

**NORTHERN IOWA STUDENT GOVERNMENT  
BY-LAWS**

**(Ratified January 28th, 1981)**

**ARTICLE I: EXECUTIVE BRANCH**

**I. Executive Officers**

**A. President**

1. The President shall be the chief officer and official spokesperson of the Northern Iowa Student Government.
  - a) Acts as a liaison between students and administrators.
  - b) Coordinates meetings with other executive officers.
2. Serves on the following committees and attends the following meetings:
  - a) University Cabinet
  - b) Alumni Association Board
  - c) Commencement Committee
  - d) Other boards and committees as needed

**B. Vice President**

1. Consults routinely with officers and the advisors of collegiate and departmental organizations (honorary, professional, and departmental) so as to be able to report and represent their concerns, needs, and accomplishments to the Senate and to assure student representation. In this way, serves on the following committees and attends the following meetings:
  - a) Chairs Above and Beyond Awards Committee
  - b) Faculty Senate
  - c) Recruitment Council
  - d) Liberal Arts Core Committee
  - e) Facilities Planning and Advisory Committee
  - f) Educational Policies Commission

- g) Intercollegiate Academics Fund
  - h) Commencement Committee
  - i) Student Records Hearing Panel
  - j) University Curriculum Committee
2. Solicits and recommends the appointment of student representatives to university committees.
  3. Monitors and reports to the Senate on all curricular proposals, particularly those relating to major and minor requirements and general education.
  4. Shall be responsible for knowledge and advisement to students on issues concerning student academic grievances and university policy on Academic Records.
  5. Serves as an ex-officio/non-voting member of the Government and Legislative Affairs Committee.

#### **C. Director of Finance**

1. Serves as a financial advisor to all student organizations requesting funding.
2. Processes, monitors, deposits, and completes all requisitions, expenditures, deposits, transfers, and receipts for all Northern Iowa Student Government controlled accounts.
3. Serves as Northern Iowa Student Government Liaison to the Student Accounts Coordinator and Student Involvement Center Staff.
4. Serves as an ex-officio/non-voting member of the Organization and Finance Committee. In this capacity, the Director shall be responsible for:
  - a) Sending notice to all student organizations, at the beginning of every academic semester, regarding the availability of Committee funding.
  - b) Sending notice to student organizations regarding Organization and Finance funding approval or denial, including the rationale for the denial.
  - c) Reviewing changes to student organization constitutions to ensure that changes do not violate the Funding and Recognition Guidelines.

- d) Informing student organizations of policies and procedures regarding using student organization funding (incurred or contracted, funded in part by, hearing times and dates, etc.)
5. Assists the President in preparation of the Northern Iowa Student Government Budget.
6. Serves as an ex-officio/non-voting member of the Pepsi Fund and Intercollegiate Academic Fund.

**D. Director of Governmental Relations**

1. Meets regularly with members of the state legislature to promote student interests.
2. Plans and coordinates with University Relations and student organizations for lobbying activities to the State of Iowa.
3. Shall keep the student body updated on activities of the state government through newsletters, posted announcements, and any other media outlets available.
4. Serves as an ex-officio/non-voting member of the External Relations Committee.

**E. Director of Public Relations**

1. Serves as a public relations officer for the Northern Iowa Student Government and will advertise services and programs to the student body.
2. Shall create, update, and maintain the Northern Iowa Student Government website.
  - a) Shall post templates on the Northern Iowa Student Government website for bills, financial and otherwise, and resolutions along with a brief explanation on how to write legislation.
  - b) Post the reports of the Executive Officers on the website for public viewing.
  - c) Work with the Speaker of the Senate and/or a student media service to ensure that meetings of the Senate are recorded and, if possible, made accessible in real-time to students via the internet and that all bills and resolutions are made available to students on the website after their passage.

3. Will keep social media platforms up to date on events and relevant issues in the Northern Iowa Student Government.
4. Serves as an ex-officio/non-voting member of the Campus Relations Committee.

**F. Director of Diversity**

1. Shall address and provide insight on the enhancement of diversity through academic and social venues.
2. Shall serve on academic, social, and institutional committees geared towards the enhancement of diversity and a positive student-life experience. In this way, serves on the following committees and attends the following meetings:
  - a) Chairs Diversity Matters Fund Committee
  - b) Diversity and Inclusion Council
  - c) Bias Response Committee
  - d) Disability Advisory and Advocacy Committee
  - e) UNItY Now Committee
  - f) Department of Residence Review Team
  - g) Women's Center Committee
  - h) Diversity Advisory Committee and its two subcommittees, or appoints other student(s) to serve in these positions
  - i) International Advisory Council, or appoints another student to serve in this position
  - j) Any multicultural student organization alliance council
3. Will facilitate diversity-focused programming that enhances student body wide recognition and appreciation of acceptance and diversity.
4. Shall establish communication between and report to student groups for the purpose of aiding in and enhancing a positive student-life experience.
5. Shall keep the student body updated on activities of diversity through newsletters, posted announcements, and any other media outlets available.

6. Shall serve as ex-officio/non-voting member of the Campus Relations Committee.

**G. Chief of Staff**

1. Shall be the primary coordinator of all Northern Iowa Student Government related business
  - a. Maintains a contact list of all executive officers, Senators, and Justices.
  - b. Shall record minutes at each senate meeting.
  - c. Shall be responsible for ensuring the accurateness and completeness of all Senate meetings prior to distribution.
  - d. Maintains the official record of Northern Iowa Student Government bills and resolutions.
  - e. Represents Northern Iowa Student Government in matters concerning the laws and by-laws before the Northern Iowa Student Government Supreme Court.
  - f. Shall assist the Vice President with Upper Cabinet meetings, as needed.
  - g. Oversees Lower Cabinet and meets, at minimum, monthly with them.
2. Serves as an ex-officio/non-voting member of the Organization and Finance Committee
3. Any other duties as assigned by the President and Vice President

**II. Lower Cabinet Directors and Lower Executive Officers**

As enumerated in Article II, §6(A) of the Northern Iowa Student Government Constitution, the President has the power to create lower executive offices, and therefore has the ability to fill or leave vacant the positions outlined in this section and create additional positions as needed.

**A. All Lower Cabinet Directors and Lower Executive Officers shall:**

1. Act as a representative of Student Government in all initiatives in order to foster communication and collaboration with the outlined populations under their Directorship and Office.
2. Maintain open communication as needed with their associated Upper Cabinet Director assigned to them by the President and Vice President and with any other Student Government collaborators, including Senators.
3. Assist Upper Cabinet Directors by attending meetings and serving on committees in their designated area of Directorship as discussed with their associated Upper Cabinet Director.

4. Attend at least one meeting of the Senate per month to present a report of activities, or at the discretion of the Speaker of the Senate shall submit a formal written report to the Speaker to share with Senate in place of attendance at a meeting.
  - a) Failure to attend two meetings of the Senate or failure to submit two formal reports as arranged with the Speaker will result in an automatic meeting with the Director's associated Upper Cabinet Director to discuss the direction of their position.
  - b) Failure to attend one meeting of the Senate or failure to submit one formal report as arranged with the Speaker after the meeting outlined in Article I, §2(A), Number 4a will result in automatic dismissal from their position.
5. Summarize activities and suggestions for the future of the position at the end of their tenure in a written report with the purpose of providing transitional materials for the next student in their position.

**B. Director of Alumni Relations**

1. Work with the UNI Alumni Association and Connecting Alumni to Students (CATS) to find Cedar Valley alumni to mentor student organizations and students.
2. Work with Director of Governmental Relations on the lobbying of legislators that are alumni of the University.
3. Give updates to the UNI Alumni Association of Northern Iowa Student Government activities to be used in Association publications, such as *UNI Today*.

**C. Director of Athletic Affairs**

1. Maintain open communication with the Director of Intercollegiate Athletics, coaches, athletic staff, and athletes.
2. Investigate particular problems facing student athletes and how to better integrate student athletes into the campus community.
3. Partner with UNI Athletics and student organizations to plan events using Athletics facilities.
4. Attend Intercollegiate Athletics Advisory Council as designated by the Vice President.

**D. Director of Disability Services**

1. Investigate the accessibility and identify problem areas of campus facilities.
2. Work with student organizations on hosting accessible event meetings.

**E. Director of First Year Students**

1. Student Government representative for first-year initiatives.
2. Works with student organizations, such as First Generation Students, to promote collaboration with Student Government.

**F. Director of Fraternity and Sorority Life**

1. Attend Panhellenic Council and Interfraternity Council meetings weekly.
2. Work with fraternities and sororities on all-greek programming.

**G. Director of International Student Affairs**

1. Attend International Student Association meetings weekly.
2. Attend International Advisory Council meetings as designated by the Director of Diversity.
3. Plan events in collaboration with international student organizations, the Center for Multicultural Education, and/or the International Student Office.

**H. Director of LGBT\* Affairs**

1. Attend UNIProud meetings weekly, and attends meeting of any other LGBT\* community-specific organizations.
2. Attend LGBT Advisory and Advocacy Committee meetings monthly.
3. Collaborate with the LGBT\* Center, student organizations, and the administration to work on projects that promote inclusivity, such as making facilities and housing gender inclusive.

**I. Director of Local Government Affairs**

1. Attend City Council meetings biweekly and maintain open communication with City Council members.
2. Attend External Relations meetings weekly.
3. Ensure students are informed of city ordinances, local elections, and other matters that are relevant to the campus community through collaboration

with the Director of Public Relations and events that partner the University with the City of Cedar Falls.

**J. Director of Residence Life**

1. Encourage collaboration between the Department of Residence and Student Government through, but not limited to, events.
2. Investigate Department of Residence initiatives and procedures to see if they are sufficient in meeting students' needs.

**K. Director of Student Organizations and Engagement**

1. Attend Organization and Finance meetings weekly.
2. Communicate with student organization leadership regularly.
3. Work to improve the transition of leadership in student organizations.

**L. Director of Sustainability**

1. Collaborate with the Office of Sustainability for the development of the Panther Plot, a student service fee for sustainability initiatives, the Bike Share Program, and connecting sustainability to all departments and aspects of the University.
2. Meet with the University Sustainability Coordinator regularly.
3. Member of University sustainability committees as needed.

**M. Director of Military and Veteran Affairs**

1. Work with the Military and Veteran Student Services Center and the UNI Veteran's Association as a liaison and resource.
2. Plans and attends events pertaining to veterans and military affairs.

**N. Director of Mental Health**

1. Sits on the Mental Health Advocacy Committee
2. Attends meetings of the Healthy Campus Coalition.
3. Helps promote counseling center events (Let's Talk, Mental Health Awareness Week, etc.)
4. Meets monthly with the head of the counseling center to provide updates on mental health services for students



### **III. Salaries**

Salaries paid to executives or employees:

- A. Shall be applied only to the time being served.
- B. Must be approved by the Senate.
- C. Any increase in compensation approved by the Senate shall not go into effect until the next office-holders are inaugurated.

## **ARTICLE II: LEGISLATIVE BRANCH**

### **I. Officers**

#### **A. Speaker**

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

1. The Speaker is elected by a majority vote of the transitional senate. Unopposed candidates for Speaker must receive a majority in order to be elected. Persons wishing to be candidates for Speaker must file an application in the Northern Iowa Student Government office. A public announcement shall be made by the Speaker of the outgoing Senate to the Senate and through campus media at least two weeks prior to the first meeting of the new session. For vacancies occurring at other times, the Deputy Speaker shall be charged with this responsibility.
2. The Speaker chairs Senate meetings, the normal duties of a chairperson being detailed in pertinent sections of *Robert's Rules of Order, Newly Revised*. If a Senator, the Speaker may vote or abstain from voting on any measure before the Senate as they please; if not a Senator, their voting privileges are only those common to all chairpersons. Senators lose none of their privileges upon assuming the Speakership, and remain responsible to the constituency from which they were elected.
3. As chief officer of the Senate, the Speaker:
  - a) Serves as the public representative of the Senate.
  - b) Shall specify the membership of Senators in each of the committees as outlined in the Northern Iowa Student Government Constitution.

- c) Verifies the attendance of Senators at all meetings of the Senate and committees.
- d) May recommend impeachment of a Senator for derelictions not resulting in automatic removal.
- e) Shall compose an agenda prior to each Senate meeting and shall assign a number to all legislation. The Speaker shall send the agenda, the reports of the Executive Officers, and any bills or resolutions to be discussed to all Senators, Executive Officers, and all appropriate student media outlets, by 10 PM the night before a Meeting of the Senate.
- f) The Speaker shall make available any Senate Resolutions and Bills, meeting minutes, informal Executive Reports, and any other important documentation or reports at the discretion of the Speaker in a public Google Drive folder linked on the Northern Iowa Student Government Website by 10 PM the night following a Meeting of the Senate in coordination with the Director of Public Relations.
- g) If a Senator wishes to change their major during the legislative session, and a seat for the college under which their new major falls is available, the Speaker may appoint that Senator to the seat for their new college through the normal application process. If no seat is available in the college under which the Senator's new major falls, their current seat may be changed to an at-large seat by a majority vote of the Senate.
- h) Before the first day after Labor Day, the Speaker shall not appoint any new Senators, however; the Speaker shall make appointments to fill the non-Senator seats on the standing committees as enumerated in the Northern Iowa Student Government Bylaws; Article V, Section 3, Subsection E. The requirements in subsection "f" shall be fulfilled.
- i) After Labor Day in September, the Speaker shall, through the interview process, fill all remaining seats on the Senate as well as non-Senator seats on the committees, and continue to do so throughout the term. The requirements of subsection "f" shall be fulfilled.
- j) The Speaker shall report at least once per month the progress of filling any remaining vacancies on the Senate and standing committees. Also, the Speaker shall report to the Senate reasons why an applicant is or is not qualified for the position they seek

and any reason(s) why vacancies have not, cannot, or will not be filled.

- k) Work with the Director of Public Relations and/or a student media service to ensure that meetings of the Senate are recorded and, if possible, made accessible in real-time to students via the internet.
- l) The Speaker shall notify the Senate of the responsibility to attend Dean's Advisory Committee meetings, and communicate to the Senate the meeting times of each college's committee at the first Senate meeting of each semester.
- m) Maintains the Official Record of Northern Iowa Student Government Senate Bills and Resolutions and coordinates with the University Archives.

## **B. Deputy Speaker**

At the first regular meeting of the Senate, the Speaker shall appoint a Deputy Speaker by a simple majority vote of the Senate.

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

## **II. Standing Committees**

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

### **A. Organization and Finance**

This committee shall be responsible for:

1. Budgeting Student activity monies.

2. Accepting applications from new student organizations seeking recognition.
3. Revoking recognition from defunct organizations.
4. Reconciling complaints between student organizations recognized by Northern Iowa Student Government.
5. Reviewing requests for the use of the Contingency Fund.
6. Reviewing student organization constitutions.
7. Shall have the ability to revoke recognition of student groups.

In addition, the Chair of this committee shall serve as a member of the Student Services Fee Committee.

## **B. Government and Legislative Affairs**

This committee shall be responsible for:

1. Proposing and reviewing Northern Iowa Student Government Constitution and By-Law changes.
2. Reviewing Northern Iowa Student Government policy changes.
3. Monitoring University policy changes.
4. Monitoring the activities and policies of student governmental organizations representing UNI students.
5. Appointing a member of the committee to update all governing documents of the Northern Iowa Student Government, with the help of committee, and send an updated copy to the Speaker of the Senate for review and recordkeeping. The Director of Public Relations shall post the document on the website.
6. The membership of this committee shall consist of the Committee Chairs of the Senate, the Speaker of the Senate, and a Senator elected to be the Chairperson of the committee.
7. The Chairperson of Government and Legislative Affairs shall be elected by the Senate.
8. The committee is required to meet a minimum of once a month during the Senate Session.

## **C. Campus Relations**

This committee shall be responsible for:

1. Devising and coordinating a variety of events to be sponsored by Northern Iowa Student Government in conjunction with the Director of Public Relations including philanthropy, socials, etc.
2. Assist the Director of Public Relations in promotion of all Northern Iowa Student Government activities.
3. Collecting feedback from students on current issues of importance when deemed necessary.
4. Acting as a liaison with other student groups to encourage self-promotion.
5. Investigating various general education proposals.
6. Serving as a forum for student concerns.
7. Monitoring issues pertaining to all aspects of student life and academic affairs.

#### **D. External Relations Committee**

This committee shall be responsible for:

1. Educating the student body and the Northern Iowa Student Government about pertinent student issues and lobbying techniques.
2. Reviewing state and local legislative meetings and proposed bills.
3. Coordinating student outreach to the Iowa state legislators.
4. Meeting with state legislators to lobby on behalf of students.
5. Membership shall not be restricted by the number of Senators.

#### **E. Membership**

Membership of non-Senators on standing committees, with the exception of the External Relations Committee, shall not exceed one (1) non-Senator for every two (2) Senators. Non-Senators serving on standing committees shall have full voting privileges with regards to those committees.

#### **F. Committee Chairs**

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

respective committees. One person may not hold the positions of Committee Chair of one Standing Committee and Chair of another Standing Committee concurrently.

### **III. Legislation**

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

- G.** All requests for contingency funding, including those from the executive branch of government, must be submitted to the Organization and Finance Committee. Main motions from the Senate floor requesting funds from Contingency shall not be permitted.
- H.** The Speaker shall have the authority to edit legislation for grammatical and formatting errors that does not affect the intent and purpose of the bill.

#### **IV. Proxy**

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

#### **V. Dereliction of Duty**

##### **A. Excessive Absences**

If a Senator is absent without proxy or excuse from two (2) consecutive or four (4) non-consecutive meetings, the Senator shall lose their seat and the constituency shall be notified of the vacancy by the Speaker of the Senate. A Senator may be excused from attending a Senate meeting upon approval from the Speaker. An excused absence may be obtained anytime prior to the next regularly scheduled meeting. Excused absences may be accepted for no more than one-third of the total number of senate meetings. This is to be determined by the Director of Administration using the total number of meetings in the regular session. This is to be determined at the beginning of the term. In the event that a Senator is denied an excused absence they shall have the right to request a review of the matter by the full senate. An appeal must be filed with the Speaker of the Senate no later than two (2) weeks following the meeting that the excused absence was denied.

The Senate shall not abridge the right of further appeal to the Northern Iowa Student Government Supreme Court.

#### **B. Committee Absences**

If a committee member is absent without proxy or excuse from two (2) consecutive or four (4) non-consecutive committee meetings, their conduct will be reviewed by the full Senate. The committee member must account for their absence. Upon completion of this review, the Senate shall take action that it deems necessary. A committee member may be excused from attending a committee meeting upon approval from the chair of the committee. An excused absence may be obtained anytime prior to the next regularly scheduled meeting. Excused absences may be accepted for no more than one-third of the total number of committee meetings. This is to be determined by the chair of the committee at the beginning of the term. In the event that a Senator is denied an excused absence they shall have the right to request a review of the matter by the full Senate. An appeal must be filed with the Speaker of the Senate no later than two (2) weeks following the meeting that excused absence was denied. The Senate shall not abridge the right of further appeal to the Northern Iowa Student Government Supreme Court.

#### **C. Senatorial Duties**

If a Senator does not meet their duties specified under Section 7, the Senator shall lose their seat and the constituency shall be notified of the vacancy by the Speaker of the Senate. An excused absence may be obtained anytime prior to the next regularly scheduled meeting by contacting the Speaker of the Senate . Excused absences may be accepted for no more than one-third of the total number of Senate meetings. The number is to be determined by the Speaker of the Senate using the total number of meetings in the regular session. It will be determined at the beginning of the term. In the event that a Senator is denied an excused absence they shall have the right to request a review of the matter by the full senate. An appeal must be filed with the Speaker of the Senate no later than two (2) weeks following the meeting that the excused absence was denied. The Senate shall not abridge the right of further appeal to the Northern Iowa Student Government Supreme Court.

#### **D. Unexcused Absences**

The following shall constitute an unexcused absence:

1. Homework
2. Upcoming tests



3. Events and meetings of other organizations
4. Leaving a meeting before three-fourths of the meeting is complete
5. Work
6. Using a proxy from a different constituency

#### **E. Excused absences**

If the Senator makes a reasonable effort to notify the Speaker of the absence and to find a proxy, the following shall constitute an excused absence:

1. Required events for class
2. Personal or family illness
3. Personal or family emergency

#### **F. Unnamed Absences**

For absences unlisted in the previous two sections, the Speaker of the Senate shall have the authority to determine whether an absence is excused or unexcused. The Speaker of the Senate shall also have the authority to require any reasonable documentation for an excused absence. Any documentation policy must be given to Senate in writing and apply to all Senators.

#### **G. Classes**

If a Senator has a class which consistently affects their attendance and duties as a Senator, they will be asked to vacate their seat. The Speaker of the Senate shall reserve the right to fill the seat through the application process.

### **VI. Senatorial Duties**

- A.** All Senators shall be appointed to and serve on at least one Senate Standing Committee.
- B.** All Senators shall apply for a minimum of one University Committee.
- C.** Senators representing a College shall attend at least one meeting every four weeks of the Dean's Advisory Council for the college they represent, and at least one Senator for the college shall attend each meeting of the Dean's Advisory Council.

If a Senator cannot attend the minimum meetings as required in this section, they shall be required to 1) submit a report to the body, 2) notify the head of the body of an expected absence at least twenty-four hours in advance of the meeting.

- D.** Senators and Chairs of Senate Committees are required to keep office hours in a manner deemed appropriate and recorded by the Speaker of the Senate.

The Speaker of the Senate may not require an excess of 50 minutes of office hours per week. The nature of office hours are up to the discretion of the Speaker. The time and location of these hours are to be approved by the Speaker.

## **VII. Standing Rules**

The following rules shall govern the operation of Senate and shall hold precedence over the parliamentary authority.

### **A. Opening the Floor to Questions.**

When legislation is brought before Senate, the sponsoring Senator, chair of the sponsoring committee, a Senator chosen by the student body in the case of an initiative, or their designee will be yielded the floor for an opening statement. Following the statement, the floor will be open for questions. When no Senators are requesting the floor, or following a motion to enter debate, the Speaker will open the floor for debate. No question will count against a Senator's maximum speaking time. However, if the comments are not restricted to questions, the Speaker may count it against a Senator's maximum times being yielded the floor on a question.

### **B. Rules for Debate**

1. No Senator shall be given the floor more than twice on a single question.
2. A Senator may not exceed ten minutes each time yielded the floor.

### **C. Rules for Non-Senator Involvement**

A Senator may request to recognize a non-Senator. This request may be denied at the request of any two Senators. Any time used by the Non-Senator will be taken off the maximum time provided to the recognizing Senator and they will be given the balance of the time when the Non-Senator yields.

### **D. Record**

A record roll call vote shall be ordered upon request of any two members. The names of the members requesting the record roll call shall be entered in the minutes.

### **E. Yielding the Floor**

A Senator who has the floor may request that any Senator or Non-Senator,

pursuant to clause C, yield the floor for questions or comments. All time used by either speaker will count against the maximum time provided to the Senator who originally had the floor.

#### **F. Special Business**

Non-Senators may be added to the docket under a section called Special Business. Non-Senators may not exceed fifteen minutes each time they are yielded the floor during this part of the meeting.

### **VIII. Executive Orders**

#### **A. Legislative Process**

Only the President is authorized to submit an executive order. Executive orders must be submitted by the same deadline as a non-controversial piece of legislation and shall be treated as such with regards to docketing and discussion.

#### **B. Purposes**

The President shall have the power to draft and submit to the Senate or other applicable body, in writing, an Executive Order for the following purposes:

1. Creating an Executive Committee or Office
2. Appointing/Appointments(s) to Executive committees or Offices
3. Dismissing Executive Officers
4. Calling meetings or special meetings of the Senate or the Student Body

## **ARTICLE III: JUDICIAL BRANCH**

### **I. Selection of Justices**

- A.** A Justice cannot be a member of the Northern Iowa Student Government Legislative or Executive Branch.
- B.** A public announcement shall be made by the President to the NISG Senate and through campus media at least two weeks prior to the filling of any open position. The President and any two directors shall then interview applicants in-person. Their appointee shall then be sent in-person to the Senate for a confirmation hearing.
- C.** Vacancies shall be filled in the same manner as stated above.

#### **ARTICLE IV: ADVISOR**

- A. Per University policy 3.10, “Registered student organizations must have an advisor who is a member of the UNI faculty or staff”
- B. The advisor(s) for the Student Government shall be a resource for all members for the Student Government, and is charged with:
  - 1. Attend all regular, transitional, and special meetings of the Senate. Should the advisor be unavailable, a proxy shall attend in their place
  - 2. Assist in the transitions of executive branch, if requested or required
  - 3. Meet at least monthly with the President, Vice President, and members of the Upper Cabinet
  - 4. Provide guidance for the vision and goals of Student Government
  - 5. Provide information about University policies and procedures when necessary
  - 6. Provide insight in internal judicial hearings and proceedings when necessary
  - 7. Mediate conflicts between any members of the Executive, Legislative, and/or Judicial branch.
  - 8. Act as a liaison to the Student Life & Event Services staff to provide updates to regarding to student organizations to the Student Government

#### **ARTICLE V: PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE VI: AMENDMENTS**

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

These By-Laws were ratified 28 January 1981.

The following amendment have been made:

April 1981 (proxies);

February 1981 (election rules);

December 1981 (legislation and Interim Committee);

February 1982 (election rules and petitions);

May 1983 (Senate appointment);

May 1984 (Supreme Courts);

March 1985 (Proxies);

January 1986 (election rules);

May 1987 (Standing Committee);

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

March 1988 (Judicial Terms);

October 1988 (public announcements, excused absences);  
December 1988 (main motions for monies);  
February 1989 (standing committee name);  
March 1989 (committee chairs selection);  
October 1989 (senate mandated revision);  
May 1991 (senate mandated revision);  
November 1993 (Interim Committee, rules);  
April 1997 (legislation readings)  
Article VIII (Interim Committee) was revised via SSB 2001-13 in September 2000.  
Article VIII was created for a Webmaster in September, 2001 by SSB 2002-04. Other articles were renumbered accordingly  
Article V was amended to include the late insertion of agenda items.  
Article V, Section 1 was amended to further outline Speaker duties.  
Article VIII, Section 2 was amended to further outline the webmaster selection committee.  
Article I, Section 1 was amended to include interim summer actions by the Vice-President.  
Article V, Section 8 was amended to include Standing Rules.  
Article V, Section 8 was amended to include Dereliction of Duty.  
Article V, Section 1 Paragraph A, Line 3, Point f was amended to include in-person hearing.  
Article VI, Section 1, Clause B was amended to include in-person confirmation hearing.  
Article V, Section 8 was amended to add time limits to guest speakers.  
2010-2011 (change the attorney general from Executive to Legislative, addition of the bill and resolution templates to website, send bills to Northern Iowan before the meeting, Attorney General removed from bylaws, GALA makes changes to NISG Constitution and Bylaws)  
Article V, Section 4 was amended to require Organization and Finance to review all funding bills.

November, 2014:

Article I, §1(B)(5) was changed to refer to university committees without an explicit list.  
Article I, §1(B)(7-10) were removed for various reasons, reflecting that these powers were given to other executive officers, or referring to the obsolete interim committee.  
Article II-IV were removed as redundant.  
Hereafter, articles V-VIII shall be referred to as articles II-V.  
Article II, §1(A)(3)(j) was removed, as this power was conferred to the Organization and Finance Committee.  
Hereafter, Article II, §1(A)(3)(k) shall be referred to as Article II, §1(A)(3)(j)  
Article II, §1(A)(3)(k) was added, making it a responsibility of the Speaker to inform Senators of their responsibility to attend Dean's Advisory Committee meetings.  
Article II, §3(A)(7) was added, providing for the power of the Organization and Finance Committee to fulfill its duty to deactivate student organizations at the beginning of each Fall term.  
Article II, §4(B) had the term "but is not limited to" removed, limiting the power of a non-Senator Speaker to introduce legislation.  
Article II, §4(G) had the subclause "except requests for funding from the Panther Fund" removed.  
Article II, §4(D) had the term Panther Fund replaced with Contingency Fund.

Article II, §6(D-G) were given headings.  
Article II, §6E was changed to require a reasonable attempt to inform the Speaker of absences.  
Article II, §6(F) and §6(G) were swapped, to ensure the clause in §6(G) accurately referred to the previous two items on excused and unexcused absences.  
Article II, §7 had sub-sections given headings.  
Article II, §7(C) was removed, as referring to the obsolete residence hall and ROTH Senators.  
Hereafter, Article II, §7(D-E) shall be referred to as Article II, §7(C-D).  
Article II, §7(C) was changed to describe responsibilities to attend Dean's Advisory Committee meetings.  
Article II, §9 had sub-sections given headings.  
Article V, §2 had a reference to the previous section fixed, in accordance with the removal of previous articles.  
In addition, numerous formatting changes were made to bring the document into uniformity with the NISG Constitution.

September 2015:

Article II, §3(B) number 8 was changed from twice to once a month as GALA does not need to meet very often at the beginning of the legislative session.

December 2015:

Article II, §7(D) added text giving flexibility of office hours.

April 2016:

See attached document:

[https://docs.google.com/document/d/15LLev2XeEcbflhPSDAD66vrY\\_wbQunfMf39au2OtY7o/edit](https://docs.google.com/document/d/15LLev2XeEcbflhPSDAD66vrY_wbQunfMf39au2OtY7o/edit)

April 2017:

Create Chief of Staff and update upper cabinet positions accordingly

Create lower cabinet director of mental health

Add Article IV for advisor role