Bismarck State College Student Government Association
Constitution and Bylaws

Preamble
We, the students of Bismarck State College, do ordain this Constitution in order to ensure that students have an opportunity to create and maintain an effective student government, and to develop campus and community leaders.

Article I
Name of the Organization
The name of this organization shall be the Student Government Association.

Article II
Statement of Equal Opportunity
The Student Government Association in its programs, activities, and appointments will not discriminate against persons on the basis of race, religion, age, creed, color, sex, disability, sexual orientation, national origin, marital status, veteran’s status, or political beliefs and affiliations.

Article III
Object and Purpose
The purpose of the Student Government Association is to provide representation to the students of Bismarck State College in order to voice student concerns and ideas, assist in student activities and to represent the students of Bismarck State College at the meetings of the North Dakota Student Association.

Article IV
Advisors
The Student Government Association shall have at least one advisor who shall be the Director of Student and Residence Life, and any other advisors which he or she shall appoint.

Article V
The Electorate
Any student enrolled in at least one Bismarck State College course on campus or online, and any collaborative and distance-learning student whose home campus is Bismarck State College shall be eligible to vote in the elections of the Student Government Association for officer positions that represent them.
Article VI
Legislative Branch

Section 1: Name
The legislative branch of the Student Government Association shall be the Student Senate.

Section 2: Membership
The membership of the Senate shall consist of:
- 5 senators representing upper classmen
- 5 senators representing freshmen
- 1 senator from each active student organization

Each senator shall be a member of the constituency which they represent.

Section 3: Terms of Office
Senators elected in the spring shall serve from noon on the first Monday of May until noon of the same Monday the following year.
Senators elected in the fall shall serve from noon on the first day following their election until noon of the first Monday of May.
There shall be no limit to the number of terms a student may serve as a senator.

Section 4: Qualifications and Duties of Office
Senators of the Student Senate shall:
- Take the Oath of Office
- Remain enrolled in at least one Bismarck State College course
- Maintain a cumulative GPA of 2.0 or higher
- Conduct themselves in a professional manner during all Student Government Association meetings and functions
- Relay information concerning the actions of the Student Government Association to their constituents
- Limit involvement in extracurricular activities to no more than 3 organizations including the Student Government Association
- Adhere to the absence policies in Article VI, Section 6
- Serve on at least one Student Government Association committee or liaison position
- Fulfill Student Government Association office hour obligations as assigned by the President
Section 5: Vacancy
In the event that a class apportioned seat of the Student Senate shall be vacant during the term of office, members of the Student Senate shall submit no more than two nominations to fill the vacancy to the President of the Student Government Association to be placed on the agenda of the earliest meeting of the Student Senate, at which time, a simple majority of vote of the Senators shall officially elect a nominee to the office of Senator for the remainder of the term.

In the event that an organization seat of the Student Senate shall be vacant during the term of office, the organization is responsible for electing a Senator for the remainder of the term according to the official policy outlined in the current Student Organization Handbook.

Section 6: Absence Policy
All elected senators are expected to participate in all scheduled Student Senate meetings, having no more than 2 unexcused absences in one semester. Excused absences shall be granted for observance of religious holidays, family emergencies, extracurricular activities, and academic obligations. Other cases will be reviewed by the Executive Board of the Student Government Association. Absences shall be reported 24 hours in advance when possible.

Section 7: Meetings
All meetings of the Student Senate shall be open to the public and shall follow these guidelines:

- Meetings shall be held once a week during the fall and spring semesters, unless otherwise specified by the Executive Board or by a motion of the Student Senate.
- Meetings shall be presided over by the President of the Student Government Association
- Robert’s Rules of Order shall be the official parliamentary procedure utilized during Student Senate meetings.
- Special meetings may be called by the Executive Board or by a written petition of one-third of the senators of the Student Senate.

Section 8: Voting
A quorum of a simple majority of all senators must be present in order for an official meeting to be called to order and any voting to occur. It shall be left to the discretion of the presiding officer to decide the method of voting unless a specific method is included within a motion. Each duly elected senator shall receive one vote. Members of the public and the Executive Board shall not receive a vote. In the event of a tie, the Vice-President of the Student Government Association may choose to vote.

Section 9: Authority
The following authority is granted to the Student Senate:
• To vote on spending proposals
• To vote on the decisions of a Student Government Association committee with the exception of the Elections Committee
• To make recommendations to college officials in regards to student and campus issues
• To initiate the recall of any member of the Student Government Association
• To initiate amendments to the Student Government Association Constitution

Article VII
Executive Branch

Section 1: Name
The executive branch of the Student Government Association shall be the Executive Board.

Section 2: Membership
The Executive Board shall consist of:
• The President of the Student Body
• The Vice-President of the Student Body
• The Secretary/Treasurer

Section 3: Terms of Office
Members of the Executive Board shall serve from noon on the first Monday of May until noon of the same Monday the following year. There shall be no limits to the number of terms a student may serve in an executive position.

Section 4: Qualifications and Duties of Office
Subsection A: The President shall:
• Take the Oath of Office
• Be a full-time Bismarck State College student and have been a Bismarck State College student for at least one semester prior to taking office.
• Be the official representative of the Student Government Association and shall serve as its administrative head.
• Be the presiding officer of the Student Senate, but shall have no vote.
• Be the Head Delegate and a voting member of the North Dakota Student Association unless superseded by the NDSA rules.
• Have other powers and responsibilities as prescribed elsewhere in this Constitution.
• Maintain a cumulative GPA of 2.0 or higher.
Subsection B: The Vice-President shall:

- Take the Oath of Office
- Be a full-time Bismarck State College student and have been a Bismarck State College student for at least one semester prior to taking office.
- Perform the duties of the President in the President’s absence.
- Not have a vote in the Student Senate except in the case of a tie. If the Vice-President is performing the duties of the President in the event of a tie, the Vice-President shall have no vote.
- Be a voting delegate to the North Dakota Student Association unless superseded by NDSA rules.
- Maintain a cumulative GPA of 2.0 or higher.

Subsection C: The Secretary/Treasurer shall

- Take the Oath of Office
- Be enrolled in at least one Bismarck State College course and have been a Bismarck State College student for at least one semester prior to taking office.
- Keep accurate records of all meetings of the Student Senate and of the Executive Board and make these minutes available at the next Student Senate meeting.
- Provide public records to the appropriate person or persons to be posted on the website.
- Be responsible for answering all requests for information regarding the Student Government Association.
- Be responsible for keeping accurate records of the changes made to the Student Government Association Constitution and of legislation passed and approved by the Student Government Association.
- Work with the Director of Student and Residence Life in reporting financial balances to the Student Senate.
- Maintain a cumulative GPA of 2.0 or higher.

Section 5: Succession

In the event that the office of President is vacated, the Vice-President shall assume the office of President. In the event of vacancy of any other Executive Board office, the President shall appoint a temporary officer to fill the position until an election of a new officer by the student body has occurred.

Section 6: Absence Policy

All Executive Board members are expected to participate in all scheduled Executive Board and Student Senate meetings, having no more than 2 unexcused absences in one semester. Excused absences shall be granted for observance of religious holidays, family emergencies,
extracurricular activities, and academic obligations. Other cases will be reviewed by the Advisors of the Student Government Association. Absences shall be reported 24 hours in advance when possible.

Section 7: Meetings
All meetings of the Executive Board shall be open to the chairs of all Student Senate committees and shall follow these guidelines:

- Meetings shall be held once a week during the fall and spring semesters, unless otherwise specified by the President.
- Special meetings may be called by any Executive Board member or the Student Government Association advisors.

Section 8: Voting
A majority of the Executive Board must be present in order any voting to occur. Each duly elected member of the Executive Board shall receive one vote. Committee chairs in attendance may not vote. In the event of a tie, the President of the Student Government Association shall make the final decision.

Article VIII
Oath of Office
All members of the Student Government Association shall take the following Oath of Office:

I, N., do solemnly affirm that I will uphold the Bismarck State College Student Government Association Constitution and will faithfully fulfill all of the obligations and duties of the office of POSN. I will strive to uphold the ideals of democracy and defend the rights of all Bismarck State College Students to the best of my ability.

Article IX
Active Student Organizations
Section 1: Representation
Every active student organization on campus is entitled to one seat on the Student Senate.

Section 2: Requirements
In order to be considered an active student organization the following criteria must be met:
- Shall hold at least one meeting each month during the fall and spring semesters
- Shall elect a senator to sit on the Student Senate
• Shall operate in cooperation with the Bismarck State College Policy and Procedures, and the Student Policy on Establishment & Operation of Student Organizations, Societies, and Clubs
• Shall not discriminate based upon the criteria of Article II of this Constitution as far as possible within the scope of the organization’s mission.

Article X
Student Government Association Committees

Section 1: Membership
All Student Government Association Committees shall be comprised of members of the Student Senate unless otherwise designated by this Constitution.

Section 2: Meetings
All committees shall:
• Meet at least twice per month during the fall and spring semesters, but should meet more often if necessary
• Provide minutes of the meeting to the Executive Board within one week of the meeting
• Report to the Student Senate regularly
• Be open to any Bismarck State College student

Section 3: Membership Conduct
All committee members shall:
• Miss no more than two meetings of the committees to which they belong each semester
• Be expelled from the committee at the discretion of the committee chair for failing to meet attendance obligations

Section 4: Ad Hoc Committees
Ad Hoc Committees shall:
• Be convened at the discretion of the Student Senate or the Executive Board
• Be chaired by the calling member, or as assigned by the President
• Report on the committee’s progress at each weekly Student Senate meeting

Section 5: Standing Committees
Standing committees shall:
• Be permanently established by this Constitution
• Be assigned a chair by the President from among the Senators
• Report on the committee’s work at each weekly Student Senate meeting
• Not be added or removed from the Constitution without Constitutional amendment

Subsection A: The Publicity Committee
• This committee is charged with producing and updating all publications, media information, public announcements and promotions for the Student Government Association.
• This committee shall be responsible for contacting the Mystician, Chronicle, and Bismarck State College webmaster to promote Student Government Association events.

Subsection B: The Entertainment Committee
• This committee is charged with planning and implementing functions and activities sponsored by the Student Government Association.
• This committee is responsible for assisting the student activities associates in planning fall and spring activities.

Subsection C: The Student Affairs Committee
• This committee is charged with soliciting and addressing student concerns and issues.

Subsection D: The Fundraising Committee
• This committee is charged with assisting in the implementation of Student Government Association fundraising efforts as well as creating new fundraising opportunities.

Subsection E: The Elections Committee
• This committee is charged with governing fall, spring, and special elections.
• This committee is responsible for ensuring the eligibility requirements of all Student Government Association candidates.
• This committee is responsible for conducting elections including creation of candidacy applications, scheduling of election season events, establishment of the ballot and voting method and certification of the election results.
• This committee shall meet regularly during the fall election season (August and September) and the spring election season (March and April)
• This committee shall meet at the discretion of the President during the non-election seasons of the semester.

Article XI
Recall of Student Government Association Members

Section 1: Recall Procedure
• The Student Senate shall have the exclusive power to recall any member of the Student Government Association
• The recall of a member shall be initiated by a petition signed by at least one-third of the senators submitted to the Student Government Association advisor who shall be responsible for adding the recall to the agenda of the next meeting of the Student Senate.
• The member who is the subject of the recall has the right to due process, which includes the right to speak in front of the Student Senate in regards to the recall.
• A two-thirds vote of the senators is required to remove the member from his or her office.

Section 2: Appeal Procedure
• Valid reasons to appeal a recall decision shall be limited to procedural errors, violation of election procedure, or new information that was not considered in the original decision.
• An appeal must be submitted in writing within 10 days of the recall decision to the Student Government Association Advisor who shall be responsible for adding the appeal to the agenda of the next meeting of the Student Senate.
• Upon reconsidering the recall, a two-thirds vote of the senators is required to overturn the recall decision.

Article XII
Amendments to the Constitution

Section 1: Introduction of Amendments
Proposed amendments to the Constitution must be submitted to the Student Senate a minimum of two weeks and two meetings prior to a vote taking place.

Section 2: Approval of Amendments
An amendment is considered approved when two-thirds of duly elected senators support said amendment with their votes.

Article XII
Approval of the Constitution
This Constitution shall be approved upon a two-thirds majority vote of the senators of the first Student Senate of the Bismarck State College Student Government Association.

Constitution History:
Ratified September 4, 2013
Amended—October 2, 2013