

# **Niagara University Student Government Association**



**Master Document Book**

**2020 - 2021**

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# Niagara University Student Government Association Constitution



**Revised Winter 2016**  
**Preamble**

*We, the students of Niagara University, in order to officially represent the student body, to further our rights and interests as students enrolled in a private institution of higher education in the USA, to promote the welfare of the students and the entire University community, to provide for a broader intellectual and cultural development of students, and in keeping with Vincentian values and general social consciousness, do hereby ordain and establish this Constitution of the Niagara University Student Government Association.*

**Article I – Mission Statement**

We, the Niagara University Student Government Association, in the spirit of Catholic and Vincentian traditions and the Core Values of this University, serve the student body and our surrounding community through service, educational and cultural programming, awareness, and advocacy.

**Article II – Authority**

The authority of the Niagara University Student Government Association (hereinafter referred to as the NUSGA) is derived from the Statutes and Bylaws of Niagara University, and is in keeping with all colleges and universities that respect and value student involvement in their operations.

**Article III – Student Rights**

The NUSGA hereby affirms the below Student Rights and Values are inherent to its Mission:

**ACADEMIC FREEDOM:** that an institution of higher education should facilitate the free and open exchange of ideas;

**FREE SPEECH:** students should not be intimidated, harassed, or discouraged from speaking out, or discriminated against, either in person, or through any written or electronic means;

**JUSTICE:** students should be treated equally and fairly;

**ETHICS:** students should be treated, and be held to, the prevailing standards of ethics in academia and the professions for which they are being prepared;

**DIVERSITY:** differences in characteristics that define identity shall be respected and valued.

**REPRESENTATION:** student opinion should be sought on university bodies making decisions and policies affecting student life.



## **Article IV – Authority and Responsibilities of the NUSGA**

1. To **represent** the rights and interests of **all** students enrolled at Niagara University to the trustees, university administration and the surrounding community;
2. To **coordinate** the communication between other official student representation on campus, including but not limited to the student members of the Academic Senate, Assistant Vice President for institutional Effectiveness and Student Affairs, the Research Council, the Academic Integrity Board, and the Student-Athlete Appeal Committee;
3. Upon consent of the Vice President for Student Life, and the support of the University President, to **maintain** this Constitution as an accurate, useful document that facilitates the Mission of the NUSGA;
4. To duly **approve and monitor** the formation and operation of official Niagara University student Clubs and Club Sports, including but not limited to the oversight of budgets, constitutions, rosters, fundraisers, and community service of each individual student organization;
5. To **approve and facilitate** the allocation of funds in the NUSGA budget line in conjunction with the NUSGA Budget Rules;
6. To **direct** the scheduling and performance of cultural and educational events on and off campus;
7. Upon consent of the Vice President for Student Life, to **adopt** such policies, procedures, and guidelines, and **authorize** such expenditures, that the NUSGA deems appropriate in order to better facilitate its Mission, particularly service to student and the community;
8. To resolve as a body to **petition**, through the Vice President for Student Life, for the adoption, adjustment or removal of policies and procedures, as deemed by the NUSGA to act in the best interests of the Students;
9. To **cooperate** with the administration for the facilitation of the above responsibilities.

## **Article V – Advisors**

1. NUSGA Advisors
  - a. Under the direction of the Dean of Students, the co-advisors of the NUSGA shall be the Director and Assistant Director of Campus Activities
  - b. Shall oversee and guide class advisors
  - c. Help guide in the university policy and/or procedure, and to be a resource for the delegation
2. Class Advisors
  - a. Each class delegation will have an advisor appointed by NUSGA Advisor
  - b. Help guide in University policy and/or procedure, and be a resource for the delegation
  - c. Meet with president weekly
  - d. Attend meetings and events with delegation

## **Article VI – Executive Branch**

1. Executive Branch (herein known as the Cabinet) shall consist of:
  - a. President, Vice President, Parliamentarian, Communications Director, Event Coordinator, Recording Secretary, and Treasurer
  
2. Authority and responsibility
  - a. Sign up and perform 2 office hour a week in the NUSGA Office;
  - b. Meet once a week and at least four of the seven total members must be present to have a quorum;
  - c. Shall discuss issues to be placed on the agenda for the next general legislative session, decide which issues should be deemed first and foremost as concerns affecting the Niagara University student body, and make relative decisions regarding the administrative operations of the NUSGA;
  - d. All members must maintain a Code of Professionalism that upholds the integrity of the NUSGA and emanates Niagara University's values;
  - e. Shall monitor the adherence of the representatives to the NUSGA's rules and procedures, and shall be responsible for initiating impeachment as set forth in the Bylaws.
    - i. President
      1. Chief executive officer and official representative of the entire student body of Niagara University;
      2. Keep informed of issues that affect student life;
      3. Develop a platform of student needs;
      4. Represent the student body to his/her fullest capacity;
      5. Consult with the Niagara University Administration on important issues affecting the student body;
      6. Term is one year in duration and is limited to 4 terms;
      7. Nominate for confirmation all administrative positions, which includes but is not limited to Cabinet members and Pro Tempores;
      8. Outline NUSGA compensation at the first meeting of the academic year with the approval of the Vice President for Student Life.
      9. Has the right to call special meetings of the NUSGA and executive branch;
      10. Act as presiding officer of the Executive Branch meetings;
      11. Has final decision in deliberation of any matter pertaining to the executive branch;
      12. Has speaking privileges during legislative meetings but only when recognized by the Parliamentarian;
      13. Has the right to veto any act of the Legislative Branch within one week's time of the act;
      14. Responsible for coordination and execution of all NUSGA programs and legislation;
      15. Official liaison between students and administration;

16. Has power to create ad hoc committees, agencies, positions, and task forces;
  17. Responsible for defending and preserving all official NUSGA governing documents;
  18. Conduct performance appraisals of each delegation's goals once a semester with the Executive Vice President.
- ii. Vice President
1. Take over executive presidential duties if President becomes absent or incapacitated;
  2. Take over Executive Treasurer duties if Treasurer becomes absent or incapacitated;
  3. Work in collaboration with the Executive President;
  4. Have final vote on all matters of Legislative Body that end in a tie;
  5. Conduct performance appraisals of each delegation's goals once a semester with the Executive President;
  6. Represent the Executive President when designated;
  7. Make decisions that pertain to roster submissions and deadlines for clubs and club sports;
  8. Oversee community service for clubs and club sports
  9. Shall serve as liaison and committee member on the Campus Safety Committee.
- iii. Parliamentarian
1. Chair legislative meetings using Robert's Rules of Order Newly Revised;
  2. Responsible for agenda of Legislative meetings of which must be followed as laid out;
  3. Shall discuss appropriate dress, in accordance with the NUSGA Code of Professionalism, for Legislative meetings, by the third Legislative meeting in the Fall semester;
  4. Place constitutional changes after approval of minutes in the agenda;
  5. Present club and club sport constitutions to the Legislative Body for approval by a 2/3 majority vote;
  6. Inform Legislative Branch of any veto performed by the Executive President;
  7. Agenda must be done three days prior to Legislative meetings and emailed to the Legislative Body;
  8. Defend, uphold, and revise the NUSGA Constitution and Bylaws of which need to be approved by the Legislative Body ;
  9. Delegate all committee assignments of the Legislative Body in conjunction with the Executive President;
  10. Coordinate all emergency meetings called by the Executive President;

11. Responsible for solving parliamentary conflicts according to Robert's Rules of Order Newly Revised;
  12. Coordinate all voting during regular and special meetings;
  13. If President and Vice President become incapacitated, Parliamentarian shall assume executive presidential duties until new Executive President is elected.
- iv. Communications Director (herein known as CD)
1. Conduct all communications on behalf of the NUSGA;
  2. Responsible for all public relations, including but not limited to submission of articles to the index and other local newspapers;
  3. Administer and update the NUSGA website;
  4. Shall fulfill duties of Parliamentarian if he/she is absent or incapacitated;
  5. Assist in clerical activities delegated by the Cabinet.
  6. Oversee social media and print marketing for student government;
  7. Promote and maintain student engagement data for NUSGA events and projects;
  8. Responsible for maintaining Preferred Merchant Program with local community businesses for student discounts;
- v. Event Coordinator
1. Coordinate special events and activities each semester for the entire student body;
  2. Coordinate event logistics, including registration and attendee tracking, and presentation;
  3. Keeper of Event Proposals and Evaluations for the NUSGA;
  4. Create a working budget for each event;
  5. Responsible for coordinating the NUSGA Presidential and General Elections;
  6. Temporarily take over the Communications Director position if he/she is absent or incapacitated;
  7. Assist in clerical activities delegated by the Cabinet.
- vi. Recording Secretary
1. Temporarily take over the Event Coordinator position if he/she is absent or incapacitated;
  2. Record minutes at cabinet and legislative meetings;
  3. Shall keep a binder present in the NUSGA office of all general legislative meeting minutes;
  4. Shall monitor attendance records (office hours, legislative meetings, delegation meetings, committee meetings)
  5. Assist in clerical activities delegated by the Cabinet;
  6. In charge of freshmen elections and any events that may occur during the process.

7. Supervise Clubs and Orgs office space, order supplies as seen pertinent by cabinet;
  8. Oversee that Class Secretaries maintain updated class binders with meeting minutes and any relevant information for transitional purposes.
- vii. Diversity & Inclusion Chair
1. Take over Recording Secretary duties when Recording Secretary is absent or incapacitated;
  2. Shall serve as a liaison between NUSGA and/or Campus Activities and the office of Multicultural Affairs (herein known as OMA);
  3. Expected to work with school officials/groups expanding farther than the OMA. This could include but is not limited to: Residence Life, the Dean of Students, the Rose Bente Lee Ostapenko Center, the Levesque Institute, and the Impact office;
  4. Represent the interests of multicultural and social justice clubs and organizations to the NUSGA;
  5. Attend the organizational meetings between OMA and the identified clubs;
  6. Provide a committee report during Legislative meetings;
  7. Shall serve as the liaison and committee member on the University Diversity Committee;
  8. Shall submit an overview of programming and advocacy initiatives to the Legislative Body each semester;
  9. Represent student body based upon information obtained through programming and surveys;
  10. Establish, maintain, monitor, and share with legislative body student grievances and deal with issues of our campus' diversity and inclusion
- viii. Treasurer
1. Take over Diversity and Inclusion Chair duties when Diversity and Inclusion Chair is absent or incapacitated;
  2. In charge of use and distribution of all NUSGA expenditures;
  3. Submit a monthly report of all transactions and general financial status to the NUSGA;
  4. Oversee fiscal affairs of all clubs in conjunction with the Executive Vice President;
  5. Work in conjunction with Executive President to develop the NUSGA budget;
  6. Submit a budget breakdown to Legislative Body by the third general legislative meeting of both the fall and spring semesters of which needs to be confirmed by a simple majority vote;
  7. Monitor all club and club sport budget disbursements and enforce that they coincide with the club or club sports approved budget;

8. Books shall be audited as deemed necessary which will be conducted by the Niagara University accounting department;
  9. Defend, uphold, and revise the NUSGA Budget Rules;
  10. Co-sign all check requests and work in conjunction with the Director of the Office of Campus Activities;
  11. Have power to execute budget line transfers that are absolutely necessary;
  12. Any donation requests that are passed through the Cabinet, funded by the general section of the budget breakdown, shall be brought forth for approval by the Legislative Body by a simple majority vote;
  13. The NUSGA Budget Rules, once passed through the Cabinet, shall be brought forth for approval by the Legislative Body by a 2/3 majority vote.
3. Qualifications
    - a. Matriculated full-time Niagara University student;
    - b. Must maintain a QPA of at least 2.50 and satisfactory academic standards.
    - c. Candidates must not be on the University's probation i.e. they must be in good conduct standing
  4. Manner of election and confirmation to office
    - a. The Executive President is elected by the entire student body by a simple majority vote;
    - b. The Executive President appoints all other members of the Cabinet after holding interviews open to the entire student body
    - c. Cabinet members have to be confirmed by the Legislative Body by a simple majority vote
  5. Manner of removal from office
    - a. Procedure of impeachment is laid out in the NUSGA bylaws;
    - b. Proper causes as displayed in NUSGA bylaws.

## **Article VII – Representatives**

1. Representatives
  - a. The student body shall be represented by a diverse array of students, comprised of such positions as deemed appropriate and duly approved via the amendment of this Constitution. The current representation is as follows:
  - b. Senior Class Delegation
    - i. President, Vice President, Secretary, Treasurer, 5 Senators
  - c. Junior Class Delegation
    - i. President, Vice President, Secretary, Treasurer, 5 Senators
  - d. Sophomore Class Delegation
    - i. President, Vice President, Secretary, Treasurer, 5 Senators
  - e. Freshmen Class Delegation or Pro Tempore Delegation (whichever is applicable at the time)

- i. President, Vice President, Secretary, Treasurer, 5 Senators
- 2. Authority and responsibilities of all officers and representatives
  - a. Attend all meetings and special sessions of the NUSGA unless duly excused;
  - b. Sit on the committee of which they are assigned and subsequently approved;
  - c. Plan and execute functions for their respective classes;
  - d. Sign up and perform 1 office hour a week in the NUSGA Office;
  - e. All members must abide by the NUSGA Code of Professionalism.
- i. Specific duties to the Class President
    - 1. Work in conjunction with class delegation to set goals and present them to the Executive President to be used during performance appraisals;
    - 2. Act as official representative and chief presiding officer of class delegation;
    - 3. Represent his/her classes' activities by being present at all delegation functions.
    - 4. Maintain communication with Class and NUSGA Advisors for guidance and protocol
  - ii. Additional duties of the Vice President
    - 1. Assume presidential duties of class if current President becomes absent or incapacitated;
    - 2. Work in conjunction with President on all affairs of the class delegation.
  - iii. Specific duties to the Class Secretary
    - 1. Assume vice presidential duties, until new Class Vice President is confirmed, if current Class Vice President becomes absent or incapacitated;
    - 2. Coordinate and disseminate all correspondence and media of class;
    - 3. Record accurate minutes of each delegation meeting and keep a copy on file in a binder in the NUSGA office;
    - 4. Submit a copy of minutes to Recording Secretary of the NUSGA;
    - 5. Prepare all draft resolutions;
    - 6. Assist in other clerical duties deemed necessary by delegation.
  - iv. Specific duties to the Class Treasurer
    - 1. Assume secretarial duties, until new Class Secretary is confirmed, if current Class Secretary becomes absent or incapacitated;
    - 2. Responsible for all financial affairs of delegation in conjunction with class advisor;
      - a) Work in conjunction with Class President to develop the class budget

- b) Oversee all transactions of the delegation.
- 3. Oversee all transactions of the delegation.

v. Additional duties of the Senator

- 1. If delegation Treasurer becomes absent or incapacitated, a senator of the delegation President's choosing will take over the position of Treasurer until a new one is confirmed;
- 2. Represent class based upon information obtained through programming and surveys;
- 3. Perform any functions for the delegation of which are asked by the rest of the delegation.

3. **Grandfather Clause**

- a. **In accordance with the unanimous constitutional amendment brought by the legislative body, the delegation structure contained in this senate bill will be applied to the classes following the Class of 2022.**

4. Delegation structure to follow the class of 2022

- a. Senior Class Delegation
  - i. President, Vice President, Secretary, Treasurer, Advocacy Chair, Marketing Chair, Programming Chair
- b. Junior Class Delegation
  - i. President, Vice President, Secretary, Treasurer, Advocacy Chair, Marketing Chair, Programming Chair
- c. Sophomore Class Delegation
  - i. President, Vice President, Secretary, Treasurer, Advocacy Chair, Marketing Chair, Programming Chair
- d. Freshmen Class Delegation or Pro Tempore Delegation (whichever is applicable at the time)
  - i. President, Vice President, Secretary, Treasurer, Advocacy Chair, Marketing Chair, Programming Chair

5. Authority and responsibilities of all officers and representatives

- a. Attend all meetings and special sessions of the NUSGA unless duly excused;
- b. Sit on the committee of which they are assigned and subsequently approved;
- c. Plan and execute functions for their respective classes;
- d. Sign up and perform 1 office hour a week in the NUSGA Office;
- e. All members must abide by the NUSGA Code of Professionalism.
  - i. Specific duties to the Class President



1. Work in conjunction with class delegation to set goals and present them to the Executive President to be used during performance appraisals;
  2. Act as official representative and chief presiding officer of class delegation;
  3. Represent his/her classes' activities by being present at all delegation functions.
  4. Maintain communication with Class and NUSGA Advisors for guidance and protocol
- ii. Specific duties to the Class Vice President
1. Assume presidential duties of class if current Class President becomes absent or incapacitated;
  2. Work in conjunction with Class President on all affairs of the class delegation.
  3. Take over Programming Chair duties if Programming Chair becomes absent or incapacitated
  4. Provide assistance and support to all members of delegation in projects and advocacy pieces, as well as their own
- iii. Specific duties to the Class Secretary
1. Assume vice presidential duties, until new Class Vice President is confirmed, if current Class Vice President becomes absent or incapacitated;
  2. Coordinate and disseminate all correspondence and media of class;
  3. Record accurate minutes of each delegation meeting and keep a copy on file in a binder in the NUSGA office;
  4. Submit a copy of minutes to Recording Secretary of the NUSGA;
  5. Prepare all draft resolutions;
  6. Assist in other clerical duties deemed necessary by delegation.
- iv. Specific duties to the Class Treasurer
1. Assume secretarial duties, until new Class Secretary is confirmed, if current Class Secretary becomes absent or incapacitated;
  2. Responsible for all financial affairs of delegation in conjunction with class advisor;

- a) Work in conjunction with Class President to develop the class budget
  - b) Oversee all transactions of the delegation.
  
- v. Specific duties to the Class Advocacy Chair
  - 1. If Class Treasurer becomes absent or incapacitated, the Class Advocacy Chair will take over the position of Treasurer until a new one is confirmed;
  - 2. Represent class based upon information obtained through programming and surveys;
  - 3. Establish, maintain, monitor, and share with delegation student grievances and deal with issues brought up to their attention in a swift and deliberate manner;
  - 4. Maintain communication with Outreach and Advancement Committee chairs
  
- vi. Specific duties to the Class Marketing Chair
  - 1. If Class Advocacy Chair becomes absent or incapacitated, the Class Marketing Chair will take over the position of Advocacy Chair until a new one is confirmed;
  - 2. Represent class based upon information obtained through programming and surveys;
  - 3. Oversee Social Media and Print Marketing for class delegation's projects and events;
  - 4. Conduct communications to class on behalf of the delegation and maintain student engagement
  
- vii. Specific duties to the Class Programming Chair
  - 1. If Class Marketing Chair becomes absent or incapacitated, the Class Event Chair will take over the position of Marketing Chair until a new one is confirmed;
  - 2. Represent class based upon information obtained through programming and surveys;
  - 3. Oversee events hosted by delegation;
  - 4. Fill out NUSGA Event Evaluation Form and submit to Event Coordinator

6. Qualifications to serve as a representative
  - a. Matriculated Niagara University student;
  - b. Must maintain a QPA of at least 2.25 and satisfactory academic standards.
  
7. Manner of election
  - a. All of the members of each delegation shall be elected by the students of their individual classes by a simple majority vote;
  - b. Elections will take place in the spring semester for every delegation except for the freshmen delegation which will be voted upon in the fall semester;
  - c. The Pro Tempores delegation shall be appointed by the Executive President but need to be confirmed by a simple majority vote of the legislative body by the last general legislative session in September.
  
8. Manner of removal from office
  - a. Procedure of impeachment is laid out in the NUSGA bylaws;
  - b. Proper causes as displayed in NUSGA bylaws.

### **Article VIII – Committees**

1. The Co-Chairs of the committees are responsible for ensuring that all the duties of the committee are carried out.
2. Members of the committee are responsible for attending all committee meetings.
3. Attendance will be taken at all Committee meetings;
4. Co-Chairs are responsible for taking attendance at each committee meeting and submitting the attendance record to the Cabinet Secretary;
5. All Committee votes pass by a simple majority vote of those in attendance;
6. Every member of the committees has one vote on any particular issue; in the event of a tie the highest ranking Co-Chair present will be the tie breaking vote;
7. Division of committee work will be determined by the Co-Chairs;
8. All committees must have at least one member from every delegation in the Legislative Body;
9. Every NUSGA representative must be a member of at least one committee and the committee breakdown must be approved by a simple majority vote of the Legislative Body.
10. The Student Body President may switch committees as needed by the co-chair of the committee.
  - i. The Student Body President’s location for the upcoming meeting must be sent out in the weekly agenda email, indicating which committee (s) he/she will be working with.
  - ii. The Student Body Presidents’ time of arrival and departure must be indicated in that committee’s meeting minutes.
  - iii. The Student Body President will fill in for any absent co-chair of any of the three committees.

### Traditions Committee

1. The NUSGA Communications Director and Event Coordinator, in conjunction with Campus Programming Board Co-Presidents, shall be the Co-Chairs of the Traditions Committee.
2. The committee shall plan and assist in all Niagara University traditions as directed by the Co-Chairs.
3. The committee shall plan, promote and execute Traditions as set forth by the Co-Chairs for the student body that are educational, social and/or in line with the Vincentian values.

#### Internal Review Committee

1. The NUSGA Parliamentarian and Treasurer shall be the Co-Chairs of the Internal Review Committee.
2. The committee should keep an up to date record of all governing documents on file.
3. The committee shall draft and recommend any changes to NUSGA governing documents they feel are necessary to the Cabinet and Legislative Body.
4. The committee shall draft, review, and pass all other Legislation prior to presenting to the NUSGA Legislative Body for final passage.

#### Outreach and Advancement Committee

1. The NUSGA secretary, the Diversity and Inclusion Chair, and the NUSGA vice president, shall be the co-chairs of the Outreach & Advancement Committee.
2. Every member of the committee must be a member or designated liaison of a Niagara University committee in order to promote representation of students and access to the decision making process.
3. The committee will compile a report at least once a month to present to the NUSGA Legislative Body to inform all representatives of decisions and plans each Niagara University committee is pursuing.
4. The committee shall establish, maintain and monitor a student grievances system and deal with any issues brought to their attention in a swift and deliberate manner.
5. All student grievances will be reviewed and any resulting resolution shall be presented to the Vice President for Student Life upon final passage by the NUSGA Legislative Body.

### **Article IX – Amendments**

#### Section 1. Constitution

1. Amendments to the NUSGA Constitution shall become operative with:
  - a. A 7/8 vote of the NUSGA Legislative Branch and;
  - b. Approval of the Vice President for Student Life (if the Vice President for Student Life rejects an amendment, the amendment shall be returned to the NUSGA for reconsideration) and;

- c. A campus wide referendum must then approve the document with a majority vote.

## Section 2. Bylaws

1. The NUSGA Bylaws and NUSGA Election Bylaws shall be approved or amended by a 2/3 vote of the NUSGA Legislative Branch.

# Niagara University Student Government Association Bylaws



**Revised Fall 2017**

## **Article I – Filling Vacancies and Non-Expired Terms**

In the event that a member of the NUSGA Legislative Branch is not able to fill his/her position, the class delegation will nominate another member to the position. The nominee's name must be delivered to the Parliamentarian of the NUSGA, three days prior to the second general legislative meeting from the time the office is vacated; at which time the name will be placed under new business on the agenda as a member on probationary status. At the second legislative meeting since the announcement of the member the NUSGA legislative body shall vote. The nomination must be confirmed by a simple majority vote of the members present at this meeting.

Probationary status is to be defined as: A member in the process of being confirmed by the NUSGA. While on probationary status, the individual is expected to fulfill every duty of the proposed position, as well as any tasks assigned by the delegation. This member does not have voting rights within the NUSGA

If no name is submitted by the second general legislative meeting, and deemed necessary by the NUSGA President, she/he will nominate a candidate of their choosing.

## **Article II – The Legislative Process**

1. All legislation, programs and Executive Branch reports containing legislation shall be sent to the appropriate committee at the time of introduction on the floor to the Legislative Branch. The appropriate committee will conduct an open meeting at which the principles of the motion committee may state their views concerning the motion and answer questions. The committee will report the bill, with its recommendations; back to the Legislative Branch. At this time, debate on the measure as introduced will be undertaken, and final consideration may take place.
2. If agreed upon by a three quarter majority of the present voting membership of the NUSGA Legislative Branch, legislation may be debated immediately upon submission to the Legislative Branch without commission to the appropriate legislative committee.

## **Article III – Additional Student Representation**

### **Section 1. University Judicial Board (UJB)**

1. Two representatives will be chosen in a campus wide election, and are directly accountable to the UJB Chairperson;
2. In the event that this position becomes vacant, the new position must be filled by the NUSGA President, in conjunction with the NUSGA Cabinet.

### **Section 2. Academic Senate**

1. Two representatives will be chosen in a campus-wide election, and are directly accountable to the chairperson of the Academic Senate;
2. In the event that this position becomes vacant, the NUSGA President, in conjunction with the NUSGA Cabinet, must fill the new position.

## **Article IV - Administrative Operations**



## 1. Office Hours

- a. All individuals in the NUSGA legislative body will have to sign up for one office hour per week.
  - i. Exceptions to this rule will be handled on an individual basis, and will be approved by the NUSGA Cabinet.
- b. All individuals on the NUSGA Cabinet will have to sign up for two office hours per week.
- c. All NUSGA members will have to clock in and out using the punch clock each time they have office hours.
- d. All individuals are subject to a ten-minute grace period, and need to report for their office hour within ten minutes of their scheduled time.
  - i. If an individual does not clock in within ten minutes, they are considered to be late and will count as an absence for their office hour.
  - ii. If an individual arrives within the ten-minute grace period, they are expected to remain at their office hour for one whole hour. Example, arriving at 2:10pm to their scheduled office hour time of 2:00pm, they are expected to remain on duty until 3:10pm.
- e. No make-up hours will be allowed.
- f. The start of the schedule will begin at 9:00am and end will the last hour beginning at 6:00pm. In addition, NUSGA members can sign up every half an hour. Example, 9:00, 9:30, 10:00, 10:30, etc., are all possible times to sign up.
- g. Office hours will be in place the Monday after the first legislative meeting of the NUSGA. They will not be in effect during University Final's week, or official University holidays and breaks.
- h. Responsibilities during office hours are as followed but are subject to change at the discretion of the NUSGA Cabinet.
  - i. Sit at the designated NUSGA Welcome Desk for the full hour.
  - ii. Greet all students, faculty, staff and administration that enter the NUSGA/ Clubs and Organizations Office.
  - iii. Maintain order of office space. Example, tiding up the space and arranging furniture.
  - iv. Maintain supply of NUSGA forms in file dividers.

## 2. Meeting Time

- a. The NUSGA Legislative Branch shall meet as often as the Cabinet or the presiding officer deems necessary and of which must have a quorum. This consists of more than half the Legislative Branch of the NUSGA and more than half the Executive Branch members in attendance;
- b. The NUSGA Cabinet shall determine the time, date, and place of the general legislative sessions of each academic year.
- c. The NUSGA shall hold a minimum of the following per semester:
  - i. Ten (10) legislative meetings
  - ii. Six (6) delegation/ cabinet meetings
  - iii. Five (5) committee meetings

## 3. Amending the Bylaws

- a. Amendments to, or suspensions of the NUSGA Bylaws, may be made by a 2/3 majority vote of the present voting membership of the NUSGA Legislative Branch.
- 4. New Business
  - a. Any new business that a voting member of the NUSGA wishes to submit must be delivered to the Parliamentarian in writing by 11:59pm four days prior to the day designated for the general legislative sessions.

## **Article V – Impeachment**

### Section 1. Reason for Impeachment proceedings

- A. Attendance: three (3) unexcused absences from regularly scheduled meetings per semester. The member will be expelled for the duration of his/her term if agreed upon by a 2/3 majority of the NUSGA voting members.
  - 1. An unexcused absence is any absence not approved by the NUSGA Cabinet.
  - 2. An excused absence is an approved absence by the NUSGA Cabinet.
    - i. If a voting member of the NUSGA plans on being absent, he/she must complete and submit a NUSGA absence form to the Parliamentarian before 5:00pm four (4) days prior to the day designated for the general legislative sessions.
    - ii. Upon receiving the absence form, the Parliamentarian will present it to the NUSGA Cabinet where it will be determined by Cabinet if the absence is excused. An announcement regarding the member's absence will be announced at the next legislative meeting.
  - 3. If a member arrives after a general legislative session is called to order, they are deemed late.
  - 4. One (1) "late" is equivalent to one absence.
  - 5. Three (3) missed office hours is equivalent to one (1) unexcused absence.
  - 6. Three (3) missed Committee meetings is equivalent to one (1) unexcused absence.
  - 7. Three (3) missed delegation meetings is equivalent to one (1) unexcused absence
  - 8. With a total of five (5) unexcused absences a semester, the NUSGA member will automatically be removed from office.

- B. Failure to perform duties as chairperson or member will automatically subject the individual to dismissal from his/her committee or position.
- C. Failure to act in a manner consistent with the mandates and responsibilities established in the “Code of Professionalism and the NUSGA Constitution, subjects the member to impeachment.
  - 1. Pending vote by Cabinet and a four (4) member panel from the accused’s class delegation if any member of the NUSGA is brought up on Article V section 2 subsections C for a second time, the member will be impeached by a majority vote.
    - i. The four (4) person panel shall be comprised of the president, vice president, secretary and treasurer. If the accused is one of the listed positions, the senators of the delegation shall vote between themselves who shall join the panel. A majority vote is needed.

## Section 2. Procedure for Impeachment

- A. If a member of the NUSGA wishes to bring charges against another member of the NUSGA, he/she must delineate the charges in writing, and they must be forwarded to the President of the NUSGA for further consideration.
- B. The NUSGA President, in conjunction with the Cabinet, must make every attempt to address the matter as promptly as possible.
- C. Article V Section A Impeachment
  - a. The NUSGA President must immediately inform the respective Class President, as well as the accused, in writing. This letter must contain a list of specific charges against the accused.
  - b. A delegation must vote within 48 hours of the Class President receiving this notification. (Failure to do so will result in impeachment being brought to the legislative body.) If a majority of the delegation votes to impeach, the accused member will be brought before the general Legislative Body at the next NUSGA Legislative Branch meeting under new business. If the delegation chooses not to impeach, the process is stopped.
  - c. A member designated by the President of the NUSGA shall read documentation of the charges against the accused at the impeachment proceedings.

- d. At this meeting of the NUSGA Legislative Branch, the accused must be permitted to offer testimony and answer questions relating to the charges pending against him/her.
- e. The NUSGA must allow witnesses to be called who can answer direction to the charges pending against the accused.
- f. The decision shall be determined by a 2/3 vote in a secret ballot of those members present in the NUSGA Legislative Branch to determine whether or not the member shall or shall not be found guilty of the charges.
- g. In the event the legislative body declines to impeach said representative, the three absences that qualified them for impeachment, will remain until the subsequent semester.

D. Article V Section B and C Impeachment.

- 1. Following receipt of the charges in writing, deliberation at a Cabinet meeting will determine if sufficient reason exists to refer this case to the Legislative Branch for further recommendation.
- 2. The process will proceed as outlined in Article V, Section 2 Sub-Section C-F.

E. The sanctions, as outlined in Article IV, Section 3 of the NUSGA Bylaws, are also to be decided by the Legislative Branch of the NUSGA according to the aforementioned legislative procedure.

- F. Appeals may be forwarded to the Director of Campus Activities in cases where it can be specifically demonstrated by the accused that:
- 1. A prejudicial error was committed depriving the member of a fair hearing.
  - 2. Newly discovered evidence is available which could not have been produced at the hearing.
  - 3. There is a flagrant discrepancy between the violation and resulting sanction.

K. Any member of the NUSGA may consult with a Student Life administrator at any time, in an attempt to determine whether it is necessary to take further action, with regards to their specific case.

L. Only one member may be brought up for impeachment at a time.

M. Any violation of University Policy will result in the referral of the particular case to the Office of Student Affairs for resolution.

Section 3. Sanctions

- A. An impeached person is not allowed to serve in any official NUSGA capacity for a least one-year's duration.
- B. The following options may be adopted formally as an alternative to impeachment if agreed upon collectively by a simple majority vote in a secret ballot only of the Legislative Branch of the NUSGA.
  - 1. Formal Apology. This is a formal reprimand, whereby the accused shall submit an official letter of apology to each individual of both branches of the NUSGA, describing specifically the charges and nature of his/her actions.
  - 2. Informal Apology: This is a verbal apology to the members of the NUSGA, publicly indicating the charges against the accused and describing specifically the nature of his/her actions.
  - 3. Community Service Censure- The NUSGA reserves the right to refuse any NUSGA member the right to his/her community service hours.
- C. Each of these, if decided upon by the Legislative Branch of the NUSGA as an appropriate action to take, must be delivered to the NUSGA Legislative Branch at the next regularly scheduled meeting.

Section 4 Procedure for Impeachment of Cabinet Members

- A. If a member of Cabinet has three (3) unexcused absences per semester, the member will be expelled if agreed upon by two thirds (2/3) majority vote from the NUSGA voting members.

Section 5 Procedure for Impeachment of Student Body President

- A. If the President has three (3) unexcused absences per semester, the President will be expelled if agreed upon by two-thirds (2/3) majority vote from the NUSGA Voting members.
- B. If a member of either the Cabinet or Legislative Body finds the Student Body President not fulfilling his/her duties and/or violating the NUSGA Code of Professionalism, the following procedure must be followed:
  - a. The accuser must present their call for impeachment to the Class Presidents and the Vice President of Cabinet.
  - b. The Class Presidents will then take the matter to their respective delegations and the Cabinet to discuss the call for impeachment. Each delegation and Cabinet shall hold a simple majority vote within the delegation. Each delegation and Cabinet shall submit one vote for a call/dismissal of impeachment.
  - c. If at least 3 of 5 votes call for impeachment, the process shall move forward and will be presented to the entire Legislative Body for a ballot vote.

C. If the call for impeachment is brought to the Legislative Body, the Student Body President will be expelled if agreed upon by two-thirds (2/3) majority ballot vote from the NUSGA Voting members.

D. If the Student Body President is impeached, the Vice President shall fulfill his/her duties until a new President is elected.

#### **Article VI – Recall**

1. A NUSGA member will be considered recalled from the NUSGA, if a recall petition containing the signatures of 35% of the class members is presented to the class President and, in turn, validated and upheld by the class delegation;

#### **Article VII – Veto**

1. The Executive President has the right to veto any act of the Legislative Branch that he/she deems appropriate for the betterment of the organization;
2. Vetoes can be overturned but a 2/3 majority vote of the Legislative Branch.

#### **Article VIII—Donation Request**

1. Any club/club sport or organization that wishes to request money from the NUSGA outside of its budget must formally do so through a donation request. A donation request must include but is not limited to:
  - a. A cover page explaining the nature in that the donation is to be spent and a total amount being asked for
  - b. An itemized list of expenditures. If exact figures are not available, the author may reasonably estimate the amount.
  - c. Donation request must be signed by the organizations advisor or coach.
2. The donation request is to be submitted to cabinet where it will then be presented to the General Legislature. A majority vote is needed to pass.
  - a. The NUSGA Cabinet reserves the right to appropriate donation funds without consent from the legislature in emergency situations, as deemed appropriate by the NUSGA advisor.
    - i. Any donation done in this manner must be brought to the attention of the general NUSGA members at the next general meeting of the NUSGA.

# NUSGA Budget Rules



**Revised Fall 2017**

## 1. IMPORTANT CONSIDERATIONS

- a. The NUSGA is here to ASSIST with funding. Other sources of funding include fundraisers, the college and/or department the club is associated with, and the collection of dues.
- b. Make no monetary commitments prior to budget approval. It is not advised to make reservations (unless they can be cancelled) until after you budget has been approved by the NUSGA.
- c. Funds allocated by the NUSGA may be shared with other clubs or club sports if reviewed by the NUSGA Cabinet and then approved by the NUSGA Legislative Body.
- d. Each club must have an updated constitution on file with the Campus Activities Office prior to beginning the budget process.
- e. Before a budget may be submitted, the club/club sport must be recognized by the Campus Activities office and by the NUSGA. **A new club/club sport must submit their constitution to the Campus Activities office and the NUSGA by the Roster Submission deadline in the semester they are requesting funding in order for it to be eligible for funding.** New clubs are not exempt from the following set of rules in when requesting funding for the first time. **If a Club Sport team should be moving forward to..., they may request for additional funding from the NUSGA Treasurer.**
- f. The NUSGA Cabinet and/or Legislative Body reserve the right to reject and request for any request with reasonable means.
- g. In order to get funding for gas/tolls, you will need to get a driver's form approved with a copy of your driver's license and insurance card. Must be approved through Campus Activities. \*No later than 1 week prior to trip.

## 2. MEMBERSHIP

- a. In order for a club/club sport to receive funding, it must have and maintain at least seven (7) members.
- b. Student clubs and organizations may have part time and graduate students listed on their rosters, but in order for the club/club sports to receive funding for those part time and/or graduate students listed, they must pay the student services fee.



### **3. ROSTER SUBMISSION**

- a. The roster must be submitted by the club/club sport's contacts and edited online through MyNU before the Roster Submission deadline. Any changes made after the Roster Submission deadline will not be reflected in the club's official roster. For the remainder of this document, a "member" refers to anyone listed on the roster at the time of the Roster Submission deadline. The club contact must enter all members of the club/club sports as well as each member's personal contact information (including title, phone, address, etc) The Roster Submission deadline is the determined by the NUSGA Executive Vice President and IMPACT Coordinator. Failure to comply will result in no funding for the club or club sport.

### **4. DUES**

- a. All clubs and club sports must collect dues for the express purpose of benefitting the local organization (including those with national affiliation). The specific amount of the dues is to be determined by the club.
- b. The NUSGA requires a minimum dues collection of ten dollars (\$10) per member per semester in order to receive funding.
- c. All club dues must be paid to the club/club sport's bank account, unless prior arrangements are made, by the dues deadline which is established by the Student Body Vice President and the Executive Treasurer.
- d. All cash dues must be deposited into the club/club sport's bank account and recorded with the Clubs and Organizations Graduate Assistant

### **5. FUNDRAISERS**

- a. It is in the club or clubs sport's best interest to raise as much money as possible through a fundraiser. In order for a club to be eligible for funding in the current semester, they must have had at least on (1) fundraiser in the prior semester.
- b. Each club/club sport is required to raise at least 10% of the amount they will be requesting in their budget the semester in which it is being requested. In order for a fundraiser to be counted, a deposit must be made into the club/club sport's account labeled as "Fundraiser." If a club/club sport does not raise the required amount, 10% will be deducted from the club/club sport's total budget for the following semester. If a club/club sport does not attempt a fundraiser, 15% will be deducted from the club/club sport's total budget.

- i. The NUSGA will forgive the 10% deduction from a club/club sport budget if after four different fundraisers are completed and the funds raised do not reach 10% of the amount in their budget. The follow criteria must be met for the deduction to be forgiven:
  - ii. The club/club sport must complete 4 different fundraisers (bake sale, Chipotle, raffle tickets, etc.).
  - iii. The club must also provide the NUSGA with an approved fundraiser approval form from the Office of Campus Activities, any and all documentation regarding the fundraiser such as correspondences between the restaurant, bank statements, copies of checks, copies of signed log for sitting at tables in the Gallagher Center, etc.  
The legislative body will vote on the deduction forgiveness through a simple majority vote.
- c. For any fundraisers event hosted by a club/club sport in which the club/club sport retains any of the profits, hours spent at the event will not be counted as community service hours for any semesters listed at the roster.

## 6. COMMUNITY SERVICE

- a. In order for a club to receive funding in the current semester, the following community service requirements must be met during the prior semester. Community service is to be completed and the appropriate paperwork received by the NUSGA Executive Vice President and the NUCAP Coordinator before the designated date at the end of the semester. If appropriate documentation for community service has not been provided before the deadline, the club/club sport will not be eligible for funding. This date is to be determined by the NSUGA Executive Vice President and NUCAP Coordinator. The NUSGA Executive Vice President, the NUCAP Coordinator, and the club/club sport representative must maintain a record of and monitor all service hours.
- b. Each club/club sport must have at least seventy five percent (75%) of the members participate in community service. This service must also be logged on the IMPACT Connects website and verified by the IMPACT office. Failure to meet this requirement will result in a ten percent (10%) deduction in funding for the following semester. Community service can be satisfied through either of the two methods below:
  - i. A student can participate in a minimum of one (1) IMPACT project to satisfy their community service requirements.
    - a) An IMPACT Project is any service endeavor approved by the IMPACT office. Club representatives must contact the IMPACT office with their project proposal in order for it to be approved. The

IMPACT office can also assist club representatives in devising and planning their project.

- b) Club representatives must use the IMPACT Connects website to track the progress of their project.
  - c) Helping to organize an IMPACT project (e.g. outreach, logistics, etc.) during one semester with the expectation of completing the project the next semester will satisfy a student's participation in an IMPACT project, as long as the progress made is tracked and approved by the IMPACT office.
- ii. A student can complete a minimum of five (5) hours of community service to satisfy their community service requirement.
- a) These community service hours do not need to be acquired through participation in an IMPACT project. However, the community service hours do need to be logged on the IMPACT Connects website and verified by the IMPACT office.
  - b) The IMPACT Connects website has many opportunities which fit this form of community service. The website should be consulted if a student is looking for opportunities to complete their community service requirement through this route.
- c. A student's fulfillment of their community service requirement will be applied to all clubs/club sports of which they are a member (based on the clubs/club sports roster). For example, if a student is in three clubs/club sports, a minimum of five (5) hours of community service, or participation in a minimum of one (1) IMPACT project, must be completed. These five (5) hours of community service, or participation in one (1) IMPACT project, will be distributed to each of the three clubs/club sports of which they are a member.
- d. Service turned in for a particular club/club sport by students not granted official membership status will not count towards the club's community service.
- e. Any community service hour discrepancies will be determined by the NUSGA Executive Vice President in conjunction with the NUCAP Coordinator.

## **7. ROUNDTABLE MEETINGS**

- a. A representative from every club/club sport seeking funding must attend all NUSGA Roundtable meetings each semester. Failure to comply will result in a five percent (5%) deduction for each Roundtable meeting missed.
- b. The dates of these meetings will be determined by the NUSGA Executive Vice President and Executive Treasurer. The NUSGA will notify clubs and club sports of these dates by submitting documentation to each club/club sport's mailbox at least one week prior to the first meeting.

- c. The final Roundtable meeting of each semester for each club/club sport will be a private, individual meeting between the NUSGA Executive Treasurer and the Treasure and/or President from each club or club sport. Club advisors/coaches are under no circumstances permitted to attend the individual Roundtable meeting with the Executive Treasurer. Only student representatives are permitted to meet with the Executive Treasure at this time. All Roundtable meetings must be completed by 5:00pm on Thursday before Budget Sunday. Failure to meet with the NUSGA Executive Treasurer for this meeting will result in no funding. The club must present all of the following completed documents for the previous semester
  - i. Semester evaluation for the previous semester
  - ii. Updated inventory sheet
  - iii. Inventory is defined as items that can be used annually. Inventory must be kept with the club/club sport for future use. All items in inventory must be included, regardless of if they were purchased with funds granted by NUSGA or not.
  - iv. Most recent copy of the club or club sport's constitution
  - v. Bank statements from the prior semester (including most current statement)
  - vi. Proof of national affiliation (if applicable)
  - vii. Budget request form
- d. If a representative is unable to attend an individual meeting with the NUSGA Executive Treasurer before 5:00pm the Thursday before Budget Sunday, the representative may schedule a meeting for the following week and receive a five percent (5%) deduction.

## 8. BUDGET REGULATIONS

- a. Budget requests may be submitted each semester and must include the current semester's request. If a club is traveling during a winter or summer break, funding for the aforementioned trip will be included in the budget request of the prior semester.
- b. The NUSGA will only fund for items related to the club's purpose as indicated in its constitution
- c. Organizations intentionally misrepresenting facts and/or figures during the budget process will be penalized the difference and be suspended from funding for at least one (1) semester as determined by the NUSGA Legislative body.
- d. Failure to have a representative, without notifying the Executive Treasurer within 24 hours prior to the first Budget Sunday meeting, will be given a 5% deduction. The club has 2 subsequent NUSGA Legislative meetings times, to present their clubs

budget and will result in a 5% deduction per meeting. Failure to present their budget after this point, will result in no funding for the current semester.

## 9. PRO-RATING

- a. All line items will be pro-rated to the following percentages:
  - i. \$0-\$249.99 will be pro-rated 65%
  - ii. \$250.00-\$749.99 will be pro-rated 60%
  - iii. \$750.00+ will be pro-rated 55%
- b. Unless otherwise noted, the pro-rating applies to all line items except:
  - i. Uniforms
  - ii. Apparel
  - iii. Tolls and gas
  - iv. Banquets
  - v. Conference fees (pro-rated at different percentages)
  - vi. Lodging
  - vii. Emergency Medical Technicians
  - viii. First Aid Kits
  - ix. Speakers/Lecturers
  - x. Instructors/Coaches
- c. When requesting actual payment for line items, each item will be repro-rated based on the preceding figures. The club will be reimbursed up to the amount originally budgeted after being pro-rated. The total cost associated with the operations of a club sport home game event should be pro-rated at 75%. This is limited to 4 or fewer home games. The following items are subject to the total:
  - i. Scoreboard operator
  - ii. Officials

## 10. NON-FUNDABLE ITEMS

- a. The NUSGA will not grant funding to clubs/club sports for the following items:
  - i. Social Events
  - ii. Telephone charges (the NUSGA phones will be made available)
  - iii. Publicity and advertising
  - iv. Laundry costs
  - v. Postage/shipping, including any checked baggage
  - vi. Non-inventory goods
  - vii. Gifts

- viii. Meals or beverages (except at banquets)
- ix. Alcohol
- x. Ceremonial items
- xi. Fundraising supplies
- xii. Copies (the NUSGA copy machine is available for use by undergraduate members)
- xiii. Insurance (including any legal fees dues to national organizations)
- xiv. "Chapter Standards" required for national organization
- xv. Any items consumed during the summer (Except items regarding summer travel, conferences, & lodging)
- xvi. Car/van rental or any parking fee

## **11. START UP FUNDS**

- a. For any new club/club sport, the NUSGA may allocate up to \$750 per new club/club sport, following approval of their constitution.
  - i. If the club/club sport is approved by the NUSGA after the Roster Submission deadline, the club/club sport may be eligible to receive up to \$750 for the following semester.
- b. All items in this budget must adhere to the budget rules listed for club and club sports. This budget must be presented at a NUSGA legislative meeting following a meeting with the NUSGA Executive Treasurer.
- c. Club/club sports must fulfill all fundraising and community service requirements to continue to receive full funding in the following semesters.
- d. If a club/club sport is inactive for two consecutive semesters then the club/club sport may be eligible to receive up to seven hundred & fifty-dollars (\$750) for the current semester.
  - i. Inactive club means not receiving NUSGA funds for two consecutive semesters.

## **12. BANQUETS**

- a. The NUSGA will fund for up to one banquet per academic year. The NUSGA will fund up to eight dollars (\$8) per member for meals and/or beverages. This figure will not be pro-rated. Transportation, lodging, banquet halls/room rentals will not be funded by NUSGA. If the club/club sport is nationally chartered/affiliated, the NUSGA will fund up to twelve dollars (\$12) per member for meals and/or beverages.

- i. Clubs/club sports must show verification of their national charter/affiliation during their individual meeting with the NUSGA Executive Treasurer.

## **13. INSTRUCTORS**

- a. Instructors may be funded up to five hundred dollars (\$500) per semester. Instructors employed by Niagara University or by campus contractors (i.e. C&W, Metz, Campus Safety, etc.) will not be funded unless the club is competitive in nature (i.e. competes with other higher education institutions). The instructor must be present on a consistence basis, two thirds of the semester. Payment will be done upon completion of service.

## **14. FUNDING FOR CLUBS**

### **I. Club Uniforms**

- a. Uniforms for competition against other educational establishments or for professional development (i.e. conferences or NU professional representation in the community) may be funded up to seventeen dollars (\$17) per member per academic year (total will not be pro-rated).

### **II. Club Apparel**

- a. Apparel for school representation may be funded up to twelve dollars (\$12) per member per academic year (total will not be pro-rated). All apparel must state "Niagara University" and must be approved by Campus Activities Office. The apparel Design Form must be completed prior to submitting a transfer request for the item and must be attached to the transfer request form.

### **III. Club Trips (including Transportation and Lodging)**

- a. The NUSGA will fund for up to one trip per semester per club. The trip may only include club members. The trip must be relevant to the club's purpose as stated in the club's constitution. The trip must be a learning experience. A trip is considered any excursion to an off campus location (including, but not limited to retreats, tours, etc.). If the club combines conference and trip, only one source of funding (trip or conference) will be provided.
- b. The NUSGA will fund for lodging for a maximum of 2 nights up to \$100 per room. This is limited to 6 or fewer rooms at 4 students per room (24 students in total).

- c. The NUSGA will only fund for one form of transportation per trip. Multiple forms of transportation for one trip will not be funded. The NUSGA will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- d. The NUSGA will allocate for gas at twenty-five cents (\$0.25) per mile as an approximation for the semester's budget proposal. Additionally, the NUSGA will allocate for all tolls incurred during the course of the trip. This figure (twenty-five cents per mile) is not representative of the standard federal mileage rates which cover vehicle wear and tear. Instead, this figure only relates to the amount the NUSGA will allocate for gas expenditures. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated. The NUSGA will fund a maximum of five (5) vehicles carrying a minimum of four (4) students per vehicle. It is required that the minimum number of vehicles be taken on the trip. Each vehicle going on the trip must hold the maximum number of occupants participating in the trip.
- e. The NUSGA will fund trip admission/registration fees up to \$2,000 for a club's trip per semester. Admission can only cover a maximum of 24 people as this is in line with the lodging budget rules. If total exceeds \$2,000, the remaining balance will be pro-rated at 30%.
  - i. The NUSGA will fund only admission for up to 3 additional trips that follow section 14.3a. These additional trips will be prorated following section 9a.
- f. A maximum of \$10,000 can be allocated for all club trips per academic year (this includes transportation, lodging, and admission). The executive treasurer will track the amount requested per semester.
- g. When requesting funding for flight & hotel package deals, research will be done to determine the standard cost per night at the specified hotel.
  - ii. If the standard cost is \$100 or more per night, the NUSGA will fund a maximum of \$25 per member, which is the equivalent of \$100 per 4 members attending with a maximum of \$500 allocated for hotel costs.
  - iii. If the standard cost is below \$100, the NUSGA will allocate a maximum of 5 rooms at the standard cost, with 4 members per room.
  - iv. The amount for lodging will then be deducted from the total package amount and the amount remaining will be designated as flight costs and prorated at the appropriate percentages.



- h. In order to receive funding from NUSGA, the club must get the proposed trip approved by the Director of Campus Activities.

#### **IV. Club conferences (including Transportation and Lodging)**

- a. The NUSGA will fund up to one (1) conference per academic year. A conference must be a learning experience that is relevant to the club's mission as outlined in the clubs constitution. (The NUSGA will only fund for national or regional conferences consisting of developmental workshops and meetings with similar collegiate or professional organizations.)
  - i. If the club combines conference and trip, only one source of funding (trip or conference) will be provided.
- b. The NUSGA will fund for conference admission and/or registration fees for 24 members prorated at 75%. If more than 24 attend, they will be pro-rated at 50%.
- c. The NUSGA will only fund for one form of transportation per conference. Multiple forms of transportation for one conference will not be funded. The NUSGA will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- d. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated.
- e. The NUSGA will fund lodging for a maximum of 3 nights up to \$100 dollars per night, per room, up to 6 rooms with 4 students per room.
- f. When requesting funding for flight & hotel package deals, research will be done to determine the standard cost per night at the specified hotel.
  - i. If the standard cost is \$100 or more per night, the NUSGA will fund a maximum of \$25 per member, which is the equivalent of \$100 per 4 members attending with a maximum of \$500 allocated for hotel costs.
  - ii. If the standard cost is below \$100, the NUSGA will allocate a maximum of 5 rooms at the standard cost, with 4 members per room.
  - iii. The amount for lodging will then be deducted from the total package amount and the amount remaining will be designated as flight costs and prorated at the appropriate percentages.

## **V. Club Lectures/Seminars**

- a. The NUSGA will fund up to three (3) lectures, seminars, and/or workshops, per semester, up to one hundred seventy-five dollars (\$175) per each semester. The lecture, seminar, and/or workshop must align and be relevant to the club/organization's mission statement.
- b. Instructors of the lectures, seminars, and/or workshops employed by Niagara University or by campus contractors (i.e. C&W, Metz, Campus Safety, etc.) will not be funded.
- c. In order to receive funding from NUSGA, the club must get the proposed lecture, seminars, and/or workshops approved by the director of Campus Activities.

## **VI. Club Equipment**

- a. The NUSGA will fund equipment for clubs at a pro-rated amount that follow section 9a. Only equipment necessary for the clubs purpose will be funded. All equipment must be kept in inventory and the NUSGA will not fund the same equipment more than once per academic year or only as necessary each year with advisement from the club and NUSGA Advisor. The club must bring a printed copy of the requested equipment prices to the individual meeting with the Executive Treasurer. The NUSGA Executive Treasurer in conjunction with the NUSGA Advisor will review all equipment requests.

# **15. FUNDING FOR CLUB SPORTS**

## **I. Club Sport Uniforms**

- a. Uniforms for competition against other competitive organizations may be funded up to twenty-seven dollars (\$27) per member per academic year (total will not be pro-rated).

## **II. Club Sport Apparel**

- a. Apparel for school representation may be funded up to twelve dollars (\$12) per member per academic year (total will not be pro-rated). All apparel must state "Niagara University" and must be approved by the Campus Activities Office. The apparel Design Form must be completed prior to submitting a transfer request for the item and must be attached to the transfer request form.

## **III. EMT Funding**

- a. The NUSGA Executive Treasurer will meet with the Club Sport Administrator at the beginning of each semester to determine the

maximum rate for EMT's to be budgeted for the semester by Club Sports.

#### **IV. Club Sport Tournaments (including Transportation and Lodging)**

- a. The NUSGA will fund for up to two (2) tournaments per semester per club sport. A tournament is defined as a competition involving three (3) or more competitors participating in a single sport or game. In order to be considered a tournament, each team must play at least two (2) games each. The tournament may only include the particular club sport's members. The tournament's main purpose must be to compete against other collegiate organizations. It must also be relevant to the club sport's purpose as outlined in the club sport's constitution.
- b. The NUSGA will fund for registration/ admission fees. Mandatory league/ tournament fees that are required to participate in a conference/ league will be pro-rated at the following:
  - i. The NUSGA will fund for Mandatory league/tournament fees for 24 roster members prorated at 75%. If roster exceeds 25 or more fees will be prorated at 50%.
  - ii. Any Club Sport team that choose to participate in non-required tournaments and/or additional tournaments outside of league requirements will be pro-rated at the following:
  - iii. The NUSGA will fund registration/admission fees up to \$750 if total exceeds \$750, the remaining balance will be pro-rated at 30%.
- c. The NUSGA will fund for lodging for a maximum of one 3 nights up to one hundred dollars (\$100) per room. This is limited to five 6 or fewer rooms with four (4) students per room.
- d. The NUSGA may fund for travel, but it is not required to do so. The NUSGA will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- e. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the rip. This figure will not be pro-rated.

## V. Club Sport Travel and Lodging

- a. The NUSGA will fund for travel and lodging for away games. It will fund for the most feasible means of travel as determined by the NUSGA Cabinet and/or Legislative Body. The NUSGA will not fund for car/van rental.
- b. The NUSGA will allocate for tolls and gas at fifty five cents (\$.55) per mile as an approximation for the semester's budget proposal. The NUSGA Executive Treasurer will reimburse for gas and tolls usage up to the allocated amount when receipts are returned after the trip. This figure will not be pro-rated.
- c. The NUSGA will fund transportation costs for up to three thousand five hundred (3,500) miles per semester. Each individual mile driven by each individual vehicle will be counted toward the total mileage.
- d. The NUSGA will fund for lodging up to 4 times per semester when necessary (as determined by the NUSGA Cabinet, KCD (Kiernan Center Director), and/or Legislative Body). No more than \$100 will be allocated per room. The NUSGA will fund for a maximum of 6 rooms per night with four (4) people per room for a maximum of two (2) nights.

## VI. Club Sport Equipment

- a. Club Sport teams must adhere to the Equipment Funding Process overseen by the KCD, written in the Club Sport Policy Manual. Only equipment necessary for playing the sport will be funded (as determined by the NUSGA Cabinet and/or Legislative Body). The NUSGA will not fund the same equipment more than once per academic year. Only teams within Niagara University may use the equipment
  - i. Any equipment purchased with NUSGA funds must remain in inventory with the team.

## 16. Approval Process

- a. A well-informed representative of the club/club sport (who is informed of all the club's past business and expenditures) must attend the Budget Sunday meeting of the Legislative Branch. This representative is required to be a current member of the club who will be listed on the club's final roster for the semester.
  - i. Representatives presenting at Budget Sunday must abide by the dress code laid out in the NUSGA code of professionalism. If the representative is not in proper dress code, the

club/club sport must present their budget at the following legislative meeting.

- ii. In the event that a club/club sport representative does not show for the Budget Sunday Legislative Meeting, the following scenarios will be accepted as an appropriate excuse for missing this meeting without penalty: (1) club/club sport is out of town for scheduled games or outings, (2) If the club/club sport representative who was supposed to present the budget *either* becomes sick or incapacitated *or* encounters a personal emergency situation beyond their control. If time allows, the presenter must find another representative to present on his/her behalf.
  
- b. The Budget Sunday meeting will be determined at the discretion of the NUSGA Executive Treasurer and NUSGA Advisor. It shall be held no later than the second Sunday of October in the fall semester and no later than the third Sunday of February in the spring semester. The NUSGA Executive Treasurer will announce the date and time of the Budget Sunday meeting at the first Roundtable meeting.
  
- c. The budgets will be reviewed by the Legislative Body at the Budget Sunday meeting. The Legislative body will approve or reject the budgets, and may impose line item vetoes and revisions. The Legislative Body has the right to deny any request with legitimate cause.
  
- d. No additions can be made to a club/club sport budget prior to approval at Budget Sunday without written consent of their club/club sport advisor and the NUSGA Executive Treasurer.
  
- e. Budget approval or rejection will not be solely based on prior precedence. The NUSGA has the right to reject a proposal similar to one approved in the past, and vice versa.
  
- f. If a club/club sports' budget is denied, it may submit a second, revised budget.
  
- g. No elected or appointed NUSGA Representative affiliated with a particular club/club sport may present, propose, or speak on that club/club sport's budget during its presentation at the Sunday Budget meeting.
  
- h. The order in which budgets are presented (all clubs present together and all club sports present together) will vary in the fall and spring semesters of each academic year.

## 17. FUNDING/TRANSFER REQUESTS

- a. Upon approval of a budget, requests for each line item allocated can be made (club/club sports do not receive entire allocation at one time).
- b. The NUSGA Executive Treasurer will fill all transfer requests for line item request. Clubs must turn in transfer request within 14 days from the receipt date. Transfers will be made into the clubs account in a timely manner.
- c. All receipts must be turned in to the NUSGA Executive Treasurer within 14 days of the transfer. If the amount on the receipt exceeds the amount budgeted for, the NUSGA will transfer only up to the budgeted amount. If the amount on the receipt does not exceed the budgeted amount, the NUSGA will only transfer up to the amount spent and will retain the excess funds. Failure to comply will result in a hold on funding for the remainder of the semester.
- d. Any transfer discrepancies will be determined by the NUSGA Executive Treasurer in conjunction with the NUSGA advisor
- e. Violations of any amount will be brought before the Legislative Body will then decide the appropriate penalty (including, but not limited to fines, suspensions, or percentage reductions).
- f. The NUSGA reserves the right to place a hold on further funding for a club/club sport at any time with legitimate cause.

# Rules of Order

Parliamentary Procedure for General and Special Meetings



## Revised Fall 2017

*Remember: A country is its citizens, and your organization is its membership. And to the success of both depends on the members' agreement to the fundamental rules. If you think of your organization's rules as the framework for your mutual cooperation and benefit, then you can understand bylaws and other organizational rules much more clearly.*

*-C. Alan Jennings, Professional Registered Parliamentarian*

### **Origin**

The following rules of procedure have been summarized from *Robert's Rules of Order* and the *Constitution of the Niagara University Student Government Association*. These *Rules of Order* are confirmed by Article VII, Section 2, Sub-Section iii of the *Constitution of the Niagara University Student Government Association*. These rules have been modified from the original *NUSGA: Rules of Procedure* by the NUSGA Parliamentarian of 2007-2008 in conjunction with the Constitutional Review Committee for that academic year. Furthermore, has been reviewed by the NUSGA Parliamentarian of 2012-2013 in conjunction with the Internal Review Committee.

### **Purposes**

In our constant pursuit to the perfect NUSGA and its organization, the following rules of procedure have been adopted. The *NUSGA Rules of Procedure* stress the importance of classic oral debate, constructing creative resolutions and more importantly building a stronger and more efficient government. This document will note any modifications to Robert's Rules of Order that are endorsed and enforced by the NUSGA.

Some advantages of this procedure are (*taken from the original NUSGA Rules of Procedure*):



- Student representatives will understand the importance of class coalition building which will foster closer working relationships within the class and in the student body in general.
- Student representatives will learn effective strategies for creating efficient resolutions.
- Student representatives will learn how to form sound arguments while under time constraints. This practice will lead to minimizing time while maximizing outcome.
- NUSGA meeting times will be shortened.
- NUSGA will become more productive due to the organization that the *Rules of Procedure* will provide.
- The University community will see the NUSGA working in a much more professional manner which could only lead to more recognition and respect for the NUSGA.

### **Adoption of the Rules of Order**

All the rules contained within this document should be considered the official operating rules of the NUSGA, and should be considered effective throughout the entire proceedings of General and Special Meetings.

### **Role of the Parliamentarian**

The Parliamentarian shall serve as the NUSGA's Chair and Parliamentarian during the proceedings of NUSGA meetings. In the Parliamentarian's capacity as the Chair, the Parliamentarian will develop an agenda and preside over all legislative proceedings in accordance with Robert's Rules of Order. In the Parliamentarian's capacity as the Parliamentarian, he/she will rule on all conflicts and debate in accordance with Robert's Rules of Order. Order will be provided by the Parliamentarian. If an individual delegate is reprimanded for order, that delegate will receive a warning, if order is called again, it is up to the Parliamentarian if the member will be permitted to remain, or be asked to leave the meeting and be counted absent for the meeting.

### **Quorum**

Quorum is the minimum number of voting members present at a properly called meeting in which to call the meeting to order and conduct new business. A quorum does not define the number of members necessary to vote on motions.

### **Order of Business**

- I. Call to order
- II. Attendance/quorum
  - a. Senior Class
  - b. Junior Class
  - c. Sophomore Class
  - d. Freshman Class/Pro Tempore Delegation
- III. Reading, corrections, approval of last meeting's minutes
- IV. Reading of last cabinet meeting minutes

- V. Committee Reports
  - a. Internal Review
  - b. Outreach and Advancement
  - c. Programing
- VI. Old Business
- VII. New Business
- VIII. Concerns from the floor to be addressed at next meeting
- IX. Announcements
  - a. NUSGA Advisors
  - b. Cabinet
  - c. Senior Class
  - d. Junior Class
  - e. Sophomore Class
  - f. Freshman Class/Pro Tempore Delegation
  - g. Commuter Representatives
  - h. Campus Programming Board
  - i. Announcements from the floor
- X. Adjournment

### **Business**

Business needed to be discussed at any General Legislative Session must be submitted to the Parliamentarian before 5:00pm three (3) days prior to the day designated for the general legislative session(s).

### **Voting**

Each representative of the NUSGA Legislation will have one vote per motion, per issue. Voting outcomes will be based on a majority vote of all members *present and voting*, unless the vote requires a 2/3 majority or other proportion as required by the *Constitution or By-Laws*, as long as a quorum allows for business to be conducted.

Voting will be conducted in accordance with Robert’s Rules of Order to efficiently move the meeting along and ensure fairness. Votes concerning motions that require a simple majority will be conducted by a viva voce, or voice vote. The Parliamentarian will ask, “All those in favor say, ‘Aye,’” and “All those opposed, say ‘No.’” Robert’s Rules of Order state abstentions need not be accounted for during these types of votes. The decision of the vote is made by the Parliamentarian. If the vote is close, the Parliamentarian may ask for a retake or continue to a rising or counted vote at his/her discretion. If a member of the legislation feels that the Parliamentarian has erred or you believe a rising vote is necessary, you may call for a *Division (expanded upon under motions)*.

In votes requiring a 2/3 majority or other proportion greater than a majority, or when a voice vote is too close to call, a rising vote is taken. The Parliamentarian will ask, “All those in favor will rise. [Pause] Be seated.” The same method will be conducted for those opposed to the motion. If the vote is close, the Parliamentarian may ask for a counted vote at his/her

discretion. If a member of the legislation feels that the Parliamentarian has erred or you believe a rising vote is necessary, you may call for a *Division (expanded upon under motions)*.

If a vote results in a counted vote, the procedure is the same as a rising vote except that you ask the members to remain standing.

If necessary a roll call vote can be used for any vote excluding one by ballot.

The process of voting by digital ballot will occur during affirmation and expulsion/impeachment of the organization's members. In this process the digital ballot will be marked Yes or No or Abstain and the legislative member clearly marks his/her choice.

If any representatives are unable to vote via digital ballot, they will be asked to indicate so prior to the vote by the parliamentarian. Should any member be unable to vote digitally, the legislative body will vote via paper ballot to ensure anonymity. Additionally, if the equipment used to vote digitally poses any technical issues, the legislative body will move to a paper ballot vote.

A revote shall be conducted should the parliamentarian fail to identify any representatives who are unable to vote via digital ballot prior to voting. A revote shall also be conducted if a representative indicates he or she has accidentally voted incorrectly via digital ballot prior to the announcement of the voting results.

To calculate the percentage of yes votes after abstentions have been removed, use  $Y_{w/o\text{ abstentions}} = Y + (A(Y/(Y+N)))$ . To calculate the percentage of no votes after abstentions have been removed, use  $N_{w/o\text{ abstentions}} = 100 - Y_{w/o\text{ abstentions}}$ . Additionally, this calculation must be performed in front of the legislative body.

The remaining form of voting is general consent. This process takes place if there is a question stated like "Is there any objection," or "Are you ready for the question, Are you ready to vote now?" If no one rises to secure the floor the Parliamentarian can continue with business by stating "There is no objection, \_\_\_\_ is approved."

In the event of a tie vote, Robert's Rules of Order states that the presiding officer (the Chair or Parliamentarian) can cast a vote only when his/her actions can change the outcome of a vote. However, in NUSGA, this responsibility falls upon the Vice-President and upon the Parliamentarian in the Vice-President's absence. In the event of an affirmation, the presiding officer votes with everyone else. In the result of a tie, you must re-ballot until someone receives a majority. If the vote is by voice, by rising, or by counted vote, the Vice-President properly casts his/her vote only after the results are known and if he/she desires that his/her vote should affect the outcome.

### **Voting Requirements**

- Affirmation or Expulsion/Impeachment- 2/3 majority by ballot
- Motions- majority by voice, unless otherwise noted (see *Appendices*)
- Override the NUSGA President's veto- 2/3 majority by counted vote

- Constitutional Amendment- 7/8 majority by counted vote, followed by ratification from campus
- Suspending the Constitution or Part- 7/8 majority by counted vote
- Approving or Amending By-Laws- 2/3 majority by counted vote

### **Handling a Main Motion**

- Parliamentarian asks, "Is there any further business?"
- Mr. Senator, rising from his seat, says "Mr. Parliamentarian."
- "Mr. Senator," state the Parliamentarian.
- Mr. Senator, states "I move that the organization....."
- Parliamentarian asks, "Is there a second?"
- A member, remaining seated, says "I second the motion."
- The Parliamentarian asks, "Are there any questions, comments, or concerns?"
- Mr. Senator rises to provide facts to support the motion.
- A member secures the floor and speaks in favor of the motion.
- A member secures the floor to speak on opposition of the motion.
- The Parliamentarian then asks, "Are there any further questions, comments, or concerns?"
- If there are none, the Parliamentarian will state, "All those in favor of the motion say 'Aye.'"
- The Parliamentarian will state, "Those opposed to the motion say 'No.'"
- The Parliamentarian rules that the ayes have it and the motion is adopted.

### **Securing the Floor**

In order to secure the floor during a meeting, wait until the previous speaker is finished (unless the motion is allowed to interrupt speaker). Rise and address the chair stating, "Mr. Parliamentarian." The floor will be yours when the Parliamentarian recognizes you by name.

In the event of multiple speakers wishing to secure the floor, the Parliamentarian will use his/her discretion in choosing the first speaker.

If you wish to secure the floor when a speaker already has the floor, you are able to rise and the Parliamentarian will place you on a speaker list in order of rising. Understand that Robert's Rules of Order does not guarantee that the Parliamentarian has to address a speaker in order of rising. The Parliamentarian can choose a member of the legislation that is in an authoritative position, i.e. advisor, or a member with known relevant information to the discussion.

### **Presenting Motions**

A motion must be stated before any discussion or debate can take place. In order to state a motion, a delegate rises and addresses the Parliamentarian. When recognized the delegate states, "I move that the organization.....", "I move that we amend the motion by.....", "I move for a....." etc. When the Parliamentarian asks if there is a second, another delegate need not rise, nor be recognized. He/ She only need to voice his/her second, since a second is not noted in the minutes. If a motion is not seconded it *falls to the floor*.

Refer to the *Appendices* for more information about motions.

### **Discussion**

Again a motion must be stated before any discussion or debate can take place. In the efforts of Robert's Rules of Order to keep business from becoming personal, all delegates will address the Parliamentarian, not each other. During discussion a delegate will only be allowed to speak twice on any motion. Each opportunity is limited to 10 minutes. A delegate is not able to yield his/her remaining time to any other delegate. Understand that a delegate wishing to speak a second time will not be recognized by the Parliamentarian until all of those who wish to speak a first time have been given an opportunity to speak.

During a discussion, the Parliamentarian will recognize alternating Pro and Con arguments. In discussion it is not necessary to state, "I move....." unless one is making a motion. Initial discussion will commence with 3 Pros followed by 3 Cons, with the delegate making the motion receiving the first opportunity to speak for the Pro. If a delegate makes a motion he/she is not allowed to make any Con arguments at any time during the discussion. He/ She may only vote against his/her own motion. In the event that there are not 3 arguments to oppose one another, the proportions will decrease from 2 to 2, or 1 to 1. In the event that there is no opposition to a Pro or Con, those representatives of the same opinion will be able to speak continuously until an opposite argument arises. If a delegate is ignored during the discussion process who has not spoken twice the following vote will not be valid.

At the conclusion of the discussion the Parliamentarian will ask, "Are there further questions, comments, or concerns?" If there is no more debate or a motion is adopted to stop debate, the Parliamentarian will restate the entire motion including amendments or objections in preparation to vote. At this time the Parliamentarian will ask, "Are you ready to vote?" If there are no objections to the state motion, the vote will commence.

### **Amending Motions**

Motions may be amended by adding, inserting, deleting, or substituting a word or words.

The delegate who proposed a motion or amendment has the right to modify or withdraw his/her own motion or amendment at any time before the Parliamentarian states it to the assembly.

Amendments are voted on in the reverse order of their proposal. Therefore an amendment to the amendment is voted on first. Then the vote is on the amendment. The final vote is on the main motion.

The Parliamentarian states the motion in its amended form prior to each vote by stating, "It has been moved and seconded to amend the motion by \_\_\_\_\_ to the motion, if amended would read....."

### **Reports and Announcements**

According to Robert's Rules of Order, reports and announcements are not considered part of the minutes. Each report or announcement by cabinet, committee, class, or anyone normally

affiliated with the conduct of business excluding those from the floor will be submitted to the Parliamentarian prior to presentation. The report or announcement will then be presented to the NUSGA Recording Secretary after the adjournment of the meeting to be attached to the minutes.

### Appendix A: Types of Motions

**Main motions-** Introduce new business before the group. They take the form of proposing actions. Example: "I move that we reduce our first-year dues for new members."

**Motions that bring a question again before the assembly-** Provide ways to readdress a motion considered earlier, but in the same meeting. Example: "I move we reconsider the motion, that we reduce the first year dues for new members."

**Subsidiary motions-** Propose various ways of dealing with a main motion that's on the floor. Example: "I move that we refer this motion to committee."

**Privileged motions-** Deal with issues requiring immediate attention but not related to the motion on the floor. Example: "I move that we recess until 7:00pm this evening so that members may attend the dinner program."

**Incidental motions-** Deal with procedural matters that must be resolved before the meeting continues. Example: "Point of order. We do not have a quorum."

### Appendix B: Motion Definitions

#### **(Ranked from highest to lowest)**

#### **Privileged Motions (immediate attention)**

**Fix time to adjourn-** To continue a meeting at a later time.

**Adjourn-** To end a meeting.

**Take a recess-** To hold a caucus before a crucial vote, or intermission.

**Raise a question of privilege-** To complain about room conditions, use the facilities.

**Call for the orders of the day-** To correct an error in procedure.

#### **Subsidiary Motions (affect main motions)**

**Lay on the table-** To postpone for more immediate business.

**The previous question-** Force an end to the debate.

**Limit or extend debate-** Set a time limit or continue debate.

**Postpone to a definite time-** To put off a definition until the next meeting.

**Refer to committee-** To permit additional study by an organized group for clarification, or educated decision.

**Amend the amendment-** To modify the amendment in some way.

**Amendment-** To modify the motion in some way.

**Postpone Indefinitely-** The only legitimate killing motion, prevents business from ever arising again.

**Main or Principle Motion-** Introduce new business, begin debate. "I move that the organization...."

#### **Motions occurring after Action to Main or Principle Motion**

**Take from the Table-** To return to business that has been laid on the table.

**Rescind-** To undo a decision made at a prior meeting.

**Discharge committee-** When a committee has failed to report as instructed or in a timely matter, or when the matter needs immediate action by the entire group.

**Reconsider-** To force a second vote on the same day (or in the same session).

**Ratify-** Approve decision of another group (i.e. Cabinet, Committee, Appointment by Class).

### **Incidental Motions (procedural)**

**Appeal from the decision of the chair-** To require the group to decide instead of the chair.

**Division of Assembly-** To verify a voice vote that is too close to call.

**Division in a question-** To separate the parts of a main motion.

**Filling blanks-** To fill with a name or number. (i.e. committees, committee members)

**Objection to the consideration of a question-** To insist that the motion never be debated.

**Parliamentary inquiry-** To verify a parliamentary process, or to ask what the next step will be.

**Point of information-** To request permission to ask a question.

**Point of order-** To point out that procedure is not being followed.

**Suspend the rules-** To discontinue use of rules while addressing an issue.

**Withdraw a motion-** To remove a motion from discussion, only made by delegate making a motion and before motion is stated by Parliamentarian.

# ELECTION BY-LAWS





## Revised Winter 2016

### **Section 1**     **ELECTIONS COMMITTEE**

- A.     The Elections committee chair shall be the NUSGA Event Coordinator.
- B.     The elections committee consists of the elections committee chair, appointed election representatives, the NUSGA cabinet, the Director of Campus Activities, and in the case of freshman elections, the freshman Pro-Tempore representatives.
- C.     An Informational meeting outlining all of the elections information is to be conducted by the chair of the elections committee with help by the elections committee and in conjunction with the NUSGA Cabinet, to inform all candidates of the rules and requirements for elections. All candidates should attend, even if they are a current representative of the NUSGA.

### **Section 2**     **REQUIREMENTS TO RUN**

- A.     Candidates must have a 2.5 QPA and be in good academic standing with Niagara University. First semester freshman cannot be judged by this criterion since they do not have a QPA yet.
- B.     Candidates must be cleared from any NUSGA impeachment sanctions
- C.     Candidates must be in good conduct standing with the Niagara University.
- D.     Legislative Body candidates must be a full-time undergraduate student and a graduating member of the class that the candidate is running for.
- E.     Student Body President candidates must be full-time undergraduate students and are elected by the entire student body.

### **Section 3**     **ENDORSEMENT PROCEDURES**

- A.     A student interested in running for office must obtain a NUSGA Candidate Endorsement Form, found on myNU, after the date of the informational meeting.

- B. Each person seeking endorsement for the General Legislative Body must collect 25 signatures from their respective class to endorse their candidacy.
- C. Each person seeking endorsement for the Student Body President must collect 50 signatures from any student regardless of class year.

**Section 4. VOTING PROCEDURES**

- A. Primaries will be held if there are more than two candidates running for the position of NUSGA President, and the President, Vice President, Secretary and Treasurer of any class delegation. Primaries will be held if there are more than 10 candidates running for the position of senator in any class delegation.
- B. Policies on publicity and elections are available in the NUSGA office and Campus Activities office. The Elections Committee reserves the right to use discretion in amending the “NUSGA Elections Publicity Guidelines”. Failure to adhere to the “NUSGA Publicity Guidelines for Elections” may result in disqualification from the elections at the discretion of the elections committee chair, NUSGA Cabinet, and the Director of Campus Activities.

**Section 5. VOTING RULES**

- A. Students may only vote once.
- B. Students may only vote for members of the class that the students is a graduating member of. All students may vote in the general elections of NUSGA president, and Academic Senate.
- C. If a candidate is running unopposed, that candidate needs at least two votes to win the election.

**Section 6. ELECTION SANCTIONS**

- A. If there is a suspicion of a candidate violating any of the election or publicity rules, before or after the election, an investigation will be conducted headed by the Elections Committee Chair with help from the Elections Committee, in conjunction with the NUSGA Cabinet and the Director of Campus Activities. Punishments for violation of these rules may include, but is not limited to, disqualification from the election.
- B. If an elected member of the NUSGA is found guilty of violating any of the election or publicity rules, the election will be void, and a new election will take place
  - i. If a former candidate chooses to rerun, no new NUGSA candidate endorsement form will be necessary.
  - ii. If a new candidate chooses to run, they must fill out the NUSGA candidate endorsement form before their name will be placed on the ballot.
    - 1. The date and time of the new election is to be determined by the Elections Committee

- C. If there are more than two candidates seeking an open position, and one of the candidates is found guilty of violating any of the election or publicity rules, the election will be void. A re-election will occur between the remaining candidates if the election has already taken place.

**Section 7. RESULTS**

- A. At the conclusion of voting, results of the election shall be announced to the entire student body by the Campus Activities office.

## **Niagara University Student Government Association Code of Professionalism**



## **Revised Winter 2016**

### **Attitude**

1. Each member's attitude should at all times project a professional image;
2. Each member's attitude will convey energy and enthusiasm;
3. Each member's attitude will illustrate their commitment to academics, the NUSGA, Niagara University, and the surrounding community;
4. Each member's attitude will allow the organization's individual personalities to shine through without compromising the professional presence of the whole;
5. Through the member's attitude, they will show respect towards others and the NUSGA.

### **Conduct**

1. Members shall display proper conduct within all settings;
2. Members, through their conduct, seek to be accountable and responsible;
3. Member's conduct should at all times demonstrate respect, while certain situations may warrant being politely aggressive;
4. All members shall be responsible for their duties as written in the NUSGA Constitution;
5. All members shall ensure, respect, and uphold the University mission in their capacity;
6. All members shall ensure cooperative, communicative, and equal opportunity relationships among each student organization and the NUSGA.

### **Dress Code**

The purpose of the Dress Code is to demonstrate respect for the work of the NUSGA, and to prepare those participating in student government for their professional careers. Therefore, consistent with university policy, the required attire for representatives and guests formally making presentations at NUSGA meetings and official functions shall be “business casual” except for Budget Sunday, which requires representatives to dress in “business formal” attire. Any member of the NUSGA shall ask the Parliamentarian to address another member’s dress and any person with questions regarding the Dress Code may ask the Parliamentarian. Therefore, failure of a representative to abide by the code 2 times within a semester, if Parliamentarian is not notified prior to the meeting of significant cause of failure to confide with dress code, as noted by the Parliamentarian and Executive President, and recorded in the meeting minutes, shall render the representative to proceed through the impeachment process laid out in the NUSGA Bylaws.

### **Meeting Etiquette**

1. Each member must follow Robert’s Rules of Order Newly Revised;
2. There is to be no use of personal electronic devices (except in the case of digital ballot voting) by any member which includes but is not limited to cell phones, personal digital assistants, and beepers;
3. There is to be no side conversations between any members;
4. Food is prohibited during meetings unless medical reasons permit.

### **Code of Conduct**

The power and authority of the organization is vested in its members, not its Cabinet. All members have equal rights, obligations and privileges. In all business majority rules, but it is important to remember to protect the minority.

To attain order and ensure business does not become personal, Robert’s Rules of Order requires that speakers address the Chair or the Parliamentarian and not each other.

All members of NUSGA, while a meeting is in session, will refer to all members by their title.

The required dress code at a General or Special Meeting is either business casual or business formal.