

VCSU Student Senate By-laws

- I. The Quorum of this Senate shall be 2/3 of the elected members.
 - A. If this is not applicable because of dismissals refer to Robert's Rules of Order.
- II. Election and voting procedures for Student Senate members.
 - A. Student Senate Executive Officers
 1. Petitions consisting of 50 signatures should be submitted by students wanting to run for one of the Student Senate Executive Officer positions.
 - 2.
 3. The petitions must be submitted one week in advance of officer elections.
 4. Officer elections will be held one week in advance of senator elections.
 5. Those members who are not elected to the position to which they ran for are allowed to run for At-Large senator positions. The petition submitted for the purpose of the officer election will be sufficient for the At-Large senator election.
 6. The following campaign guidelines will be followed by all the candidates for Executive Officer positions:
 - a. All campaigning materials will be taken down by 10 P.M. on the night before elections. This is the responsibility of the candidates.
 - b. Candidates may use signs, word of mouth, and social media to promote their campaign.
 - c. All signs, posters, etc., can be affixed to the general use bulletin boards in all campus buildings. These materials may not be affixed to walls, doors, railings, and windows. Signs may be affixed to the doors of students residing in residence halls with their permission.
 - d. Candidates may NOT use campus wide e-mails. Any other campaign promotions must be discussed with the election and polls committee to be approved. Any e-mails candidates wish to send must be approved by the Election and Polls Committee.
 - e. There will be no campaigning on Election Day, not even verbal. This includes the candidates and current senate members.

- f. Student Senate At-Large and Executive Officer candidates will be notified of election outcomes by acceptable means as soon as results are counted.
 - g. Anyone who is running for an executive office position has the option of moving their name to the senator At-Large ballot without completing another petition. This decision must be made either verbally or by e-mail to the current President of Student Senate within 48 hours after announcement of the Executive Officer election results.
 - h. Any infraction of the guidelines stated above will result in a hearing consisting of the Election and Polls Committee, a current Student Senate Executive Officer, and a senator At-Large (none of which are involved in the election).
7. There will be an election procedure hearing board set up by the Election and Polls Committee for the purpose of hearing complaints about election procedures and deciding sanctions for those candidates in violation of election procedures.

B. Student Senators

- 1. Petitions consisting of 50 signatures must be submitted one week in advance of the elections by students wanting to run for Student Senate.
- 2. Advertisement for these open positions shall be done in a timely fashion and the Student Senate shall be responsible for these advertisements.
- 3. Election guidelines must be followed by all of the candidates for returning students and freshmen. There will also be a hearing board set up that will hear complaints about election procedures and will decide sanctions for those candidates in violation of election procedures.
- 4. In case of an uncontested election, the President has the power to cast unanimous ballot for the candidates.
- 5. Open positions for the Spring semester shall be advertised and an election will follow in the beginning weeks of the semester.

C. Voting Procedures

- 1. The elections for Student Senate officers, freshmen, and At-Large members will be held by secret ballot, open ballot, or by electronic means of either secret or open ballot.

D. Election procedures for freshmen students and transfer students

1. Elections for freshmen and transfer Student Senate members shall be held in the Fall within the month of September of the current academic year.
2. Students wanting to run for the position of freshmen student member should submit petitions consisting of 50 signatures.

III. Student Senate and University Standing Committees

Section A University Committees

Members of Student Senate may be appointed to any one of a number of university governance committees. The President of the University and the President of Student Senate will regularly appoint students to Administrative Committees, Faculty Constitution committees, or various task forces. Committees include Library, Curriculum, Athletic, Financial Aid, Technology Advisory Committee, Marketing, Faculty Senate, Judicial Council, Student Grievance, University Hearings and Appeals Board, Institutional Improvement, and various other committees as appointed by the President of the University.

Section B Student Senate Committees

Finance Commission

1. There are two members appointed to this committee by the Executive Officers.
2. The President and Secretary are also members of the Finance Commission.
3. The Treasurer will serve as the non-voting chairperson.
4. Contains Vice President of Student Affairs, Vice President of Business Affairs, one faculty and one staff member
5. These procedures are in accordance with the Student Senate Constitutions.

Election and Polls Committee

1. Two will be appointed to the committee by the Student Senate Executive Officers.
2. Members are required to coordinate all election procedures and see that elections are conducted in a proper manner.

Constitution and By-Laws Committee

1. This committee will be composed of five Student Senators.

2. This committee will meet by notice of Student Senate when an issue needs to be changed or addressed in the Constitution and By-laws.

Section C Student Senate Honors and Recognition

Representatives of Student Senate will be appointed as Chair/Co-Chair respectively to lead committees for the following awards and honors that will be distributed at a pre-set date. Members whom take responsibility of these areas will be required to report to the rest of the Student Senate their progress during each meeting up to the date the awards are presented. All students serving on the VCSU Student Senate are eligible for any of the following positions. Responsibilities may be taken away if a senator is not fulfilling the requirements as designated, but membership on Senate is not rescinded. Student Advocate, Teacher of the Year (hereby referred to as TOY), and Viking Pilot are awarded through and decided upon by Student Senate members.

Student Advocate

The Student Advocate award consists of any individual or group from within the state of North Dakota that supports, sponsors, and promotes the actions, beliefs, and success of the Valley City State University Student Body.

1. The criteria for a Student Advocate is composed of the following specifications:
 - a. Nominations are open to anyone in the state of North Dakota
 - b. Any student, faculty member, or staff member of VCSU can place a nomination
 - c. There will be at least a two-week nomination period, followed by one week for the selection to take place
2. Who is eligible
 - a. Faculty, staff, community members, administration, teachers
 - b. A minimum of three nominated individuals/groups will be required in order to need a selection committee (committee disbanded with under 3 nominations)
 - c. A maximum of three winners
3. Selection Committee
 - a. The Vice President of Student Senate or an appointee will serve as the chair
 - b. Student Senate will be in charge of the election.
 - c. Nominations will be voted upon; a candidate receiving a 2/3 vote will win the award

- d. Winners are announced in April of the current school year. This award will be given out annually.

TOY

A Teacher of the Year (TOY) is one who goes above and beyond expectations for the students to assist them in their education by providing additional resources. A TOY is also one who is involved in other campus activities. A TOY demonstrates a desire to instill educational ideals in their students.

4. Criteria to become TOY
 - a. A faculty member on VCSU campus
 - b. Length of employment is not an issue
 - c. Those who won the award within the past three years are not eligible for the award
5. Who can nominate
 - a. Students will be given the opportunity to nominate any teacher they find worthy of this award
 - b. A faculty member can be nominated by more than one person
6. Selection Committee
 - a. Applicants are taken to the Student Senate for final evaluations and decisions

Viking Pilot

The Viking Pilot is an award honoring those students whom have made significant contributions in student life at Valley City State University. A student may be self-nominated for this award or may be nominated by any other student of the VCSU student body. Students that are nominated must be contacted and invited to fill out an application for the award. A Viking Pilot is one who conducts or sets the course of student life on campus.

1. Eligibility

To be eligible for the Viking Pilot award, a student must meet ALL of the following criteria:

- a. At least a second semester Junior (accumulative of 75 credit hours).
- b. An outstanding leader in campus affairs.
- c. A person that has made an identifiable and meaningful contribution in student affairs.
- d. A leader in student affairs who effectively and efficiently completes tasks

- e. A recognized student personality in all places of student life.
 - f. Any student already recognized as a Viking Pilot may not receive the award a second time.
2. Committee
- a. A committee of students, faculty, and administration will be responsible for electing recipients of the Viking Pilot award each year.
 - b. As long as a student demonstrates the criteria, there is no set number of winners. As many students as are deemed fit may be presented the Viking Pilot award in a given term.
 - 1. To determine the recipients, they must receive the majority of the votes.

Revised: March 2017

Approved by Student Senate on 3/27/2017. Pending Approval by Student Body.