Bylaws

Article I – Selection of Board Members

Section 1. Qualifications

a) All students applying for a position in Article III of Constitution must:
   a. Be currently registered as a student at UMR with enough credits to pay Student Services Fee (6 credits for undergraduate or graduate level student)
   b. Have at least a 2.667 GPA and be in good standings with the University
   c. Have completed at least 12 credits (with the exception of the First-Year Student Representative)

Section 2. Selection

Elected positions
a) Elected Candidates include:
   a. President
   b. Student Activities Board Chair
   c. Representative to Regents
   d. Student Concerns Board Representative
   e. Senator
   f. Representatives at Large (3)

b) Applying for candidacy
   a. Applications will be made available one month prior to the elections
   b. Applications will be accepted through the first Wednesday of campaigning

c) Campaigning will only be allowed 8 days prior to elections (Wednesday through Wednesday). Elections will be held on the first Thursday and Friday in April
   a. Constituents will consist of only RSA members
   b. The positions will be awarded to whichever candidate obtains the most votes for that position

d) Electronic voting systems will be used to collect RSA member votes
   a. RSA members will be emailed ballot information 3 days prior to voting RSA members will be emailed a reminder on the Thursday and Friday of voting

Appointed positions
a) Appointed candidates include:
   a. Secretary
   b. Treasurer
   c. Student Representatives to Administrative Committees
   d. SSCC Representative
b) President, Student Activities Board Chair, and Student Concerns Board Chair will be responsible for interviewing candidates and appointing positions
c) All interviews must be conducted within two weeks following elections
d) Appointments must be made by the third week following elections

First-Year Student Representatives
a) Three First-Year Representatives will be elected in the Fall of every year
b) Applying for candidacy
   a. Applications shall be made available one month prior to elections
   b. Applications will be accepted through the first Wednesday of campaigning
c) Campaigning will only be allowed 8 days prior to elections (Wednesday to Wednesday)
d) Elections will be held on the first Thursday and Friday of October
e) Eligible voters will be limited to RSA members who are First-Year Students
f) Electronic voting systems will be used to collect the votes
   a. Eligible voters will be emailed ballot information 3 days prior to voting
   b. Eligible voters will be emailed a reminder on the day of voting

Nursing College Board Representative
a) Nursing College Board will be responsible for selecting a representative by election day

Representative to Resident’s Assistants
a) The Resident’s Assistants will be responsible for choosing a representative before the beginning of each academic year

Article II – Attendance

Section 1. Absence

a) Full Board members are required to attend all meetings
   a. See Article VIII, Section 1b for grounds for removal
b) During the final spring meeting, all new members must attend as nonvoting ex officios
c) If the President is absent from a meeting, the Student Activities Board Chair shall preside

Section 2. Club Representatives

a) All active clubs must send a non-voting representative to all Full Board meetings
b) Each club is allowed to miss 3 meetings per semester, not including mandatory activities
c) No individual may represent more than 2 clubs at one meeting
d) Clubs are allowed to switch out representatives each meeting
e) Representatives may sit on committees
f) The representative may not currently be a Full Board member
   a. If a club consists of only RSA Full Board members, the Executive Board may grant an exception to this rule
g) If a club misses more than their 3 meetings they will be placed on probation for the following semester.
h) If the club misses 3 meetings during their probation period they will lose their status as a recognized club.

Section 3. Excused Absence

a) The RSA Secretary must receive a formal notification of absence one week prior to the meeting
   a. A 24 hour notice prior to the meeting is sufficient under special circumstances such as severe illness, family emergency, medical emergency, etc.
   b. Extreme cases that come up the day of the meeting shall be reviewed and decided by the Secretary

Section 4. RSA Events

a) The Executive Board reserves the right to require Full Board attendance at RSA events outside of the normal meeting time
   a. In event of these circumstances, Full Board members shall be subject to the Attendance Policy and pertaining sanctions (Article VIII of the Bylaws)

Article III- Meetings

Section 1. Executive Board

a) The Executive Board shall meet prior to Full Board meeting for the purpose of setting the agenda. Attendance will be limited to Executive Board members only.

Section 2. Full Board

a) All Full Board meetings shall be convened and run by the President
   a. Meetings shall convene twice per month
   b. Meeting days and times for the upcoming term shall be set during the last meeting of the preceding term
   c. All Full Board meetings shall be open to all students, faculty, and staff
d. All persons present may gain privilege to the floor through appropriate request to the President

Section 3. Proposals

a) All proposals to be discussed by the Full Board must be sent to the Secretary one week prior to the meeting
   a. Exceptions may be made at the discretion of the Executive Board
   b. All potential topics must be approved and discussed by the Executive Board prior to the Full Board meeting

Section 4. Voting

a) Quorum will be set at 13 Full Board Members (Not including the President)
b) Voting by email will be allowed at the discretion of Executive Board Members if a meeting cannot be scheduled
   a. Notification email must be sent from umrsa@r.umn.edu
   b. Notification email should clearly state:
      i. Motion or issue to which a vote is required
      ii. Possible voting options
      iii. Deadline for vote via email
   c. Votes must be sent to the umrsa@r.umn.edu account via the Full Board members’ university email account
   d. The minimum number of votes that must be received in order to pass a motion shall be equal to quorum
   e. Voting and results must be disclosed in Full Board minutes

Section 5. Emergency Meetings

a) May only be requested and called by the President
   a. In the case of the President’s absence, the Student Activities Board Chair shall preside (see Article II Section 1c)
   b. Attendance shall not be mandatory, but strongly recommended

Article IV – Term of Office

Section 1. Definitions

a) All positions shall have a term of one year, unless otherwise stated
b) Executive Board members may only serve a maximum of two consecutive terms
Article V – Committees

Section 1. Membership

a) All Full Board Members must serve on a committee during their term of office

Section 2. Standing Committees

Committee on Committees
a) The Committee on Committees shall consist primarily of, but is not limited to, RSA Full Board members
   a. The committee chairperson shall be the RSA Secretary
b) Duties
   a. Select students to serve on committees as needed
   b. Gather and distribute agenda information regarding committees prior to the meeting
   c. Replace committee members failing to perform their duties

Elections Committee(s)
a) The First-Year Representative Elections Committee shall consist of RSA Full Board members
   a. The chairperson shall be appointed by the RSA President during the first meeting of the new Full Board.
b) The Spring Elections Committee shall consist of RSA Full Board members not running for reelection
   a. The chairperson shall be appointed by the RSA President, at latest, during the first week of February of each year
   b. If the number of eligible Full Board members drops below three, the RSA President shall appoint additional student body members to assist in election process
c) Duties
   a. Conduct RSA elections
   b. Publicize dates for filing, campaigning, and voting
   c. Verify the eligibility of applicants through the Registrar’s office
   d. Prepare ballots
   e. Choose voting booth attendants

Finance Committee
a) The Finance Committee shall consist of the RSA Treasurer, three Full Board members, and three student body representatives
   a. The Chair shall be the RSA Treasurer
b. The three Full Board members will be selected by the RSA President on the advice of the RSA Treasurer

c. The three student body representatives shall be appointed by the Committee on Committees

b) Duties
   a. Review and recommend allocations of funds to student organizations
   b. Oversee all financial matters for RSA and UMR clubs/organizations budgets
   c. Oversee fundraising activities that are conducted by recognized organizations
   d. Audit all RSA budgets
   e. Prepare Student Service Fee proposals for all organizations within the RSA

Liaison Committee
a) The Liaison Committee shall consist any RSA member who wishes to participate
   a. The chairperson shall be the Head of the Liaison Committee

b) Duties
   a. Publicize and promote the activities of the RSA to the UMR campus, Rochester community, and surrounding region
   b. Inform and educate the campus community of student government and its purpose
   c. Maintain the RSA website, Facebook page, and all online material under the jurisdiction of RSA

Student Activities Board
a) Any person belonging to the RSA may be a member
   a. The chairperson shall be the Student Activities Board Chair of the RSA

b) Duties
   a. Plan special events and entertainment
   b. Plan a balanced budget for each semester
   c. Coordinate events with other groups on campus
   d. Assist with other area student activities on campus

Student Concerns Board
a) The board shall primarily consist of any RSA member interested
   a. The chairperson shall be the Student Concerns Board Chair of the RSA
   b. The Representative(s) to Administrative Committees (as defined by Article III Section 7 of the Constitution) shall be voting members

b) Duties
   a. Investigate student concerns
   b. Act as liaison between RSA, the student body, and the appropriate University administrator(s) as necessary to resolve student concerns
University Shared Governance Committee
a) The board shall consist of the Senator, Student Senate Consultative Committee Representative, Representative to the Board of Regents and the Minnesota Student Legislative Coalition Representative(s).
   a. The committee will appoint a chair from its members at the beginning of the term.
b) Duties:
   a. Communicate common points of action of committees
   b. Survey student perspective on points of action
   c. Summarize student perspectives for proposal to Full Board and respective committees

Community Funding Committee
a) The board shall consist of at least 3 Representatives at Large and any RSA member who wishes to participate
   a. The committee will appoint a chair from the Representatives at Large at the beginning of the academic year
b) Duties
   a. This committee shall meet at least once a month to process requests
      i. Emergency sessions may be called as required.
   b. Process student requests for UMR funding for external organizations
   c. Report to the Assistant Vice Chancellor for Institutional Advancement with the approved requests
   d. Funding shall be determined on a yearly basis by the Assistant Vice Chancellor for Institutional Advancement and presented to the RSA President prior to July 1
   e. All funding must be allocated by April 1 of the following year

Section 3. Ad-Hoc Committees
a) The RSA President shall appoint special purpose committees as needed
b) Committees shall be established by commendation at any RSA Full Board meeting
c) Committee shall report all activities and findings to the President and/or at any Full Board meeting as requested

Section 4. Attendance
a) The attendance policy, shall pertain to all members of committees as well as all Full Board members
b) Committee members shall be subject to the removal procedures outlined in Article VIII, Section 1 of the Bylaws
   a. The sanction shall be applicable only to the committee of which the absence pertains
d) Classification and enforcement of excused/unexcused absence policies shall be left to the discretion of the committee chairperson

**Article VII - Budget**

**Section 1. Funding**

a) Full Board shall receive a portion of University of Minnesota, Rochester’s student services fee each semester

**Section 2. Allocation**

a) 50% of the portioned Student Services Fees shall be allocated to the Finance Committee for the purpose of distribution to various UMR organizations and groups
b) Remaining Finance Committee funds shall be allocated to Student Activities Board at the end of each semester

**Section 3. Remuneration**

a) No positions will receive remuneration for the first five years of RSA’s existence

**Article VIII – Member Sanctions**

**Section 1. Grounds for Removal**

a) Any Full Board member may be removed from office for not fulfilling the duties of the office (as outlined in the Constitution and Bylaws), violating the Constitution, being dismissed from the University, or presenting conduct unbecoming of a member of the RSA Full Board
b) Insufficient Attendance
   a. Any Full Board member who has four unexcused absences from meetings that require their attendance, as defined in this document, during the current RSA term, shall automatically forfeit their membership
      i. The member may request procedures to be taken as defined in Article VIII, Section 2a
   b. Any member removed from the Full Board due to attendance shall also be removed from any and all membership on Full Board committees and any other bodies commissioned by the Executive Board
   c. After removal, the member may not return to serve in the same position for the remainder of the term in which they were removed
Section 2. Removal/Penalty Procedure

a) Nomination for removal
   a. Procedures can be initiated by any member of the RSA
   b. The initiator must file a charging affidavit with the Secretary
      i. Affidavit shall list the alleged ground for sanction/removal and preliminary evidence thereof
   c. Executive Board shall investigate the charges and determine if a hearing is appropriate
      i. If Executive Board members are charged/involved in the issue, they shall abstain from discussions
   d. If a hearing is necessary, the Secretary shall notify the member of the date, time, and location
   e. A majority vote of Executive Board members is required to find the member guilty
   f. After the hearing, the Secretary and the member involved shall receive a statement of the findings
   g. Executive Board may then recommend a penalty to the Full Board, who shall vote on the issue
      i. Majority of votes in favor of the penalty shall make it effective

b) Petition
   a. Removal may be initiated by a petition of no less than fifteen percent of RSA members
   b. Removal will then be voted on by all RSA members
   c. A simple majority vote will be required to remove the member or officer

Article IX – Amendment

Section 1. Proposal

a) Any voting RSA member may propose an amendment to the Bylaws
b) The proposed amendment shall be presented to the RSA Full Board and voted upon at the next meeting

Section 2. Ratification

a) These Bylaws must be amended by a two-thirds vote of members present at a RSA Full Board meeting
b) Changes in the Bylaws shall take effect immediately upon adoption by the RSA Full Board