effective.
 - 2) The Executive Board may vote on the issue directly. A two-thirds vote of the Executive Board shall refer the issue to the CSA advisors and the UMC Chancellor. A two-thirds vote of these individuals shall make the penalty effective. The Full Board may not override the Executive Board on this matter, but may make a recommendation to the CSA advisors.
- (vi) The Bylaws may require a necessary level of attendance, which if not maintained shall cause removal from office.
- (vii) The removal of the Regents Representative must also follow guidelines set by the Board of Regents.

ARTICLE VII. STANDING COMMITTEES

Section 1. Creation

- (a) Standing Committees shall be outlined in the bylaws

Section 2. Member Selection

- (a) The Vice President in conjunction with the President and Senator for Committees on Committees shall appoint chairpersons and members.

ARTICLE VIII. REFERENDUMS

The purpose of the referendum is to reverse any action by the CSA Full Board

Section 1. Procedure

- (a) Formal notice from any student(s) or group(s) must be given in writing to the CSA President within 24-hours of the passage of the original measure.
- (b) Upon receiving formal notice, the CSA President shall delay action on the contested measure for five in-session school days.
- (c) Within the five day period, a petition bearing the signatures of fifteen percent of the student body must be submitted to the CSA President for verification of signatures. Upon receipt of the petition, the CSA President has five in-session school days to verify signatures. Action on the contested measure will be delayed until the CSA President determines that the petition does not meet these requirements or the results of the vote discussed below are public.
- (d) Five in-session school days following the verification of signatures, there will be a student body referendum to pass or fail the CSA action.
- (e) Two-thirds of the votes cast by the student body in opposition of the CSA Full Board will serve to nullify.

ARTICLE IX. AMENDMENTS

Section 1. Proposal

- (a) The CSA Full Board may propose an amendment with a two-thirds vote.
- (b) A petition bearing signatures of fifteen percent of the students who pay the Student Service Fee may propose an amendment or revision.

Section 2. Voting

- (a) The CSA Executive Board shall publish the proposed amendment in the campus publication immediately following proposal.
- (b) Student body voting on the proposed amendment shall take place on the first in-session day at least one week following campus publication.

Section 3. Acceptance

Upon the approval of a majority of the students casting ballots, the amendment shall become a part of the Constitution and the revised Constitution shall be accepted.

REVISED: 1968, 1971, 1973, 1994, 1996, 1998, 2000, 2001
AMENDED: 1976, 1977, 1979, 1984, 1987, 1998, 2005, 2011