

Rochester Student Association

Bylaws

Part I – Rochester Student Association

Article I – Members

Section 1. Composition

- A. RSA shall consist of no less than 18 members with voting privileges, excluding the President, Vice President, and Student Representative to the Board of Regents, hereinafter referred to as the Student Rep to Regents. These members shall be elected and/or appointed in accordance with the Constitution.
- B. Additional positions shall be added when the population in a student group (Health Sciences, Health Professions, Nursing, and Occupational Therapy) exceeds 150 students.

Section 2. Qualification

- A. Every elected or appointed member of RSA is required to be enrolled in at least 6 credits at the University of Minnesota Rochester and meet all University regulations for participation in extracurricular activities.
- B. No student shall serve on RSA if that student is currently on academic or disciplinary probation.

Section 3. Election/Appointment

- A. Members of the Executive and Full Board shall be elected/appointed in the Spring General Election held by the Electoral Commission in accordance with the RSA Constitution and such rules that the Electoral Commission may adopt.
- B. Vacancies in RSA shall be filled by the appropriate process outlined in the Constitution.

Section 4. Representative Duties

Representative duties include, but are not limited to:

- A. Attending all meetings of RSA, unless excused by the Vice President.
- B. Attending all committee meetings, unless excused by the committee chair.
- C. Reading and staying up to date on all official RSA communications or pre-meeting documentation for all meetings attended.
- D. Sending out an update of RSA's meetings and topics of interest or inquiry to relevant constituents on a weekly basis.

Article II – Executive Officers

Section 1. Executive Officers

RSA shall have the following officers:

- A. The President.
- B. The Vice President.

- C. The Student Rep to Regents.
- D. The Secretary/Treasurer.
- E. The Student Senator to the Minnesota Student Association (MSA).
- F. The Student Senate Consultative Committee Representative (SSCC).
- G. The Student Representative to CLI All-Faculty Body.
- H. The Student Representative to Staff Assembly.

Section 2. Election/Appointment

- A. The President, the Vice President, and the Student Rep to Regents shall be elected in accordance with the Constitution, Article V, Section 2, and Article VI, Section 2.
- B. The Secretary/Treasurer of RSA shall be appointed in accordance with the Constitution, Article V, Section 2.
- C. The Student Senator to MSA, the SSCC, the Student Representative to CLI All-Faculty Body, and the Student Representative to Staff Assembly shall be elected by a ballot majority vote, in accordance with the Constitution, Article V, Section 2.

Section 3. Executive Officers' Duties

In relation to RSA:

- A. The President shall:
 - i. Be a non-voting member.
 - ii. Preside over Executive Board meetings of RSA.
 - iii. Have the power to veto any line item of an Appropriations Bill within 10 class days and submit a statement of objection to RSA at their next regular meeting after the veto, at which time RSA may reverse the veto by a two-thirds (2/3) vote of the entire voting membership.
 - iv. Have the power to submit Government Bills for the consideration of RSA.
 - v. Set the agenda for all RSA meetings and send out all scheduled legislation at least 72 hours before RSA convenes.
- B. The Vice President shall:
 - i. Be a non-voting member.
 - ii. Preside over meetings of the Full Board of RSA.
 - iii. Create and maintain a list of all Representative projects, and serve as an additional resource for Representatives beyond their committee chairs.
 - iv. Check in with Representatives on a monthly basis, and provide orientation services to members with assistance of the Advisor.
- C. The Student Rep to Regents shall:
 - i. Be a non-voting member.
 - ii. Work with the Full Board to ensure vacant positions, in RSA or committees, are filled.
- D. The Secretary/Treasurer shall:
 - i. Preside over meetings of the RSA in the Vice President's absence.
 - ii. Take accurate minutes of RSA meetings, including a list of those in attendance and ensure they are publicly displayed.
 - iii. Take accurate notes and tallies of all votes held within RSA.
 - iv. Provide updates and respond to inquiries about RSA funds, purchases, and the budget.
 - v. Process votes initiated in RSA and work with the Director of the Electoral Commission to ensure accurate recording and documentation of votes.

Article III – Meetings

Section 1. Meetings

Regular meetings of the Full Board shall be held biweekly during the regular academic year on a day to be decided by a legislative act of RSA, unless changed by the Vice President, at a time to be determined by the Full Board, in accordance to the Constitution, Article IX, Section 1.

Section 2. Notice

If the Vice President changes the time or place of the meeting, advance notice must be given to RSA, and communicated via email to the student body 24 hours prior to the meeting.

Section 3. Proxy Voting

Proxy voting, yielding a vote to another in one's absence, shall be allowed in event of an excused absence. Notification of this request must be given to and approved by the Vice President prior to the start of the meeting.

Article IV – Committees

Section 1. Standing Committees

RSA shall have the following Standing Committees:

A. Academic Committee

- i. The Academic Committee shall be responsible for evaluating current practices pertaining to the standards of academics at UMR and representing RSA in any ad-hoc or standing committees or advisory boards pertaining to such affairs.
- ii. The Academic Committee shall consist of the Student Representative to CLI All-Faculty Body as chair, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.
- iii. The Academic Committee shall promote course evaluations and handle formal student complaints.
- iv. The Academic Committee Chair shall meet on a regular basis with a representative of the Vice Chancellor for Academic Affairs and Innovation.
- v. The Academic Committee Chair will serve as the liaison to the CLI All-Faculty Body.

B. Communications Committee

- i. The Communications Committee shall be responsible for evaluating current practices pertaining to organizational communication challenges as well as ideas and goals improving communication within RSA and between RSA and the UMR student body and faculty, staff, and UMR leadership; in addition to promoting RSA's purposes as stated in the RSA Constitution as well as encouraging membership and participation in RSA among the University's population.
- ii. The Communication Committee shall consist of a Representative of RSA as chair, by voluntary interest and approved by RSA with a 2/3 vote of the voting membership, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.

- iii. The Communications Committee Chair may, at their discretion, assign members of the committee to serve as liaisons to any student organization, to meet with members of the student body; as well as meeting with the UMR marketing team as necessary.
 - iv. Responsibilities of the Communications Committee include, but are not limited to:
 - 1. Actively promoting a positive image of RSA throughout the University and greater Rochester Community.
 - 2. Informing the student body of enacted legislation and information concerning RSA activities and programs.
 - 3. Disseminating information from RSA to the student body, and ensuring that representatives are keeping their constituents informed.
 - 4. Managing the image and brand of RSA.
 - 5. Working with committees and Student Activities to coordinate promotional events.
 - 6. Being responsible for promoting and participating in RSA sponsored events.
 - 7. Supporting RSA committees and members with their communication needs.
- C. Diversity and Inclusion Committee
- i. The Diversity and Inclusion Committee is devoted to representing the interests of diverse populations of the University to RSA, and to create programming and opportunities for the student body to engage with learning about commonalities and differences that shape our diverse world.
 - ii. The Diversity and Inclusion Committee shall consist of a Representative of RSA as chair, by voluntary interest and approved by RSA with a 2/3 vote of the voting membership, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.
 - iii. The Diversity and Inclusion Committee will be responsible for working with Registered Student Organizations (RSOs), Campus Living Programs (CLPs), the Assistant Vice Chancellor for Student Success, Engagement, and Equity, faculty and/or staff working with demographics typically underrepresented at the University. These demographic groups will include, but not be limited to the following:
 - 1. Nontraditional students
 - 2. Students with disabilities
 - 3. International students
 - 4. Lesbian, Gay, Bisexual, Transgender, and Queer, and Asexual (LGBTQA+) students
 - 5. Multicultural students
 - 6. Women's Issues
 - 7. Veterans and Military Affairs
 - 8. Student athletes
 - 9. Students of minority ethnic/racial groups
 - 10. First generation students
 - iv. The Committee for Diversity and Inclusion shall:
 - 1. Advocate for a diverse, respectful, and inclusive university community. This includes doing research on issues which the Committee deems relevant to advocating such a community and recommending appropriate actions to the Senate.
 - 2. At the point of external liaison beyond the Diversity and Inclusion Committee, the Committee will require a RSA direction for further action. Such action could include, but is not limited to, taking a public stance; advocating a position to the

University or any other organization, political or otherwise; or actively presenting or programming events on behalf of RSA.

3. Work collaboratively with the Safety and Security Committee on education and research related to the university plans and practices on diversity and on developing well-informed recommendations to RSA.

D. Health and Wellness Committee

- i. The Health and Wellness Committee is devoted to educating the University community on health and wellness, representing the student body in relation to health and wellness initiatives, and creating opportunities for the University community to lead long-term, healthier lifestyles.
- ii. The Health and Wellness Committee shall consist of a Representative of RSA as chair, by voluntary interest and approved by RSA with a 2/3 vote of the voting membership, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.
- iii. The Health and Wellness Committee will be responsible for working with RSOs and CLPs, UMR leadership, faculty and/or staff on initiatives relating to Health and Wellness.

E. Safety and Security Committee

- i. The Safety and Security Committee shall work towards improving the well-being and safety of all students on or off campus by coordinating with staff and faculty who work with safety and security, by researching current on and off campus safety and security data, and by creating programming related to a variety of topics that affect college students.
- ii. The Safety and Security Committee shall consist of the Student Representative to Staff Assembly as chair, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.
- iii. Responsibilities of the Safety and Security Committee include, but are not limited to:
 1. Responding to issues relating to the safety and well-being of students on campus, sending a representative to and collaborating with student organizations pertaining to sexual assault prevention, mental health awareness, alcohol and drug safety, and coordinating with the chair of the Diversity and Inclusion Committee at the beginning of each semester.
 2. Organizing safety and security events with the Student Activities Committee, or media campaigns with the Communications Committee.
 3. The chair and/or appointed members of the committee shall act as the liaison between RSA and staff members who work with campus safety and security.

F. Student Activities and Recognition Committee

- i. The Student Activities and Recognition Committee shall be responsible for working with the staff and faculty assigned with campus programming and events to provide recommendations for student events, to create budgets and recommendations for funding based upon fee allocations, and to promote, manage, and attend these events in collaboration with RSA, RSOs, and CLPs. In addition, this committee will be responsible for creating student, faculty, and staff recognition opportunities in conjunction with groups oriented around these goals.
- ii. The Student Activities and Recognition Committee shall consist of the Student Senator to MSA and Student Senate Consultative Committee Representative as co-chairs, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.

- iii. Responsibilities of the Student Activities and Recognition Committee include, but are not limited to:
 - 1. Creating a calendar of events for students to attend, update, and change events as necessary to reflect student interests.
 - 2. Create a budget for the student fees allocated to student activities by the President's budget, and present this budget as an appropriations bill to RSA for approval by a 2/3 majority of the voting membership.
 - 3. Assist students, staff, faculty, RSOs and CLPs, and committees working with student activities to plan, advertise, manage, and execute student programming.
 - 4. Send one chair to the annual student activities conference to assist in the identification of potential events.
 - 5. Ensure adherence to University event management standards in relation to Board of Regents policies and safety and security standards.
 - 6. Carry out the end of the year recognition events, including but not limited to: Staff of the year, Faculty of the year, RSO/CLP of the year.
- G. Student Organizations, Fees, and Funding Committee
 - i. The Student Organizations, Fees, and Funding Committee shall be evaluating current practices relating to services provided by the University to the student body, providing recommendations to administration on the allocation and amounts of student fees, and working the President to approve a budget, provide funding to various student organizations, and with general oversight of RSOs and Campus Life Programs. Members of this committee will recuse themselves of all votes pertaining to student fees in RSA.
 - ii. The Student Organizations, Fees, and Funding Committee shall consist of the Secretary/Treasurer as chair, 1 to 2 other members of the Full Board, and 1 to 2 members of the student body as appointed by the chair.
 - iii. In relation to RSOs and CLPs, the Student Organizations, Fees, and Funding Committee shall have the power to, but shall not be limited to:
 - 1. Review the constitutions of, approve, and recommend new RSOs and CLPs to the Full Board for formal approval and recognition.
 - 2. Review amendments to bylaws and constitutions, and to recommend changes to existing RSOs or CLPs.
 - 3. Advance to RSA changes in the uniform conditions for continued approval of RSOs or CLPs.
 - 4. Advance to RSA recommendations for the discontinuation of any RSO or CLP.
 - iv. In relation to providing recommendations on student fees, the Student Organizations, Fees, and Funding Committee shall have the power to, but shall not be limited to:
 - 1. The committee shall submit to RSA its recommendations, in the form of a bill, its recommendations for the amounts of student fees assessed to the student body.
 - 2. The committee and the President of RSA shall submit, in the form of an Appropriations Bill, its recommendations for the allocation of student fee monies.
 - v. In relation to providing recommendations on the use of student fees, the Student Organizations, Fees, and Funding Committee shall have the power to, but shall not be limited to:
 - 1. Allocate student fees for use by staff working with Student Activities, as approved by RSA by a 2/3 majority of the voting membership.

2. Use student fees to promote RSO and CLP adherence to uniform standards set by RSA in the form of incentives, as approved by RSA by a 2/3 majority of the voting membership.
3. Specify the amount of funding available to RSOs and CLPs by request, as approved by RSA by a 2/3 majority of the voting membership.
4. Review requests for funding by RSOs and CLPs, request changes to funds requests.
5. Approve or deny fund requests equal to or below \$100.00.
6. Recommend fund proposals equal to or more than \$100.01 to RSA for approval by a 2/3 majority of the voting membership.
7. Forward any contests to their rulings on funding directly to RSA for review and finalization based upon a 2/3 majority of the voting membership.

H. No RSA Representative shall be the acting chair of more than one committee.

Section 2. Ad-hoc Committees

Ad-Hoc Committees will be recommended by the President of RSA to RSA and approved by a 2/3 majority of the voting membership. The membership, term, and powers of Ad-hoc Committees will be determined by the President of RSA, and outlined to RSA for approval. Ad-hoc Committees may be renewed following approval by RSA.

Part II – The Executives

Article I – President

Section 1. Appointments

- A. The President shall have the power to appoint the following, informing RSA: the Secretary/Treasurer, and Advisor of RSA.

Section 2. Committee Membership

- A. The President, or their designee, shall serve as a member of each standing and Ad-hoc Committee, primarily serving in an oversight capacity or check-in capacity.

Article II – Vice President

Section 1. Committee Membership

- A. The Vice President shall serve as a member of each standing and Ad-hoc Committee, primarily serving in an oversight capacity or check-in capacity.

Article IV – Executive Board

Section 1. Composition

The Executive Board shall consist of the following voting members: President as Chair, Vice President, Student Representative to the Board of Regents, Secretary/Treasurer, Student Senator to the Minnesota Student Association, Student Senate Consultative Committee Representative, Student Representative to CLI All-Faculty Body, and the Student Representative to Staff Assembly. Other members include Committee Chairs not represented in the previous list. The Executive Board shall also include the Advisor as a non-voting member.

Section 2. Meetings

- A. The Executive Board will meet at the call of the President with no less than 48 hours notice.
- B. The quorum for the Executive Board will be a majority of the voting members.

Section 4. Duties and Powers

The Executive Board shall:

- A. Distribute general information to committee chairs.
- B. Refer all legislation to a standing or Ad-hoc committee.
- C. Approve of marketing or communication campaigns designed for RSA by committee.
- D. Attend all RSA meetings, unless otherwise excused by the Vice President, and give executive reports.

Section 5. Disciplinary Procedures

- A. The Executive Board, by a 2/3 vote, may call for a disciplinary hearing of any standing or committee chair or member if said individual has committed any of the following infractions:
 - i. Accumulating two absences from committee meetings, during a single term, without reasonable excuse as determined by the committee chair, unless appealed to the Executive Committee.
 - ii. Manifesting general negligence or abuse in assigned duties.
 - iii. Committing any action unbecoming of an RSA member.
- B. The Vice President will notify the individual of the hearing with no less than three class days' notice. RSA will conduct the hearing in closed session, but will vote on the removal in open session. A 2/3 vote shall remove said individual from the committee.

Article V – Boards, Committees, Commissions, and Other Entities

Section 1. Electoral Commission

- A. The Electoral Commission shall consist of 3 voting members; the Advisor to RSA, a faculty member and a student appointed by the President and approved by RSA.
- B. Any survey to appear on the general election ballot must be approved by a 2/3 vote of RSA.

Article VI – General Provisions

Section 1. Senatorial Supremacy

All commissions, committees, and boards authorized by RSA must annually submit their current bylaws and procedures to RSA. Changes in its bylaws or constitution must be approved by RSA with a 2/3 majority vote of the Full Board. Minutes or regular reports must be given to RSA.

Section 2. Non-Discrimination Clause

Neither RSA nor any Registered Student Organization (RSO) or Campus Life Program (CLP) may discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

Section 3. Special Rules

RSA may adopt Special Rules to govern RSA with a vote of two-thirds (2/3) of those present and voting. Any entity of RSA may request to have the Special Rules concerning their functions amended in a written request to the Vice President of RSA. Special Rules may be suspended by a two-thirds (2/3) vote of those present and voting at any meeting.

Part IV – General Provisions

Article I – Bylaws

Section 1. Amendment

These bylaws may be amended with a three-fourths (3/4) vote of those present and voting taken by roll call, provided written previous notice of the amendment was given at the previous meeting. Written previous notification shall be when the Bylaw amendment meets the regular requirements to be included as an agenda item and is included as an agenda item at the previous meeting.

Section 2. Suspension

None of these Bylaws, including rules in the nature of special rules of order, may be suspended by any vote.

Article II – Parliamentary Authority

The President of RSA shall establish the rules of governing RSA meetings and functions as the ultimate parliamentary authority, with the Advisor of RSA acting as the parliamentarian during meetings.

Article III – Other Provisions

Section 1. Qualification

Every student elected/appointed to any RSA position is required to be a student enrolled in a minimum of 6 credits and meet University regulations for participation in extracurricular activities. In addition, no student shall serve in an appointed position if that student is currently on academic or disciplinary probation.

Special Rules

1.0 RSA Full Board Meeting Time and Location. RSA shall have regular meetings of the Full Board biweekly during the regular academic year on a day to be decided by a legislative act of RSA. (Refer to Bylaws, Part I, Article III)

1.1 Excused Absences. In order for an absence from RSA meeting to be excused at the discretion of the Vice President, members must notify the Vice President of their absence 3 hours prior to the meeting on the day of their absence.

2.0 Closed Sessions. RSA shall be allowed, but not limited to hold closed sessions for the following reasons:

1. Strategy sessions regarding negotiations or actions with regard to other bodies at UMR;
2. Investigative proceedings regarding allegations of Constitutional violations and or criminal misconduct;
3. The protection of public interest;
4. Sensitive personnel matters.

2.1 Vote for Close Session. The vote to hold a closed session shall be taken in open session, and requires a majority vote of RSA. RSA must reconvene in open session before any formal action may be taken.

2.2 Challenging Continuation of a Closed Session. Any member of RSA shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session. Such challenges shall be overruled only by a majority vote of RSA present at the meeting.

2.3 Divulging Information in Closed Session. Any member of RSA who divulges information concerning the deliberations in closed session may be subject to disciplinary actions as decided by the Executive Board.

3.0 Agenda. The agenda shall be published publicly 24 hours prior to the Full Board meeting and the order of the agenda for all RSA meetings shall be:

- | | |
|--------------------------|---------------------------|
| I. Call to Order | VII. Committee Reports |
| II. Attendance Roll Call | VIII. Unfinished Business |
| III. Approval of Minutes | IX. New Business |
| IV. Appointments | X. Announcements |
| V. Open Forum | XI. Adjournment |
| VI. Executive Reports | |

4.0 Official Seating Area. The official seating area shall be that area designated for the seating of only the elected executive officers, Senators, representatives, and the Advisor. A member must be seated in the official seating area in order to vote or speak on pending action. No person seated in the official area shall speak to a person not seated in the official area during the meeting without going to the gallery. A person seated in the official area may allow a person seated in the gallery to address RSA by yielding their time to that person. The Vice President has the discretion to limit speaking time of those not seated in the official seating area.

4.1 Laptop Computers/Mobile Devices in Seating Area. Personal laptop computers and mobile devices, excluding the Secretary/Treasurer, are not allowed in the Official Seating Area unless a member needs to look up pertinent information on the subject being discussed. Unless there is a need to obtain information on a subject, members must keep their laptop computers stored away during RSA meetings.

5.0 Senate Legislation. RSA shall consider five types of legislation: the RSA Bill, the Appropriations Bill, the Resolution, Bylaw Amendments and the President Bill. All legislation shall be numbered and named

by the Executive Board. The official title of all legislation shall consist of the category, the number, and the name of the legislation.

5.1 RSA Bill. An RSA Bill shall be introduced by an RSA member and shall require action by some branch of RSA upon its passage. An RSA Bill requires a majority to pass and dies at the end of the RSA term.

5.2 Appropriations Bill. Any Student Organizations, Fee, and Funding Committee recommendations for the allocation of student fees equal to or above \$100.01 shall be submitted in the form of an Appropriations Bill. Appropriations Bills require a majority to adopt. (Refer to Bylaws Article IV, Section 1)

5.3 Resolution. A Resolution expresses the opinion of RSA on any issue. A Resolution requires no further action. A Resolution requires a majority vote and dies at the end of RSA term.

5.4 President Bill. Only the President may submit President Bills. President Bills require a majority vote and die at the end of the RSA term. President Bills shall be the first items under New Business on the agenda.

5.5 Standing Committees. All legislation except President Bills and Bylaw Amendments, shall be referred by the Executive Board to one of RSA's standing committees, unless the legislation originates from within the committee. The standing committees shall have the authority to amend or kill the legislation in addition to sending it to RSA. Any standing committee may submit RSA Bills, Resolutions, or Appropriations Bills to RSA. If, after two regularly scheduled committee meetings, the committee has failed to take action on legislation assigned to it by the Executive Board, the sponsor of said legislation may move that the legislation be brought to emergency status.

5.5.1 Bylaw Amendments. All bylaw amendments shall be submitted to the Executive Board for review. The Executive Board shall have the authority to amend or kill the bylaw amendment in addition to sending it to RSA.

5.6 Sponsors of Legislation. The sponsor of any legislation or bylaw amendment – that is, a) the chair of the committee that submitted the bill, b) the first signed on a piece of legislation or bylaw amendment when signed by one or more members, or c) the President for all President Bills – shall have the right to make a five-minute closing statement before the final vote is taken on that item of business. The sponsor may yield time during the closing statement only to one co-sponsor. During the closing statement, no further amendments may be offered.

5.7 Legislative Due Process. CLI All-Faculty Body, Staff Assembly, and Senior Leadership staff shall be notified by 12:00 pm the Monday before the RSA meeting of all legislation, specifying which has been passed by committee or is otherwise intended to appear on the agenda of the next RSA meeting. Where legislation is passed by committees, the chair shall be responsible for notifying the **forementioned staff 24 hours before it is made public.**

5.8 Notice of Legislation. All legislation, minutes, agenda, and other important documents – except Appropriation Bills – appearing on the agenda of an RSA meeting shall be made public by 12:00 pm the Tuesday before the meeting. All Appropriation Bills shall be uploaded on the web site prior to 4:00 pm the Friday before the meeting. Notice of this shall be sent via electronic communication to RSA officials and others requesting to receive this notification.

5.9 Emergency Status. Any legislation, except a Bylaw Amendment that does not appear on the agenda may be considered through a motion to bring the legislation to emergency status, requiring a 2/3 vote of those present and voting to consider the legislation.

6.0 Speaking. The Vice President has the discretion to set limitations for speaking on a subject with regard to Robert's Rules of Order Newly Revised.

7.0 Right to Demand a Roll Call Vote. Any RSA member may demand a roll call vote on any question before RSA.

8.0 Recruitment Policy. RSA, in order to expand its recruitment policy, shall communicate by paper or electronic means information of upcoming RSA positions, on a semester basis or at the discretion of the Executive Board, to parties of interest at least ten class days prior to the application deadline for those positions.

9.0 Call of the House. Upon passage of the motion "Call of the House," requiring a majority vote, no RSA voting member shall be allowed to leave the Chamber without permission of the Vice President, under the penalty of an unexcused absence. However, under no circumstances shall a RSA member be charged with more than one absence per meeting. A Call of the House shall be enforced by the Vice President.

10.0 Open Forum. Any person may address RSA upon recognition by the Vice President during the Open Forum section of the RSA meeting. No person shall speak for more than ten minutes during Open Forum and no topic shall exceed fifteen minutes unless additional time is granted by the RSA executive board in a majority vote.

11.0 Year End Report. All committee chairs shall compile a report at the end of their term, including suggestions for future committee's projects and activities, ideas for committee improvement, and a summary of what the committee has accomplished during the term as well as the status of any current projects that should be carried over into the new term. These reports shall be submitted to the Advisor and President no later than the last regular RSA meeting and posted publicly with campus-wide notification.

12.0 Recognized Student Organizations and Campus Life Programs. All Registered Student Organizations and Campus Life Programs of RSA shall be governed by the following procedures and policies:

12.1 Requirements for Registered Student Organizations and Campus Life Programs.

12.1.1 Official Name

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

"The official name of the organization shall be..."

12.1.2 University of Minnesota Policy

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

"The organization shall comply with all University policies and procedures, as well as local, state, and federal laws and regulation."

12.1.3 Non-discrimination.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

"Membership is open to [all undergraduate/graduate/professional students, staff, faculty, ect.] without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Voting membership is defined as [definition of voting membership in the group]. No more than one-third ($\frac{1}{3}$) of the voting membership shall consist of those who are not currently registered students at the University of Minnesota Rochester campus."

2. All current RSOs and CLPs will not be required to update their non-discrimination clause in their constitution until they submit their next constitutional revision. New RSOs and CLPs who submit a constitution for approval will be required to include the revised non-discrimination clause.
3. Place of residence shall mean the school address of the University of Minnesota Rochester student where said student receives U.S. mail when school is in session as recorded in the student data warehouse by the Registrar.
4. Exemptions. Organizations that feel their purpose cannot follow the guidelines on non-discrimination must submit a letter stating the reasons why their organization should receive an exemption. The original letter must be submitted to the Student Organizations, Fees, and Funding Committee for review.
 - a. Exemptions for Residence hall governments. Residence hall governments are hereby granted a permanent exemption from the place of residence criterion outlined above. Residence hall governments are defined as those RSOs and CLPs: whose membership consists solely of UMR students who live in a residence hall as verifiable by the Office of Residential Life, whose representatives are duly elected by that membership, and if representing geographical subdivision of the residence halls, whose representation is undisputed by 318 Community Council.
 - b. Exemptions for Military RSOs and CLPs. Military RSOs and CLPs are exempt from the membership requirements contradictory to U.S. Code defining membership in the military. Military RSOs and CLPs must be affiliated with a branch of the United States Department of Defense.
 - c. Exemptions for Religious RSOs and CLPs. Religious RSOs and CLPs are exempt from the religion criterion of the non-discrimination clause. Exemptions to the religion criterion affect only their selection of membership and leadership. Religious groups are hereby defined as those organizations whose membership in a group with a solely religious purpose consists of those UMR students who believe in the religious creed set forth by that organization whose representatives are duly selected by that membership, and registered as a religious organization when filing.

12.1.4 Non-student participation.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

“A student organization shall consist of at least five currently enrolled student members. Non-students shall be allowed to participate in any student organization activity, but shall not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Minnesota Rochester for the fall or spring semester.”

12.1.5 Advisors.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

“RSOs and CLPs shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Minnesota Rochester, and may have any number of Secondary

Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Minnesota. “

12.1.6 Financial Transactions.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

“RSO and/or CLP shall operate according to the rules and guidelines of a non-profit entity. No part of the organization’s net earnings will inure to the benefit of individuals. The RSO or CLP must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator’s family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The RSO or CLP shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document. The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the RSO or CLP shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by the University of Minnesota Rochester Business Office.”

2. **Process for Dissolution.** The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus:

“Upon the dissolution of the RSO or CLP the officers and advisors shall, after paying or making provisions for the payment of all liabilities of the RSO or CLP, dispose of all the assets of RSO or CLP exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by RSA. “

3. **Exemption.** Organizations may apply to the Student Organizations, Fees, and Funding Committee to substitute the above provision “Organizational monies will be handled by the University of Minnesota Rochester Business Office” if this language directly conflicts with the organization’s main intent. The organization must submit a letter stating the reasons why their organizations should receive an exemption. The original letter must be submitted with the four copies of the organizations’ Constitution to the Student Services Committee for review. The Student Organizations, Fees, and Funding Committee has the authority to determine whether an RSO fulfills the requirements to receive an exemption.

12.1.7 Amendments.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: "All amendments must be RSA approved."

12.1.8 Effective Date.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus. This constitution shall go into effect (date approved by the organization, month day, year).

12.1.9 Other Requirements.

1. All members of an RSO or CLP have the responsibility to obtain and orient themselves with the rules and procedures governing their own existence, and their role in the University Community.
2. A student organization shall consist of at least five currently enrolled student members.
3. The same person may not serve as both the student contact and advisor.

12.2 Process for Forming a Recognized Student Organization.

12.2.1 Letter of Intent

1. Leader(s) of an organization seeking official recognition must inquire with the Student Organizations, Fees, and Funding Committee. The Student Organizations, Fees, and Funding Committee shall provide the organization's leaders with a student organizational packet consisting of a Letter of Intent form, the General Model of Constitution Form, and an Annual Review Form. The Letter of Intent shall consist of a one-page letter detailing potential activities and the specific intent of the organization. The following quoted passage must be expressed in the organization's Letter of Intent:

"The organization is organized exclusively for, and will be operated for, one or more of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition (but only if none of its activities involve providing athletic facilities or equipment) and/or the prevention of cruelty to children or animals."

2. Discretion concerning specificity shall be left to the Student Organizations, Fees, and Funding Committee.
3. The organization leader(s) shall deliver the completed Letter of Intent to the Student Organizations, Fees, and Funding Committee. The Student Organizations, Fees, and Funding Committee shall send a copy of the Letter of Intent to the Student Activities professional and a copy of a tracking sheet listing the progress of the organization in completing the steps to recognition.
4. The Student Organizations, Fees, and Funding Committee shall approve the Letter of Intent (LOI) in accordance with the Bylaws. If found to be insufficiently documented, the organization leader shall be notified and be given the opportunity to meet the documentation requirements of the Student Organizations, Fees, and Funding Committee. The Student Organizations, Fees, and Funding Committee shall provide a detailed explanation concerning the request for additional information to facilitate an easier submittal of the letter at a later date.

5. At this time the organization, having submitted an approved LOI shall have 30 calendar days to submit the appropriate Constitutional materials to the Student Organizations, Fees, and Funding Committee. During this 30 day calendar period the organization shall become temporarily active and may use university facilities and services for business meetings, but may not use facilities for public programs, which involve the collection of money.”

12.2.2 Constitution.

Within 30 calendar days after submitting the LOI, the organization shall submit a typed copy of their constitution to the Student Organizations, Fees, and Funding Committee.

1. Upon receipt of the constitution the Student Organizations, Fees, and Funding Committee shall review the proposed Constitution within 5 business days. The Student Organizations, Fees, and Funding Committee shall notify the organization, the Student Activities professional, and its advisor of the results by letter within 5 business days from the date of review.
2. If the Student Organizations, Fees, and Funding Committee has not received Constitutional materials within the 30 calendar day period, or approved a request for an extension, the organization shall become immediately “inactive” until the above conditions are met.
3. If the Student Organizations, Fees, and Funding Committee deems the proposed Constitution as failing to meet the requirements for recognition, then the committee shall email to the organization a copy of the rejected Constitution and the review sheet noting the areas out of compliance. If the organization does not submit to the Student Organizations, Fees, and Funding Committee a revised Constitution within 5 calendar days after the date of notification, the organization shall become immediately “inactive” until the above conditions are met. The Student Organizations, Fees, and Funding Committee shall notify the organization and its advisor by mail within 5 days, including a copy of the rejected Constitution and its review sheet indicating the areas needing revision.
4. Amendments must be submitted to the Student Organizations, Fees, and Funding Committee as a typed copy, with notifications and highlights around changes being made. If the amendment(s) are not successful in completing the recognition process, the organization shall retain its previous status.
5. The Student Organizations, Fees, and Funding Committee shall have only the authority to approve or reject organization Constitutions and amendment(s). Authority over the content of the amendment(s) is reserved to the organizations, providing the amendment(s) meet all uniform requirements established by RSA.
6. Approval of the submitted Constitution by the Student Organizations, Fees, and Funding Committee means that all requirements of the Bylaws are met and the non-discrimination policy for membership selection does not conflict with any other organization requirements for membership selection.
7. Constitutions will be required to be reviewed, updated, and approved by the Student Organizations, Fees, and Funding Committee on a 3-year basis, in conjunction with the university processes that govern recognition. If the organization has not submitted a new or updated Constitution to the Student Organizations, Fees, and Funding Committee, the organization will be placed under “Non-Compliance” status and will remain at that status until it submits a new or updated Constitution, or until it falls to “Inactive” status.

12.2.3 Officer Information and Policy Orientation

1. Newly recognized organizations must submit Officer and Advisor contact information to the Student Activities professional and attend a policy orientation of the basic services and resources at UMR that are relevant to RSOs or CLPs within 30 days of receiving notification of recognition. Failure to do so will place the group on "Not In Compliance" status until the form has been filed and the orientation completed.
2. Every RSO or CLP must update Officer and Advisor contact information and attend a policy orientation of the basic services and resources at UMR for RSOs or CLPs, yearly as presented by the Student Activities professional. An RSO or CLP shall be considered "Not in Compliance" if it fails to update Officer and Advisor contact information and/or attend a policy orientation within one month after the election of new officers.
3. In the event that an RSO or CLP updates Officer and/or Advisor contact information within six months of the previous update and the Officers listed have not changed by more than 50%, the RSO or CLP does not need to go through the Student Activities professional policy orientation. If the Officers listed have changed by more than 50% then the RSO or CLP must go through the policy orientation within 30 days of receiving notification of recognition. Failure to do so will place the group on "Not In Compliance" status until the orientation has been completed.

12.3 Not in Compliance and Defunct Statuses.

A group that is not in compliance shall be unable to make use of any of the rights and privileges granted to "active" and recognized student organizations for the full term of their "inactive" status. This may include restrictions on use of University facilities and event registration and the freezing of organizational funds through the Business Office.

1. If a RSO or CLP is deemed "inactive" according to the above, the RSO or CLP may be immediately reactivated following their contact with the Student Activities professional to submit the required officer information and complete their orientation and submit to RSA an updated constitution with the proper required language.
2. If an organization becomes "inactive" for one calendar year, the organization shall no longer be considered recognized at either status, and must complete the full organization recognition procedure to be reactivated.
3. A student organization choosing to dissolve shall need to complete the appropriate procedures for dissolution of a student organization, and shall no longer be considered recognized at either status, and must complete the full organization recognition procedure to be reactivated.
4. A student organization that votes to dissolve shall be considered defunct after the following semester and shall lose all recognition after proper distribution of remaining funds.

12.4 Oversight. The Student Organizations, Fees, and Funding Committee shall have the authority to discipline student organizations for violating any RSA regulation or any rule or regulation of the University upon approval of RSA.

1. An organization's Constitution or activities may be reviewed by the Student Organizations, Fees, and Funding Committee upon request. Such a request should be submitted in writing stating the name of the organization and the reason for the request and must be signed by at least five members of RSA.
2. When the Student Organizations, Fees, and Funding Committee decides that a possible violation has occurred, the group in question, and all parties involved, shall be notified of the infraction by email. The email must include the specific alleged violation(s) or non-compliance(s), an invitation to appear before the Student Organizations, Fees, and

Funding Committee to present their case and notification that the matter must be resolved within 5 days. If, after 5 days, the group is still not in compliance, the Student Organizations, Fees, and Funding Committee shall submit legislation to RSA which may include action against the group in question.

3. Any decision regarding discipline is subject to appeal by the organization to the Executive Committee.

13.0 Financial Management and Facilities Policies.

1. The President shall prepare an itemized budget for proposed RSA expenditures for the coming fiscal semester and present it for review and approval to the Student Organizations, Fees, and Funding Committee within two weeks of the start of the semester.
2. After approval, the budget shall be introduced to RSA as an Appropriations Bill to be reviewed and approved.
3. The University shall transfer the amount of student fees collected specified for RSA use to appropriate accounts at the beginning of each academic year. All monies will be handled by the staff member most associated with Student Activities regardless of source.
4. Students or staff acting in an official capacity on behalf of RSA may have registration and/or travel expenses reimbursed if the approved budget or a special appropriation authorizes the funding for such travel.
5. The operation and classification of space shall be under the administration of the President.