

## **TITLE I - FORUM OPERATION**

**Section 1** - All members of the Forum must present proof of current registration to the Speaker by the second Forum of each Semester. Each Forum member must attend meetings of the Forum. Any representative who violates the attendance policy, or substantially violates the rules of operation and decorum of Forum, shall have their status reviewed by the Speaker for appropriate action. The Speaker will submit recommendations for removal or restriction of voting privileges to the Executive Board for adjudication.

**Section 2** - Forum membership shall begin on July 1 and end on June 30. Any vacancies in the At Large membership, Committee chairs, or Speaker shall be filled by an election of the Forum; other vacancies are to be filled by the constituent units the open seat represents.

**Section 3** - All members of Forum have one vote with the exception of the President, Vice President, and Speaker who are non-voting members of Forum. Members of Forum may yield speaking time to non-members. Forum may not suspend rules contained in the Constitution or Bylaws except where otherwise specified in those documents. Ratifications are passed on a majority vote, and may only be amended by a two-thirds vote.

**Section 4** - Forum must meet at least five times each semester during the regular academic year, excepting summer sessions. The Speaker, Executive Board, or fifteen members of Forum may call Special meetings. Meeting notices must reach Forum members 48 hours before meetings. At least two meetings a year shall be held on the St. Paul Campus and two shall be held on the Minneapolis Campus. Forum members may designate an alternate at Forum meetings provided they give the Speaker written notice. The rules contained in Robert's Rules of Order Newly Revised shall govern the Forum in all cases where they do not contradict the Constitution, Bylaws, or standing Rules of Order.

**Section 5** - Any special elections that become necessary within Forum shall be put on the agenda at the Speakers discretion and held with fourteen days notice at the earliest possible Forum meeting.

## **TITLE II - COMMITTEE OPERATION**

**Section 1** - All members of Forum are required to serve on one of the Minnesota Student Associations standing committees. It shall be the responsibility of the Vice President to see that all Forum members are assigned to a committee. Each committee shall meet at least five times per semester. Meetings may be called with 48 hours notice by the chairperson, a majority of voting membership, or the Vice President.

**Section 2** - Committee membership shall be determined first by interest of members. If membership is uneven a cap shall be put on committees, with

senior members receiving their first choices. It shall be the responsibility of the Vice President to enforce this.

**Section 3** - Chairpersons of all Committees must be members of Forum and are elected by Forum at a Special Election Forum held after the election results are announced but before the end of the Spring term. This meeting's time and place shall be set by the current Speaker of the Forum. Members who are allowed to vote at this Special Election Forum are any members who can show that they shall have a vote during the Fall term of the following year. Committees must also report on their actions at each Forum meeting. Persons who are not members of Forum may be committee members and may speak, but they shall not have a vote.

### **TITLE III – STEERING COMMITTEE**

**Section 1** – The Vice President shall chair the Steering Committee. The committee's membership will include all Standing Committee chairs, the Speaker, and the Vice President. The Committee shall meet at least five times per semester.

**Section 2** – The Steering Committee shall oversee the operation and programming of all Standing Committees.

**Section 3** – The Steering Committee shall have final approval of all DEF and SEF Grants.

**Section 4** – The Steering Committee shall be responsible for assigning issues to committees that it feels appropriate.

### **TITLE IV – COMMITTEES OF FORUM**

**Section 1** - The Academics and Services committee shall be responsible for the development of positions and actions in the area of University Academics, Food Service, and University policies and services. This Committee shall also monitor the issues and actions before the Regents Committee on Education Planning and Policy and other bodies working on academic areas. They shall also carry out other duties as delegated by Forum.

**Section 2** - The Campus Relations Committee should monitor the office of Vice President for Student Affairs and keep informed on student's rights and responsibilities issues. They shall also carry out other duties as delegated by Forum.

**Section 3** - The Legislative Affairs committee shall propose and implement changes as appropriate in the Minnesota Student Association's policy on legislative advocating, provide for Forum's relations with state, regional, and nation student associations and government bodies, and coordinate efforts at representing the Minnesota Student Association's views in these bodies. The committee shall be responsible for maximizing student voter

turnout and candidate awareness for all elections not under the jurisdiction of the All-Campus Elections Commission. They shall also carry out other duties as delegated by Forum.

**Section 4** - The Facilities and Housing Committee shall be responsible for formulating positions of the Minnesota Student Association in relation to Recreational Sports, University Buildings, Land Use, and Student housing both on and off campus. They shall also carry out other duties as delegated by Forum.

**Section 5** - The Diversity Education Fund Grants committee shall collect and review grant applications and make decisions about grant disbursements. These must be reported to the Executive Committee for approval. The committee shall also be responsible for collecting and reviewing Grant Audit and Evaluation forms. They shall also carry out other duties as delegated by Forum.

## **TITLE V – THE EXECUTIVE BOARD**

**Section 1** - The Executive Board shall be chaired by the President and shall consist of the Ranking Student Representative to the Board of Regents, Speaker of the Forum, Student Body President, Student Body Vice-President, Ranking SSCC Representative, *and* a voting representative from the Forum selected by the Forum. All members will have one vote, except for the SSCC Representative.

**Section 2** - The Executive Board must meet at least once before each Forum meeting, except Emergency meetings. Board members must receive notice of the meetings at least 48 hours in advance of regular meetings, and 24 hours in advance of Emergency meetings. Meeting quorum is a majority of the presently seated members. If a member wishes to send an alternate, they must notify the President in writing, *24 hours in advance*. Items of business may be brought before the Executive Board by any member of the Board, any members of Forum, or any Standing Committee chair.

**Section 3** - The Executive Board shall be responsible approving the agenda for all Forum meetings except emergency meetings. The Executive Board shall also be solely responsible for hiring a Chief of Staff and office staff, and collaborating with them to develop and enforce the "Office Policy", the distribution of office keys, assigning of office space, resources, and equipment to subordinate agencies, and the keeping of permanent files of the actions of the Minnesota Student Association so that the organization may be accountable to the student body.

**Section 4** - The Executive Board shall be responsible for selecting the representatives of the Minnesota Student Association to the Association of Big Ten Schools Conference. This process shall be redone for each of the conferences throughout the year.

**Section 5** - During the period beginning the day after the last day of Spring term and ending the day before Fall term, the Executive Board shall be

authorized to act on the behalf of the Forum. No actions taken under this section may bind the Forum past its first meeting in the Fall term. At other times, the Executive Board shall be authorized to act for Forum. Any action taken must be brought to the Forum for ratification at its next meeting.

#### **TITLE VI – THE STUDENT SERVICE FEES COMMITTEE**

**Section 1** - The President shall choose two persons to be Fees Committee Selectors. This process shall be done through an application review process, with the top five applicants being called in for interviews. This process may be redone if the President is unsatisfied with the interviews. The application process may begin in the previous spring, but the two selectors chosen must be presented to Forum by the third Tuesday of October.

**Section 2** - These two selectors must be current undergraduate students at the University of Minnesota and must have attended school here for at least one year prior to their appointment. Selectors may not currently be, nor in the past year have been, officers of a fees receiving group. For these purposes, the officer designation is identified in a fees receiving group's constitution or bylaws. The Minnesota Student Association President is advised to use discretion when reviewing applications along these guidelines.

**Section 3** - The chosen and confirmed Selectors shall then choose a Fees Committee membership slate to be presented to Forum for approval no later than the Last Tuesday of November. Forum may choose to remove up to two persons from the Fees Committee list, with lower ranked persons filling the vacated spots in order.

#### **TITLE VII – STUDENT REPRESENTATIVES TO THE BOARD OF REGENTS**

**Section 1**- The Minnesota Student Association (MSA) shall have two (2) no more than (3) Student Representatives to the Board of Regents, while the Graduate and Professional Student Assembly (GAPSA) shall have one (1) no more than two (2) representatives to the board, totaling no more than four (4) student representatives. The Student Representatives to the Board of Regents for all undergraduates of the Twin Cities Campus are chosen through an application process open to all University of Minnesota Twin Cities undergraduate students. A special selection committee for both undergraduate and graduate student representatives will be comprised of the MSA President, MSA President-Elect, GAPSA President, GAPSA President-Elect, Ranking Undergraduate Student Representative to the Board of Regents, and Ranking Graduate Student Representative to the Board of Regents. If one of the aforementioned members is applying for a representative position, the outgoing President of the respective organization shall select a replacement. The process shall begin with application review followed by an interview of the top fifteen (15)

candidates. The Committee shall then select the two (2) most qualified undergraduate candidates and one (1) most qualified graduate candidate. The Committee shall then select the best remaining candidate, undergraduate or graduate, to the fourth student representative position. The committee must select the student representatives before the last Friday in April of the current year.

**Section 2-** The President, President-Elect, and current undergraduate Ranking Representative to the Board of Regents shall choose the Ranking Representative to the Board of Regents from the Minnesota Student Association. The duties of this position include attending all Board of Regents meetings, MSA Forum, MSA Executive Board meetings, and serving as a member of the Legislative Affairs Committee. The duties of the other Undergraduate Student Representative(s) to the Board of Regents include attending all Board of Regents meetings, MSA Forum meetings, and serving on the Legislative Affairs Committee.

**Section 3-** The Student Representatives to the Board of Regents shall represent the opinions of the MSA Forum and their own opinions as students. These persons are considered able to speak for the undergraduate students at the University of Minnesota Twin Cities campus and as such shall have the full backing of Forum in the expression of student's views at the Board of Regents meetings. Forum will take the necessary measures to ensure that the position of the students is treated with respect, and, to the highest degree possible, adhered to by the Board of Regents.

## **TITLE VIII – FISCAL AND BUDGET POLICY**

**Section 1** - The President, in direct consultation with the Executive Board and the Chief of Staff shall draft a budget for the next fiscal year to be submitted for approval to Forum. In the absence of an adopted budget, the Executive Board may approve an operating budget, which shall stand until the next Forum meeting.

**Section 2** - No expenditure in excess of approved budget account limits may be made without amending the budget. Any expenditure in excess of \$1000.00 shall be presented to the Forum for approval. No motion shall be in order that does not specify which account any expenditure within the motion shall come from.

**Section 3** - The *President, Vice President, and CFO* are empowered to disburse the funds from salary and stipend budget accounts. The Executive Board shall establish lists of persons authorized to make expenditures from each budget account as a standing policy.

**Section 4** – All paid employees of the Minnesota Student Association must be enrolled as a student at the University of Minnesota: Twin Cities campus for the duration of their employment.

**Section 5-** All Executive Board stipends will be divided equally and distributed monthly. The newly elected Executive Board members may (for the Fall Semester) choose whether they take their first payment at the beginning or at the end of the summer.

**Section 6-** No awarded stipend amount shall exceed a proportion analogous to the period of service of the recipient.

**Section 7 -** Any stipend position appointed by the President shall be approved by forum through a majority vote.

## **TITLE IX - ADDITIONAL REPRESENTATION ON FORUM**

### **Section 1 - Student Groups**

**Subsection 1** – Student groups not listed in the Constitution or Bylaws may apply to have representation in the Minnesota Student Association Forum. The group must be an official student group through the Student Unions and Activities and have been registered for one academic year previous to the application date. The applying group may not have more than fifty percent (50%) of its cumulative annual expenses covered by pass-through funds from another registered student group that has representation on Forum nor may said group have voting representation in any other registered student group that has representation on Forum. The applying group must also prove, by signature, thirty (30) undergraduate members. These members will be individually verified by the Minnesota Student Association.

**Subsection 2** – Each group shall be subject to an annual review conducted by the Speaker and office staff of the Minnesota Student Association who shall ensure that the group still meets all the requirements for representation. Should any group become non-compliant with the criteria outlined in this document, the Speaker shall recommend to Forum a motion for Termination of Representation, which shall pass on a two-thirds vote of Forum.

**Section 2** – One Undergraduate student member of each of the following neighborhood associations shall be a voting member of the Minnesota Student Association Forum. The members shall be chosen by the respective associations: Southeast Como, Marcy-Holmes, Prospect Park, West Bank Community Coalition, St. Anthony Park, and Falcon Heights.

**Section 3-** The Ranking University of Minnesota-Twin Cities undergraduate Student Representative to the Board of Regents, as well as all other University of Minnesota-Twin Cities undergraduate Student Representatives to the Board of Regents from the Twin Cities Campus shall have a vote on MSA Forum.

**Section 4 -** A list of represented student groups must be kept in the Minnesota Student Association office by the Speaker. The Speaker shall also advise groups on the application process and criteria if they so request.

## **TITLE X - ADDITIONAL DUTIES OF OFFICIERS**

**Section 1** - The Vice President shall be responsible for communication with other post-secondary institutions and overseeing the coordination of conferences.

**Section 2** – Each Minnesota Student Association officer, including President, Vice President, Speaker, Representatives to the Board of Regents, all Standing Committee Chairs, and office staff will present a transition report to the President and his/her successor before receiving the last stipend.

## **TITLE XI – EX-OFFICIO NON-VOTING FORUM MEMBERSHIP**

**Section 1** – In addition to those defined in the Undergraduate Student Body Constitution and this document, the following positions shall be granted ex-officio, non-voting membership on Forum: President of Graduate and Professional Student Assembly or their designee; President of the Twin Cities Student Unions Board of Governors or their designee; President of the Saint Paul Board of Colleges or their designee; President of any officially recognized college board of an undergraduate-admitting college based on the Twin Cities campus or their designee; President of the housing student governance organization recognized by the University's housing department or their designee; President of the Interfraternity Council or their designee; President of the Panhellenic Council or their designee.

**Section 2** – Ex-officio, non-voting members shall retain the right to speak on any issue under discussion at Forum, and shall not be permitted to vote on or motion for an item. Specific powers and responsibilities granted in the Undergraduate Student Body Constitution and this document shall supersede the rights outlined in this section.

## **Title XII-ATTENDANCE**

**Section 1**-No member of Forum shall miss more than two Forum or Committee meetings or any combination thereof per academic year. On the third meeting in which any member is absent, that member will have their membership of Forum revoked after review by the Executive Board using the criteria listed in this bylaw. Any member sending a proxy will be exempt for that meeting's attendance (of which there can be two proxies per academic year unless otherwise approved by the Speaker of Forum).

**Section 2**-Any member having missed two meetings without a proxy or documented excuse will be sent a notice (via electronic communication such as e-mail) within 24 hours of missing the second meeting telling

them that they have missed two meetings as of the second meeting missed. This serves as an opportunity to have a member submit materials listed in Section 3 of this bylaw. Members may submit these materials listed in Section 3 at anytime before the notice has been sent, or 72 hours after the notice was sent.

**Section 3-**Members who have conflicts with MSA meetings (including MSA Forum and MSA Committee meetings) may submit a written document explaining the situation to why that member missed an MSA meeting(s) to the Speaker of Forum. Situations that require documentation include unavoidable or legitimate circumstances. Such circumstances include, but are not limited to, verified illness, participation in intercollegiate athletic events or other group activities sponsored by the University, subpoenas, jury duty, military service, and religious observances<sup>1</sup>. Sufficient documentation will serve as basis for giving a member an excused absence for MSA meetings.

**Section 4-**After the third unexcused, un-proxied meeting that is missed; a member will have their membership to Forum revoked after the Speaker of Forum finds that sufficient documentation has not been submitted for legitimate excuses, and after that information is presented to the Executive Board, and after the Executive Board votes unanimously to remove that member's membership. A member may be reinstated using the process listed in Section 5 of this bylaw.

**Section 5-**At Large Members to MSA Forum may be reinstated via election by MSA Forum to any open At Large membership positions that are open at the time of reinstatement. Senators who have been removed from MSA Forum may be reinstated via the reelection/reinstatement process outlined by the rules of the University Senate. Student Organization Representatives will be reinstated after notice has been given from that Organization's President or Chair to the Speaker of Forum that a representative from that group will be attending meetings.

**Section 6-**All University of Minnesota-Twin Cities undergraduate Student Representatives to the Board of Regents from the Twin Cities Campus are subject to this policy. Should any Representative be removed or resign, a Selection Committee that approves the Student Representatives will select another Representative to serve based on the criteria set by the Selection Committee.

### **TITLE XIII – ALL-CAMPUS ELECTIONS COMMISSION**

**Section 1 –** The All Campus Elections Commission shall be a student commission, advised by the Student Activities Office, responsible for the implementation of All-Campus Elections.



**Section 2** – A slate of five (5) commissioners shall be ratified by Forum following a selection process outlined in the ACEC constitution. The MSA Speaker and another member of Forum chosen by the MSA President will represent MSA in this selection process..

**Section 3** – Any changes to the All Campus Elections rules shall be proposed and presented to Forum the Fall Semester preceding the Election of the 5<sup>th</sup> year that the ACEC rules are in effect.

**Section 4** – MSA election guidelines will be maintained in the official document “Minnesota Student Association All Campus Election Guidelines”.

#### **TITLE XIV-ORGANIZATIONS SEEKING MSA SPONSORSHIP OR OTHER FUNDING**

**Section 1** - Any student group or other organization (referred to collectively as “Organization”) seeking MSA sponsorship or other funding from MSA must follow the protocol listed in the sections of this Bylaw.

**Section 2-** Any Organization that seeks funding or sponsorship from MSA must meet with the MSA Steering Committee at the Committee’s usual meeting time and place (or as agreed upon with the Steering Committee and presenting organization). The Organization must request to appear before the Steering Committee ten days before the next Steering Committee meeting. Information as to the type of and terms of the request must be presented to the Steering Committee at this time. Other information that must be presented includes contractual details, budgetary details, and other pertinent information relating to the request. The Committee reserves the right to confirm the validity of the informational materials presented and can determine if additional information is required of the Organization. If the Steering Committee determines that additional information is required, the presenting Organization must present the requested materials to the Steering Committee at the Steering Committee’s next regularly scheduled meeting time.

**Section 3-** Following the presentation of the request to the Steering Committee, the Committee can recommend to the Speaker of Forum that the Speaker place the Organization’s request on the next Forum agenda. Once the agenda is approved by the Executive Board, the Organization can present at the designated MSA Forum which the Speaker recommended.

**Section 4-** If the actions stated in Section 1, Section 2, and Section 3 of this bylaw are complete, the Organization will meet with MSA Forum. It is at this meeting that contractual details, budgetary information, and the exact requested amount from MSA be presented. The information being presented to MSA Forum must be the same information that was presented to the MSA Steering Committee.

**Section 5-** MSA Forum reserves the right to ask questions of the Organization, ask for additional information, amend any contractual terms, and to amend the amount being requested of MSA at the MSA Forum meeting.

**Section 6-** Should Forum approve a contractual agreement, the Organization may reject the contract. If the Organization still wishes to seek sponsorship or other funding from MSA, said Organization must complete this process again.

**Section 7-** At no time can an Organization circumvent the process outlined in this bylaw and proceed to petition MSA Forum for funding without having gone to the Steering Committee first and without having followed the process outlined in this bylaw.

**Section 8-** All information presented to Steering Committee must be emailed to all Forum members at least 48 hours prior to the sponsorship request.

#### **TITLE XV-SUBMISSION OF ACTION ITEMS FOR MSA FORUM**

**Section 1-** Any item that a Forum member would like to place on the MSA Forum Agenda must be delivered to the Speaker of Forum. These items include Resolutions, Position Statements, and Proposed Revisions to the MSA Bylaws.

**Section 2-** The item must be delivered to the Speaker of Forum 24 hours before the next Executive Board meeting which occurs before the next MSA Forum.

**Section 3-** It is not the role of the Executive Board to approve the placing of a proposed action item on the Agenda. However, it is the role of the Executive Board to review what is being placed on the MSA Forum Agenda to ensure proper resources can be collected and presented to MSA Forum in conjunction with the action item.

**Section 4-** MSA Forum retains the right to act on resolutions, position statements and proposed bylaw changes with a 2/3 vote during other business. MSA retains the right to amend the agenda at any time during Forum.

#### **TITLE XVI-ELECTRONIC VOTING**

**Section 1-** When deemed necessary by the Chair of the Executive Board, voting via e-mail may take place. Voting via e-mail is only appropriate as outlined in the following subsections.

**Subsection 1-** When an emergency Executive Board Meeting is not appropriate or possible for the issue being voted upon

**Subsection 2-** When a meeting of the Executive Board in a timely manner would not be possible

**Subsection 3-** When an issue is too urgent for a meeting of the Executive Board to be called

**Section 2-** When deemed necessary by the Chair of the Steering Committee, voting via e-mail may take place. Voting via e-mail is only appropriate as outlined in the following subsections.

**Subsection 1-** When an emergency Steering Committee Meeting is not appropriate for the issue being voted upon

**Subsection 2-** When a meeting of the Steering Committee in a timely manner would not be possible

**Subsection 3-** When an issue is too urgent for a meeting of the Steering Committee to be called

**Section 3-** If a vote via e-mail is deemed necessary, the e-mail message must reach all members of the Steering Committee or Executive Board within 12 hours of the decision of the Chair to conduct a vote via e-mail.

**Section 4-**The e-mail message must clearly state the motion or issue to which a vote is required. The options of “Aye”, “Nay”, and “Abstain” must be written as voting options into the e-mail.

**Section 5-** Unless otherwise stated in the e-mail, all e-mail responses must reach the chair 48 hours from the time it was sent. The Chair is to record missing member’s votes as “No Vote”.

**Section 6-** A motion must receive the same amount of responses as is the number of members present for a quorum to be valid.

**Section 7-** All electronic voting must be disclosed in minutes especially for that occurrence, and also in the minutes of the next scheduled meeting.

**Section 8-** Any motion that is financial in nature (except for the approval of DEF and SEF grants) is not able to be voted upon via e-mail.

## **TITLE XVII – AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular Forum by a two-thirds vote, provided that the amendment has been submitted in writing at the previous Forum.

Ratified by the Minnesota Student Association Forum, April 11<sup>th</sup>, 2003

Amended by the Minnesota Student Association Forum, April 29<sup>th</sup>, 2003

Amended by the Minnesota Student Association Forum, May 6<sup>th</sup>, 2003

Amended by the Minnesota Student Association Forum, February 10<sup>th</sup>, 2004

Amended by the Minnesota Student Association Forum, March 23<sup>rd</sup>, 2004

Amended by the Minnesota Student Association Forum, May 4<sup>th</sup>, 2004

Amended by the Minnesota Student Association Forum, September 21<sup>st</sup>, 2004

Amended by the Minnesota Student Association Forum, November 2<sup>nd</sup>, 2004

Amended by the Minnesota Student Association Forum, April 5th, 2005

Amended by the Minnesota Student Association Forum, January 24th, 2006

Amended by the Minnesota Student Association Forum, February 21st, 2006

Amended by the Minnesota Student Association Forum, March 25<sup>th</sup>, 2008

Amended by the Minnesota Student Association Forum, April 7, 2009

Amended by the Minnesota Student Association Forum, October 27, 2009