

TABLE OF CONTENTS

Table of Contents

Mission Statement

Article 1 - Purpose and Function

Article 2 - Structure

Section 2. Structure Chart

Article 3 - Student Senate Executive Board

Section 1. Student Senate Executive Board Composition

Section 2. Officer Requirements

Section 3. Duties and Responsibilities of All Executive Board Members

Section 4. Terms of Office

Section 5. Duties and Responsibilities Specific to Position

Section 6. Rules Succession

Article 4 – Sanctioned Clubs and Organizations

Section 1. Requirements to Becoming a Sanctioned Club or Organization

Section 2. Duties and Responsibilities of Clubs and Organization

Section 3. The Sanctioning Process

Section 4. Club Reports

Section 5. Late Sanction Application

Section 6. Club Advisement

Article 5 – General Assembly

Section 1. General Assembly Membership

Section 2. Guest Speakers

Section 3. General Assembly Schedule

Article 6 – Meetings

Section 1. Setting the Agenda

Section 2. Regular Business Meetings

Section 3. Non-Club Representatives at General Assembly Meetings

Article 7 – Sponsors and Advisors

Section 1. Club Advisors and Sponsors

Section 2. Student Senate Sponsors

Section 3. Sponsors and Advisor Vacancies and Removals

Article 8 – Fiscal Management

Section 1. Purpose of Establishment

Section 2. Amendments and Ratification

Section 3. Definitions

Section 4. Student Senate Fiscal Budget

Section 5. Organization/ Club Funding

Section 6. Committee Funds Request Voting Process and Final Approval

Article 9 – Elections

Section 1. Participation

Section 2. Election Rules and Regulations

Section 3. Nominations to Fill Vacancy on the Executive Board

Section 4. Voter Procedures for Regular Elections

Section 5. Nominations to Fill a Vacancy on the Executive Board

Section 6. Preparation of Ballots and Ballot Boxes

Section 7. Use of Ballot Boxes

Section 8. Possession of Keys

Section 9. Storage of Ballot Boxes

Section 10. Tally Sheets

Section 11. Committee Tally

Section 12. Recount

Section 13. Certification of Elections

Section 14. Contesting Election Results

Section 15. Incumbents of Holding Office

Section 16. Taking Office

Section 17. Other Election Provisions

Article 10. Vacancies, Impeachments, and Extraordinary Procedures

Article 11. Amendments

Section 1. Amendment Rules and Procedures

Article 12 - Ratification

Terms

Constitution of Haskell Indian Nations University will also be referred to as the “Constitution.”

Emergency is an unforeseen circumstance that is time sensitive matter or an event that requires

General Assembly refers to one delegate from each club and the Student Senate Executive Board.

Haskell Indian Nations University shall also be referred to as “University” or “Haskell.”

Organization shall mean any organization that is student led and sanctioned by Student Senate.

Student Senate refers to both the Student Senate Executive Board and General Assembly.

Student Senate Executive Board shall also called the “SSEB” or the “Executive Board.”

Constitution of the Haskell Indian Nations University Student Senate

MISSION STATEMENT

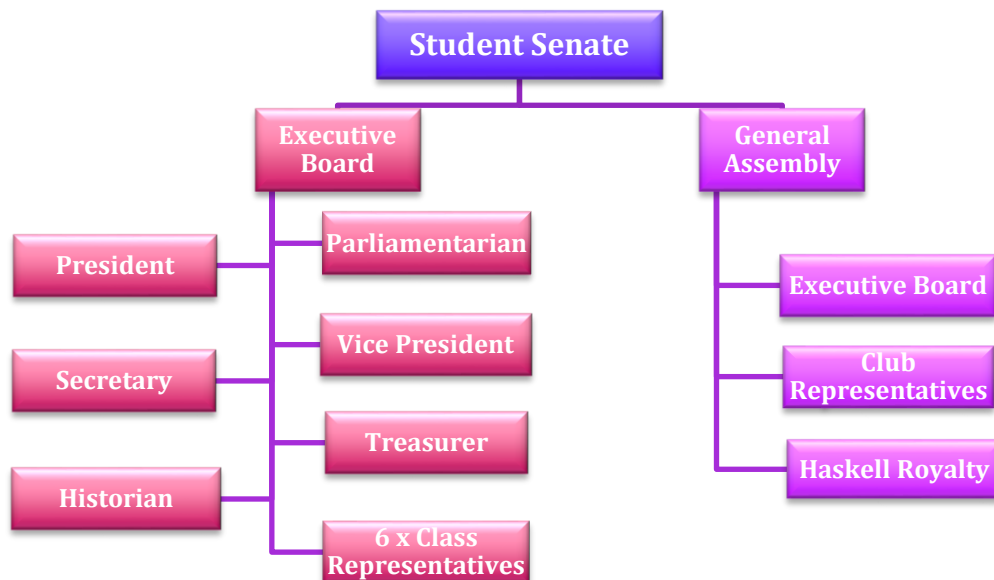
The purpose of the Constitution of the Haskell Indian Nations University Student Senate is to provide the student body with a structure for unified and effective action. The structure outlined within the document is intended to recognize the interests of the student body and those of the Haskell Indian Nations University and to learn to advocate those interests fairly. This organization will provide students with the means to govern affairs that directly and primarily affect them by promoting leadership, academic growth, and excellence in affirming the rights of every student.

I. Article 1 – Purpose and Function

Section 1. The purpose and function of the Constitution of the Haskell Indian Nations University is to: to provide students the opportunity to participate in the formulation of policies concerning student affairs; to present the interests of the student body to the University; to convey the student body’s needs to the faculty, administration, and the entire Haskell community; to provide an opportunity for the development of leadership and responsibility in citizenship through effective and active participation in student affairs; and to provide independence through leadership experience that will enhance the educational progress of the individual student involved with Student Senate.

II. Article 2 – Structure

Section 1. Structure Chart



III. Article 3 – Student Senate Executive Board

Section 1. Student Senate Executive Board Composition

Subsection 1. The Student Senate Executive Board will consist of (1) Parliamentarian, (1) President, (1) Vice President, (1) Secretary, (1) Treasurer, (1) Historian, (1) Senior Class Representative, (1) Junior Class Representative, (2) Sophomore Representatives, and (2) Freshmen Class Representatives.

Section 2. Officer Requirements

Subsection 1. All members of the Executive Board must meet the following criteria prior to and throughout the duration of their term.

- .01 – Must be a Haskell Indian Nations University Student in good social and academic standing
- .02 – Must also declare intent to be enrolled in the Fall and Spring semesters immediately following election to office
- .03 – At the time of election and throughout the term of office, Officers must maintain a minimum of a 2.5 GPA.
- .04 – Must not currently hold an officer position in any sanctioned organization.
- .05 – Any officer elected to the Executive Board before the completion of their first semester will be on academic probation until the completion of one semester.
- .06 – All members of the Executive Board must sign and abide by the Student Senate Code of Conduct Contract.

Section 3. Duties and Responsibilities of All Members of the Executive Board

Subsection 1. All members of the Executive Board must fulfill the following criteria prior to and throughout the duration of their term.

- .01 – Coordinate all business matters of the Student Senate
- .02 - Provide a voice for the entire student body
- .03 – Call and establish meeting times for General Assembly Meetings
- .04 – A leave of absence shall not exceed one week except in the event of an emergency, which is deemed a special circumstance.
- .05 – Shall keep regular contact with all university committees and report the findings in writing to the Executive Board.
- .06 – Shall have the power to vote unless they are the Parliamentarian or presiding over the meeting. If there is a tie within the meeting, then a presiding officer may vote to break the tie.
- .07 – Shall hold the Student Senate Office open 20 hours per week. If there is no physical office available or by request made by the Executive Board to the General Assembly, the Student Senate Executive Board must, as a whole, put in 20 hours per week through regular business meetings, committees, events, and administrative work.
- .08 – Members of the Executive Board shall include each other on all outgoing and incoming communications. If they are unable to include the remainder of the board in their communications an unaltered copy of the communication should be provided.

Section 4. Terms of Office

Subsection 1. The term of office shall begin at Fall Convocation and last until their replacements assume office.

Subsection 2. There are no limitations on how many semesters a student can hold a position as a member of the Executive Board.

Section 5. Duties and Responsibilities Specific to Position

Subsection 1. Parliamentarian

.01 – Shall maintain order within the meeting. Display a working knowledge of Robert’s Rules of Order and have a copy of the Constitution of the Haskell Indian Nations University Student Senate with them in all Executive Board and General Assembly meetings.

.02 – Shall advise, members of the executive Board and General Assembly on the proceedings and rules of the meeting.

.03 – Shall keep time for the topic on the table during Executive Board and General Assembly meetings.

.04 – May advise the Chair on a ruling but cannot issue a ruling.

.05 – Shall ensure that all Student Senate organizations, officers, and clubs are operating in accordance with the Student Senate Constitution

.06 – Must work with the Historian to record all details in club advisement

.07 – Must submit a letter of notification to clubs and organizations of clubs who are being de-sanctioned within 48 hours of the conclusion of the meeting.

.08 – Must keep all other members informed of all communications and information that relates to their positions or Executive Board business

.09 – Has no power to vote within the Executive Board and General Assembly meetings.

Subsection 2. President

.01 – Shall be responsible for direct communication between the President of Haskell Indian Nations University and the Student Senate.

.02 – Shall preside over meetings of the Executive Board and General Assembly.

.03 – Shall represent the student body of the University at functions where official student representation is needed and give a report to both the Executive Board and Student Assembly

.04 - Shall be granted the power to appoint Executive Board position vacancies until filled with 2/3 majority approval by the General Assembly.

.05 – Shall remain unbiased unless voting in the case of a tie during the meeting.

.06 – Shall be required to attend University Council and Regents Meetings and submit a report to the Student Senate General Assembly.

.07 – Shall sign letters or documents necessary to carry out the will of the Student Body.

.08 – Shall fulfill other such duties to the Student Senate as prescribed by authority adopted by the Student Senate.

.09 – Shall deliver an annual statement addressed to the Student Body in August.

.10 – Shall be the Chair or a member of one or more committees per semester.

.11 – Shall have the ability to appoint a temporary replacement for any vacancy on the Executive Board

Subsection 3. Vice President

.01 – Shall assume the duties of the President in the event of his/her absence, resignation or removal.

.02 – Shall be responsible for the collection of all mandatory report submissions by clubs, committees, and officers.

.03 – Shall keep an all year academic calendar and plan events accordingly.

.04 – Shall prompt active participation by the Student body and the Senators.

.05 – Shall prepare a consolidated report based on all of the monthly written reports submitted by the Committees and make it available to the Haskell Indian Nations University administration and the student body.

.06 – Shall be the Chair or be a member of one or more committees per semester.

Subsection 4. Secretary

.01 – Shall maintain a complete and orderly record of the proceedings, documents, and attendance of all Student Senate General Assembly and Executive Board meetings.

.02 – Shall prepare and distribute copies of minutes and documents to the Senate Executive Board members, sponsors, and advisors within 3 business days.

.03 – Shall fulfill the duties and responsibilities for vacant officer positions until the position is filled.

.04 – Shall gather monthly written reports from all existing committees.

.05 – Shall chair or be a member of a committee

Subsection 5. Treasurer

.01 – Coordinate the preparation of the annual budget for Student Senate.

.02 – Present the proposed budget to Student Senate for adoption.

.03 – Maintain financial records (transitions, receipts, funding applications, etc.) of the Student Senate.

.04 – Prepare financial reports for meetings of Student Senate on a monthly basis.

.05 – Treasurer is familiar with accounting procedures and policies.

.06 – Serves as the primary signatory on financial accounts.

.07 – Helps prepare all budget requests for funds.

.08 – Represents organization at official functions when asked.

.09 – Shall be a chairperson or a member of a committee.

Subsection 6. Historian

.01 – Shall collect, and share as requested, information on Executive Board members of the Student Senate to the Student Body. Such information shall include contact information, tribal affiliation, and position on the Student Senate.

.02 – Shall be present at all events sponsored by the Student Senate Executive Board to take pictures and write a narrative of the day’s events.

.001 – The narrative can be replaced with a summary of the strengths and weaknesses of the event and suggestions for future events of a similar nature.

.002 - If the Historian is unable to attend an event, they must appoint someone to take notes and/or pictures.

.03 – Maintain records of Student Senate events, procedures, club advisement proceedings, and other items that will promote efficiency for future students.

.04 – The Historian is required to make official publications from Student Senate Executive Board (Example: Flyers, Brochures, etc) and give them to the Class Representatives for distribution.

.05 - Shall be a chairperson or a member of a committee.

Subsection 7. Class Representatives

.01 – The six class representatives will work primarily as a public relations/marketing team.

.02 - The senior class representative shall chair and coordinate the Election Committee to facilitate all elections of the Executive Board.

.03 – The Class Representative shall host at least one formal event to discuss student life issues and complete a written report to be distributed.

.04 - Class Representatives will be tasked with all distribution of formal publications including paper copies, social media, and other electronic means of communication.

.05 - Shall chair or be a member of a committee.

Section 6. Rules of Succession

Subsection 1. Vice-President will assume the duties of President, Parliamentarian, and Secretary if the position is vacant or the officer is unable to attend the meeting

Subsection 2. The Secretary will assume the duties of the Treasurer and Historian if the position is vacant of the officer is unable to attend a meeting

IV. Article 4 – Sanctioned Clubs and Organizations

Section 1. Requirements to Becoming a Sanctioned Club or Organization

Subsection 1. All organizations assembling at Haskell are required to register with Student Senate. Sanctioning provides for official sanction and identification as an affiliated group, use of facilities and services, and the ability to fundraise on campus. It further benefits the organization or club by coordinating the communication of the group’s activities with the Haskell Indian Nations University staff and other clubs and organizations.

Subsection 2. The following types of organizations are eligible to become sanctioned by Student Senate: residential halls, academic, religious, and common interest.

Subsection 3. Each club or organization must have at least 10 members.

Subsection 4. Must submit the club and organization registration application, plan of operations, and completed signature sheet by the deadline set by the Executive Board.

Subsection 5. Must have a full time Haskell Indian Nations University staff or faculty member as a sponsor.

Section 2. Duties and Responsibilities of Clubs and Organizations

Subsection 1. Clubs and Organizations must appoint (1) Club Representative and (1) Alternate Club Representative to attend all General Assembly meetings.

Subsection 2. All clubs and organizations must have a least one sponsor.

Subsection 3. The Club Representative must be prepared to report to their respective student organizations of all business from Student Senate. The Club Representative must be prepared to present and submit a written report of the club or organization to the Student Senate General Assembly when requested.

Subsection 4. Major changes in a club or an organization's plan of operations must be reported to the Student Senate before the next General Assembly meeting.

Subsection 5. Club Representatives, Alternate Representatives, and Club Sponsors must have valid contact information on file throughout the academic year.

Subsection 6. Adhere to the Constitution of the Haskell Indian Nations University Student Senate.

Subsection 7. Select a sponsor that will be available to attend meetings and sign their meeting minutes for money transactions.

Section 3. The Sanctioning Process

Subsection 1. Clubs and other organizations must apply or reapply for sanctioning every year with Haskell through the Student Senate. They must submit a plan of operations including the mission statement and structure of organization and a complete application with reliable methods of contact for the officers. NOTE: The plan of operations should be signed by the student bank to acknowledge that their money policy adheres to Haskell standards.

Subsection 2. The steps in order are (1) Pick up you sanction packet from the Student Senate office or the club sponsor. (2) Recruit membership for organization. (3) Hold first meeting and elect organizational officers and senate representatives. (4) Have the sponsor and club representatives fill out the application in the sanction packet. (5) Hold first meeting and elect organizational officers and senate representatives. (6) The club representative should obtain signatures on the application and the student bank signature card. (7) Submit the original to the Student Senate office. (8) A copy of their submission will be given to them for their records. (9) A majority vote of the Student Senate Executive Board will be sufficient to approve the sanctioning of clubs and/or organizations prior to the deadlines set by the Executive Board. If the deadline has passed, General Assembly will vote on their sanction status.

Subsection 3. Registration of a club or organization will be valid for the remainder of the academic year and extends until the first day of the next academic year.

Section 4. Club Reports

The purpose of the club report is to provide Student Senate with necessary updates. These updates will be used to determine eligibility to request funds and to help promote club and organization activities and events to the student body.

Subsection 1. The Student Senate Executive Board will request club reports four times throughout the academic year: the first meeting after mid-terms for fall semester, either the last meeting before winter break or the first meeting after the return from winter break, the first meeting after spring break, and at the last meeting of the semester.

Subsection 2. Clubs may submit their requests electronically to any Executive Board member before the deadline.

Subsection 3. Clubs and/or organizations who do not submit on time will not be able to request for funds from the Student Senate for the remainder of the academic year. Decision to appeal must be presented to the Student Senate Executive Board at one of their regular business meetings for approval. It must pass by two thirds vote to be added to the General Assembly meeting for further consideration. It is considered an Extraordinary Procedure.

Subsection 4. The monthly report form will be created and dispersed by the Student Senate Executive Board in the beginning of the year. It can not be altered after it is distributed to clubs and organizations for the first deadline.

Section 5. Late Sanction Application

Subsection 1. Any club or organization that fails to submit their application after the application deadline is subject to a nominal financial fee.

Subsection 2. The late fee will be placed in the Student Senate rollover account.

Section 6. Club Advisement

Subsection 1. Every student is entitled to participate in clubs and organizations that are fair and ethical. The Student Senate Executive Board has the right to intervene in club functions only in matters where students are harmed by the action of the club and/or the club's leadership.

Subsection 2. The Student Senate shall handle disciplinary action in regard to club violations. Club violations include: failure to attend General Assembly meetings, officer misconduct, and improper money management. Club members may request the Parliamentarian in writing to intervene in other issues.

Subsection 3. The following procedures shall be used to followed to correct violation(s).

.01 - The Parliamentarian will attend the next general or executive meeting of the club or organization whose negative actions have been recognized.

.02 - The Parliamentarian will announce to the club or organization the violation(s) they have committed at the next General Assembly or Executive Board meeting.

.03 - The Parliamentarian will advise the club of the appropriate action the club or organization must take to correct the violation(s).

.04 - If there is no precedent of this incident, then the best course of action should be discussed.

.05 - When the Parliamentarian advises the club or organization on the appropriate corrective action, he or she must also inform them of the consequences of failing to take corrective action.

Subsection 4. The failure of a club or organization to take corrective action shall prompt a response from Student Senate.

.01 - If the club or organization does not take corrective action before the Student Senate General Assembly meeting, the Student Senate General Assembly can vote to discontinue the official sanction of the event.

.02 - If the club or organization fails to take corrective action in their attendance, the Student Senate Board and not the Student Senate General Assembly have the authority to vote to discontinue their official sanction.

.03 – Clubs or organizations may appeal a decision by submitting a petition in writing. During the appeal process, the club or organization does not maintain their sanction status and the rights that sanctioning comes with. The written statement should contain the reason why you think your organization should have their sanctioning returned to them. The petition should be submitted to the Executive Boards within 30 days of the notification of de-sanctioning status letter. The Executive Board will present the petition to the next General Assembly on their next meeting date along with information about monthly club reports and sanctioning packets for the previous two years (if available). The appeal process is deemed an extraordinary procedure.

V. Article 5 – General Assembly

Section 1. General Assembly Membership

Subsection 1. General Assembly is composed of club and class representatives.

Section 2. Guest Speakers

Subsection 1. Haskell students who are not members of the Student Senate may voice an opinion on any issue on the floor.

Subsection 2. Haskell students who are not member of Student Senate can present their own issue at General Assembly if they contact a member of the Executive Board at least 24 hours in advance of the meeting to be placed on the agenda as a guest speaker.

Subsection 3. Guest speakers who are not current students at Haskell Indian Nations University must contact the Executive Board at least one week in advance in order to be placed on the agenda.

Subsection 4. Haskell students who are unable to attend the meeting or do not want to speak on the General Assembly floor may contact their class representative to read and/or voice their opinion.

Section 3. General Assembly Schedule

Subsection 1. General Assembly must establish a specific meeting pattern at the beginning of the semester.

Subsection 2. General Assembly must meet at least twice a month to allow time to follow the procedures for vacancies, impeachments, and extraordinary procedures.

VI. Article 6 - Meetings

Section 1. Setting the Agenda

Subsection 1. The Executive Board shall set the agenda for meetings of the General Assembly at a meeting of the Executive Board at least three days prior to the General Assembly meeting; it must be voted on and passed by a majority vote.

Subsection 2. The General Assembly agenda should contain agenda items and time allotments for each topic.

Subsection 3. For the Executive Board agenda, any member of the Executive Board may put an item on the agenda. All agenda item submissions shall be consolidated by the Secretary and given to the President before the meeting starts.

Subsection 4. The Executive Board agenda should contain agenda items and time allotments for each topic.

Section 2. Regular Business Meetings

Subsection 1. There shall be two types of regular business meetings: General Assembly and Executive Board.

Subsection 2. Quorum for regular business meetings is a simple majority of the voting membership. One person over half of the total voting membership shall constitute a quorum.

Subsection 3. The format for General Assembly regular business meeting agenda is as follows: (1) Call to Order (2) Determination of Quorum and/or Roll Call (3) Reading and Acceptance of Minutes (4) Guests (5) Treasurer's Report (monthly basis or when necessary) (6) Committee Reports (7) Old Business (8) New Business (9) Announcements (10) Adjournment

Subsection 4. Motions and voting procedures shall be made in accordance with Roberts Rules of Order.

Subsection 5. The President shall ensure that all students are given time to present, question, and vote.

Section 3. Non-Club Representatives at General Assembly Meetings

Subsection 1. Any student, even those not serving as a Club Representative or Alternate Club Representative may vote on any issue pertaining to expenditures, fiscal management decisions, and extraordinary procedures.

Subsection 2. Students, who are not serving as a Club Representative or Alternate Club Representative may not vote on regular Student Senate business: club violations, club violation decisions, filling officer vacancies, and committee.

VII. Article 7 – Sponsors and Advisors

Section 1. Club Advisors and Sponsors

Subsection 1. In addition to the requirements regarding organizational responsibilities, advisors must provide constructive leadership to their organization.

Subsection 2. Attend a sponsor workshop to be held each semester to review operational procedures, banking procedure, etc. At the end of the semester a letter of recommendation for compensatory time will be issued to all organizational sponsors and their respective supervisors.

Subsection 3.

Section 2. Student Senate Sponsors

Subsection 1. Individual(s) who are qualified must be nominated and approved by a majority vote of the Student Senate Executive Board.

.01 – Minimum qualifications include knowledge of Haskell policies and procedures, be able to attend all meetings of the Executive Board and Student Senate General Assembly, and Robert's Rules of Order.

.02 – Sponsors must also have a background in two or more of the following categories: financial management, civics and government, law, and business practices.

Subsection 2. There are additional duties for Student Senate Sponsors.

.01 - They must observe and communicate the responsibilities of the student body with the Student Senate.

.02 – Student Senate Sponsors must observe the communication and business of the Student Senate General Assembly, to act as an advocate for Student Senate General Assembly, and to direct the student body with constructive guidance.

.03 – They must work closely with the Parliamentarian to ensure that he or she is trained in proper conduction of meetings and speak through the Parliamentarian at General Assembly meetings.

.04 – At Executive Board meetings, the Student Senate Sponsors can provide advice and instruction.

Section 3. Sponsor and Advisor Vacancies and Removals

Subsection 1. If for any reason the sponsor or advisor of a club or Student Senate needs to resign, the vacancy can be filled by a majority vote at a regular business meeting.

Subsection 2. If an advisor or sponsor is guilty of misconduct, they may be removed from their position by a simple majority or the club.

.01 – If a club or organization is hesitant to approach their sponsor and or advisor directly, they may petition the Student Senate Executive Board in writing to send the Parliamentarian and one other available Student Senate Executive Board member to their next business meeting.

.02 – In the result of unfair, documented mistreatment of a club member, the Student Senate Executive Board may vote to require a club to remove an advisor or sponsor. This is considered an extraordinary procedure.

VIII. Article 8 – Fiscal Management

Section 1. Purpose of Establishment

Student Senate established a budget policy to properly administer Student Senate funds. Proper administration of funds is intended to enhance the experience of all Haskell students and to ensure the proper support of student governance.

Section 2. Amendments and Ratification

Subsection 1. Please see Article 11 Section 1 on how to make changes to the budget policies.

Section 3. Definitions

Subsection 1. Organization: An organization is sanctioned as a club or active committee in accordance with Haskell Indian Nations University’s Student Senate guidelines.

Subsection 2. New Club: A new club is a club that has not been previously sanctioned in the last fiscal year.

Subsection 3. Listed Committee: A Committee that has been included in the fiscal budget of Student Senate.

Subsection 4. New Club Probation Period: A probation period of three weeks after Student Senate sanctioning. The probation period encourages clubs to solidify their plan of operations and create a financial plan for the fiscal year. During this probation, the club is not allowed to request funding from Student Senate.

Section 4. Student Senate Fiscal Budget

Subsection 1. Student Senate must complete a budget for the fiscal year before any request for money can be added to the agenda or money is removed from the Student Bank.

Subsection 2. Budget requests procedures are as follows for all committees or from the Student Senate Executive Board: (1) The budget request must be submitted to the Treasurer. (2) The Treasurer will then request the Secretary to add the request to the agenda for the next Executive Board meeting for presentation and so that it may be added to the General Assembly meeting agenda. (3) If the agenda or a written notice has been distributed to the student body at least one week in advance, the budget can be presented and voted on in the same night. If there was no prior notification to students a minimum one week wait period between presentation of the request and voting must occur. (4) Since the Student Senate budget is comprised of all student fees, the voting will be open to all students in attendance at the General Assembly meeting as long as they are not part of the organization and/or club that is requesting. (5) The motion must pass by a two thirds vote. (6) Once a motion to withdraw money has been approved, the Secretary will give a copy of the meeting minutes to the Treasurer for signature with date. (7) The Treasurer will submit a copy of the minutes to the Student Bank and Financial Department of the Haskell Indian Nations University. If the Treasurer is unable to do so, then he or she may appoint a designee that the Student Bank will accept.

Subsection 3. If the need for money is under time constraint, a special meeting may be called. Notice should be given to all members of Student Senate 24 to 48 hours in advance. A motion may be presented at that time, but it must pass by 90% of the General Assembly vote.

Subsection 4. All requests for funding (club, organization, or committee) must contain a request form, itemized list of expected expenditures with prices, and proof of trying to find alternate sources of funding. Additional documents or information must be submitted at the request of Student Senate. Note: Requests from the Student Bank should be rounded to the next whole dollar when the motion is made.

Subsection 5. Copies of the receipts for the expenditures should be submitted to the Treasurer after completion for the position's records.

Section 5. Organization/ Club Funding

Subsection 1. Student Senate financial assistance is intended to further clubs and organizations' opportunities for leadership development and civic responsibility. Student Senate funds shall not be designated and expected as a primary source of finance for an organization. Senate encourages all organizations to participate in fundraising opportunities as a source of income before requesting money from Student Senate.

Subsection 2. Sources of Financing: Student Senate encourages all clubs and organizations to consider other sources of financing. Examples of some of possible sources of fundraising are collecting membership dues from members, obtaining funds from assisting departments/ administrative offices, participating in concessions, receiving grants or donations from external sources, and hosting fundraising events.

Subsection 3. Eligibility Guidelines: To ensure eligibility for the appropriation of Student Senate funds, the club or organization must abide by the following guidelines.

- .01 – The organization must be recognized by the Haskell Indian Nations University.
- .02 – The organization must submit a completed Fund Request Application.
- .03 - The organization must agree to follow all current university policies.

- .04 – The organization must have previously participated or hosted a fundraising event in the current fiscal year with the exception of Student Senate listed committees.
- .05 – The event must align with the university’s mission statement.
- .06 – The event must align with the organization’s mission statement.
- .07 – The event must not associate with alcohol or any illegal activity.
- .08 – The event must not deny any willing organization member of participation.
- .09 – The club or organization requesting must have submitted their reports by the approved deadlines.
- .10 – Clubs and organization must not be in their probationary period.

Subsection 4. Approvable Items and Events

- .01 – Since the current Student Senate budget is based on student fees, any item or event that benefits students are acceptable.
- .02 - The event or item should be available for all students.
- .03 – Student Senate will only consider funding for food at specific events if the food is critical component of the event. It will not consider catering to club and organization meetings or banquets.

Subsection 6. Club and/ Organization Funds Request Voting Process and Final Approval

Organization/Club Request Process: Any club or organization wishing to receive financial assistance from Student Senate must complete a Fund Request Application.

- .01 – Executive Board: The application must be submitted to a member of the Executive Board. The member of the Executive Board shall give a copy to the Treasurer, and the request should be put on the agenda at the next Executive Board meeting. The application will be reviewed its eligibility. The Executive Board will vote to approve. If the motion passes by a two thirds vote, it will be placed on the agenda for the General Assembly.
- .02 – General Assembly: The club, organization, or committee must then present a budget proposal at the following General Assembly meeting. The club or organization must provide copies of their budget proposals for the other club representatives. A closed vote to accept/deny the budget proposed will be at the next General Assembly meeting based on the amount of time before notification of the request was made available to the student body. The acceptance of the budget proposal motion must be by more than two thirds vote. Any member of the student body is eligible to vote on budget proposals unless they are members of the club, organization of committee who is requesting money. If the motion passes by a two third majority, the club or organization will receive the funds. Any denials of funds may be appealed if the club or organization is willing to amend any parts of the proposal that will make it eligible.

Section 6. Committee Funds Request Voting Process and Final Approval

Subsection 1. Budget requests procedures are as follows for all committees or from the Student Senate Executive Board: (1) The budget request must be submitted to the Treasurer. (2) The Treasurer will then request the Secretary to add the request to the agenda for the next Executive Board meeting for presentation and so that it may be added to the General Assembly meeting agenda. (3) If the agenda or a written notice has been distributed to the student body at least one week in advance, the budget can be presented and voted on in the same night. If there was no prior notification to students a minimum one week wait period between presentation of the request and voting must occur. (4) Since the Student Senate

budget is comprised of all student fees, the voting will be open to all students in attendance at the General Assembly meeting as long as they are not part of the organization and/or club that is requesting. (5) The motion must pass by a two third majority vote. (6) Once a motion to withdraw money has been approved, the Secretary will give a copy of the meeting minutes to the Treasurer for signature with date. (7) The Treasurer will submit a copy of the minutes to the Student Bank and Financial Department of the Haskell Indian Nations University. If the Treasurer is unable to do so, then he or she may appoint a designee that the Student Bank will accept.

IX. Article 9 – Elections

Section 1. Participation

Subsection 1. – All candidates must agree to abide by the Constitution and will be sworn into office during the Fall semester or at time of appointment.

Subsection 2. All candidates must also be prepared to sign the Student Senate Code of Conduct if elected.

Section 2. Elections Rules and Regulations

Subsection 1. – They must meet the requirements stated in Article 4 Section 2.

Subsection 2. – Anyone running for office will not hold or sit on the Election Committee. Furthermore, they may not take part in any way during any process concerning election or election board. For example: Vice-President runs for office: cannot hold chair or be part of any decision making on or concerning elections. The Chairperson will pass to the Student Senate for voting on a new Chair for the Election Committee.

Subsection 3. – When only one candidate applies for a position on the Student Senate Executive Board the office he/she applied for will be put on the ballot for Haskell’s he or she applied for will be put on the ballot for Haskell Indian Nation University’s currently enrolled students to vote on. A majority equals student approval.

Subsection 4. – A write-in slot will be placed after each set of candidates listed. If a write-in vote wins, the winner will not assume office until the “Letter of Intent/Petition for Candidacy” has been cleared through the Office of Admissions and Records. Other requirements may be put forth by the Chairperson of the Election Committee.

Section 3. Nominations to Fill Vacancy on the Executive Board

Subsection 1. – When a position on the Executive Board becomes vacant, the President shall notify General Assembly at the next regular business meeting that nominations will be taken at the next General Assembly business meeting or at a special meeting called in advance for that purpose.

Subsection 2. - Open nomination procedures shall occur at a general meeting of the Student Senate General Assembly. Any registered student at Haskell Indian Nations University can nominate (including themselves) any eligible student for the vacant position. Nominations for a vacant position must have a second.

Subsection 3. – The Student Senate Secretary shall keep a detailed record of all official nominees.

Subsection 4. – The President of Student Senate shall declare the nominations closed after a motion is seconded and voted on with a simple majority vote closing nomination. No other nominations will be accepted after the official close.

Subsection 5. – If a student is running unopposed, they may assume the position immediately and be sworn in by the Student Senate Sponsor or Student Senate President. The eligible voter must be able to

present their Haskell Indian Nations University Student Identification with them at the time of voting to verify their eligibility

Subsection 6. – Paper ballots shall be prepared for the next General Assembly business meeting. A majority vote will determine the winner.

Subsection 7. – Write in votes are acceptable.

Subsection 8. - All spoiled ballots must be counted for separately on a tally sheet.

Section 4. Voter Procedures for Regular Elections

Subsection 1. – The eligible voter must show their Haskell Student Identification to the member of the election committee who is the designated Poll Watcher, the Poll Watcher will use the student identification card to find the voter’s name on the voter list, highlight the voters name and instruct the voter to sign by their name. After this procedure has been completed the Poll Watcher will then hand voter one stamped ballot. The ballot shall be stamped “OFFICAL BALLOT” and dated.

Subsection 2. - Once the voter has casted their vote they will fold the ballot, so the official ballot stamp appears on the outside and insert it into the ballot box.

Subsection 3. – Once a ballot is placed in the ballot box, it shall remain there until the votes are counted.

Section 5. Nominations to Fill a Vacancy on the Executive Board

Subsection 1. – Appointment of Committee

.01 - Haskell Indian Nations University Student Senate Constitution Article 4. Student Senate Executive Board Section 5 Duties and Responsibilities Specific to Position Subsection 7 Class Representatives **.02** “The senior class representative shall chair and coordinate the Election Committee to facilitate all elections of the Executive Board.”

.02 - A. The Vice President will seek volunteers among the Senators and can also seek volunteers among the student body population.

Subsection 2. – Duties of Election Committee

.01 - The Election Committee will have supervision over Student Senate Elections.

.02 - The Board will publish notices of election, result and hearings in accordance with Article 9 Elections.

.03 – The Election Committee shall appoint a secretary who will take minutes of the committee meetings and be responsible for receiving “Letter of Intent/Petition of Candidacy” forms from students seeking office in accordance with Section 202. C.

.04 - The Election Committee shall appoint a sergeant-at-arms, whose duty will be to keep order at the election polls and transport ballot boxes.

.05 - The Election Committee shall request an adequate budget from Student Senate.

Subsection 3. – Challenging of a Candidate

.01 – Upon receiving the “Letter of Intent/Petition of Candidacy” the advisor(s) of the Student Senate will then assess the eligibility of the candidate in accordance with the Student Senate Constitution Article 9 Elections and Article 3 Student Senate Executive Board Section 2. Officer Requirements and Section 3. Duties and Responsibilities Specific to Position.

.02 – If the Committee determines such candidate is not eligible for office, it shall challenge the candidate, notify him/her.

.03 – A. Any qualified voter has a right to challenge the eligibility of a candidate by filing a sworn statement to the Election Committee, setting forth the grounds for ineligibility. Upon receipt of such a challenge the Election Committee shall determine whether the evidence presented provided is legitimate through means of an investigation and/or hearing.

.04 – The Election Committee’s decision on the eligibility of a candidate shall be final.

Subsection 4. – Challenging of a Voter

.01 – Upon opening the polls, the committee shall allow anyone on the voters list to vote if there is no challenge of the voter’s eligibility.

.02 – A. The committee shall challenge any voter whose name is not on the voters list. At this time the Senior Class Representative will verify with the registrar’s office to verify enrollment. If in fact the voter is eligible to vote, the poll watcher will print the voters name on the voting list, the Poll Watcher and at least one other witness will then print their initials under the verified voter’s name.

.03 - If a challenged voter is verified, she/he will be allowed to vote.

Section 6. Preparation of Ballots and Ballot Boxes

Subsection 1. Preparation of Ballots

.01 – The Election Committee will be responsible for printing the Ballots, utilizing Haskell Copy Center.

.02 - The Election Committee will use the Ballot Template provided. Names of the Candidates will be added, and there will be space reserved for write-in candidates.

.03 - The Election Committee will use the Ballot Template provided. Names of the Candidates will be added, and there will be space reserved for write-in candidates.

.04 - A. Ballots shall be printed on white paper.

Section 7. Use of Ballot Boxes

Subsection 1. Printed ballots shall be placed in the ballot box and kept in a secure area designated by the Election Committee prior to the election.

Subsection 2. Before opening the polls, the ballot box will be delivered by the Senior Class Representative or an appointee to each designated voting place.

Subsection 3. The ballot box shall not be removed from the voting place until the voting is complete.

Section 8. Possession of Keys

Subsection 1. The keys to the ballot boxes will held by the advisors to the Student Senate.

Section 9. Storage of Ballot Boxes

Subsection 1. After the first session of voting at Curtis Hall, the ballot box will be secured in the designated room by the sergeant-at-arms until the second session of voting at Spring Fling.

Subsection 2. The Senior Class Representative or their appointee will be the only person allowed to transport the ballot box throughout the duration of the election.

Subsection 3. Immediately after closing the poll, the Election Committee will canvass the votes, in Tecumseh Hall room 207, or any other designated room with windows, so the public can observe if they choose.

Subsection 4. The Election Committee will not adjourn until all the votes are counted.

Section 10. Counting of Ballots

Subsection 1. Immediately after closing the poll, the Election Committee will canvass the votes, in Tecumseh Hall room 207, or any other designated room with windows, so the public can observe if they choose.

Subsection 2. The Election Committee will not adjourn until all the votes are counted.

Section 10. Tally Sheets

Subsection 1. Upon completion of the count, a tally sheet showing the votes cast for each candidate shall be certified and signed by the committee.

Subsection 2. A separate tally sheet will be kept for spoiled ballots.

Section 11. Committee Tally

Subsection 1. Immediately upon completion of the tallying of ballots, the Committee will certify the voting results as final, except those in which there is a tie vote and the outcome of the election could be changed in a recount.

Subsection 2. If the election results in a tie, there shall be a recount the following day.

Subsection 3. If the recount results in a tie, there shall be a special election held immediately.

Section 12. Recount

Subsection 1. Immediately upon completion of the tallying of ballots, the Committee will certify the voting results as final, except those in which there is a tie vote and the outcome of the election could be changed in a recount.

Subsection 2. If the election results in a tie, there shall be a recount the following day.

Section 13. Certification of Elections

Subsection 1. Voting results will be made known the next business day.

Subsection 2. The committee may post the unofficial results immediately.

Subsection 3. If there is not a contest of election the winning candidates will be officially informed by letter from the election committee.

Section 14. Contesting Election Results

Subsection 1. Any student may contest the election if such person has legitimate complaint. The complaint shall be investigated and considered by the election committee.

Subsection 2. If findings of any misconduct of this election code occur the committee will take corrective action.

Section 15. Incumbents Holding Office

Subsection 1. Incumbents shall remain in office until the new Executive Board is sworn in.

Section 16. Taking Office

Subsection 1. The newly elected candidates shall take office the first day of the following fall semester.

Subsection 2. The Chair of the Election Committee will inform the newly certified officers in person, by telephone or other means in regard to the time for taking office.

Subsection 3. Taking office shall be demonstrated by talking an oath of office, and signing the Officer Code of Conduct.

Section 16. Other Election Provisions

Subsection 1. Poll Watchers

.01 - Any student may volunteer to poll watch on behalf of a candidate.

.02 - The poll watcher must inform the election committee that they are poll watching to prevent electioneering and illegal campaigning set forth in this code.

Subsection 2. Ban on Elections

.01 - Electioneering or Campaigning within 100 feet of the voting place on Election Day is NOT allowed.

.02 - The poll watchers will enforce the ban on electioneering and campaigning.

.03 - A. Electioneering shall mean any interference or attempted interference with the election and any influence or attempt to influence the voter or committee member.

Subsection 3. Penalties of Violation of Code

.01 - Violations of this code can result in disqualification of the candidate.

.02 - Violations of this code by the Election Committee can result in a new election.

X. Article 10 - Vacancies, Impeachments, and Extraordinary Procedures

Section 1. – Vacancies

Subsection 1. - To fill any vacancy of the Executive Board after the elections have taken place: (1) The Student Senate must conduct a formal and open nomination approval as outlined in Article 9 Section 3. (2) Upon approval of all eligible candidates, a review period of at least six calendar days will then be initiated. (3) This is an extraordinary procedure. The Club and Class Representatives will announce the candidates to their respective organizations. (4) A forum may be applicable and will commence if deemed necessary by the Student Senate. (5) The review period is not to be shorter than seven days nor exceed 14 calendar days. (6) The candidate who receives a majority of votes will assume the office and the duties immediately after the election and signing of the Student Senate Code of Conduct.

Section 2. – Impeachment proceedings against any member of the Student Senate Executive Board

Subsection 1. – Impeachment proceedings against any member of the Executive Board may be initiated with the presentation of a petition requesting impeachment signed by one third vote of club representatives. The request for impeachment can only be made if there has been officer misconduct by means of fund mismanagement, absenteeism, failure to abide by the Constitution, failure to fulfill duties,

violation of the Student Code of Conduct, and other aspects of malfeasance. This petition is to be presented to the General Assembly at one of its regular business meetings.

Subsection 2. – All club representatives must be notified within 24 hours that a petition has been filed with the Student Senate General Assembly.

Subsection 3. – A minimum of seven calendar days must elapse between the presentation of the petition for impeachment and the voting on the impeachment. If there is not enough time for the impeachment to be voted on in a regular business meeting, then a special meeting of the General Assembly must be called.

Subsection 4. – Formal impeachment proceeding must, in all cases, precede consideration of a motion for removal of office.

Subsection 5. – Any member of the Executive Board may be impeached by a vote of at least two third of the total membership of General Assembly after the above procedures have been followed.

Section 2. – Extraordinary Procedures

Subsection 1. – The following procedures qualify for extraordinary procedures: any club representative that has been absence without due cause for (6) regular meetings of the General assembly, any executive board member that has been absent for more than (3) meetings of the Executive Board and General Assembly regular business meetings per semester, fiscal decisions, impeachments, vacancies, club advisements, amendments, and other sensitive issues.

Subsection 2. – All extraordinary procedures are subject to two third majority for approval.

Subsection 3. – With the exception of the fiscal decisions, all extraordinary procedures will only be voted on by the members of General Assembly.

Subsection 4. – Extraordinary procedures should be voted on within 14 calendar days.

XI. Article 11 – Amendments

Section 1. – Amendment Rules and Procedures

Subsection 1. – Any amendments shall be read by the General Assembly meeting and voted on at the next regular General Assembly business meeting.

Subsection 2. – All amendments are subject to two third majority for approval.

Subsection 3. – Only class and/or club representatives are able to present amendments for voting.

XII. Article 12 - Ratification

This document was drafted and approved by the current Haskell Indian Nations University Student Senate Executive Board. The undersigned representatives have declared this document the official rules of governance on the th day of in the year 2018.

□

SECTION 503. POSSESSION OF KEYS

- A. The keys to the ballot boxes will held by the advisors to the Student

Senate. **SECTION 504. STORAGE OF BALLOT BOXES**

- A. After the first session of voting at Curtis Hall, the ballot box will be secured in the designated room by the sergeant-at-arms until the second session of voting at Spring Fling.
- B. The sergeant-at-arms will be the only person allowed to transport the ballot box throughout the duration of the election.

SECTION 600 – TALLY OF ELECTION

SECTION 601. COUNTING OF BALLOTS

- A. Immediately after closing the poll, the Election Committee will canvass the votes, in Tecumseh Hall room 207, or any other designated room with windows, so the public can observe if they choose.
- B. The Election Committee will not adjourn until all the votes are counted.

SECTION 602. TALLY SHEETS

- A. Upon completion of the count, a tally sheet showing the votes cast for each candidate shall be certified and signed by the committee.
- B. A separate tally sheet will be kept for spoiled ballots.

SECTION 603. COMMITTEE TALLY

- A. Immediately upon completion of the tallying of ballots, the Committee will certify the voting results as final, except those in which there is a tie vote and the outcome of the election could be changed in a recount.
- B. If the election results in a tie, there shall be a recount the following day.
- C. If the recount results in a tie, there shall be a special election held immediately.

SECTION 604. RECOUNT

- A. In a tie vote recount, the Election Committee will tally the votes just as they did prior to the recount.
- B. If the recount changes the election result; the new election results shall be posted and certified.

SECTION 700 – CERTIFICATION OF ELECTIONS

SECTION 701. CERTIFICATION OF RESULTS

- A. Voting results will be made known the next business day.
- B. The committee may post the unofficial results immediately

- C. If there is not a contest of election the winning candidates will be officially informed by letter from the election committee.

SECTION 702. CONTEST OF ELECTION

- A. Any student may contest the election if such person has legitimate complaint. The complaint shall be investigated and considered by the election committee.
- B. If findings of any misconduct of this election code occur the committee will take corrective action.

SECTION 703. INCUMBENTS OF HOLDING OFFICE

A. Incumbents

shall remain in office until the end of the spring semester.

SECTION 704. TAKING OFFICE

- A. The newly elected candidates shall take office the first day of the following fall semester.
- B. The Chair of the Election Committee will inform the newly certified officers in person, by telephone or other means in regard to the time for taking office.
- C. Taking office shall be demonstrated by talking an oath of office, and signing the Officer Code of Conduct.

SECTION 800 – OTHER ELECTION PROVISIONS

SECTION 801. POLL WATCHERS

- A. Any student may volunteer to poll watch on behalf of a candidate.
- B. The poll watcher must inform the election committee that they are poll watching to prevent electioneering and illegal campaigning set forth in this code.

SECTION 802. BAN ON ELECTIONEERING

- A. Electioneering or Campaigning within 100 feet of the voting place on Election Day is NOT allowed.
- B. The sergeant-at-arms will enforce the ban on electioneering, campaigning.
- C. Electioneering shall mean any interference or attempted interference with the election and any influence or attempt to influence the voter or committee member.

SECTION 803. PENALTIES OF VIOLATION OF CODE

- A. Violations of this code can result in disqualification of the candidate.
- B. Violations of this code by the Election Committee can result in a new election.

XIII. Article 10 - Vacancies, Impeachments, and Extraordinary Procedures

Section 1. - Vacancies

Subsection 1. - To fill any vacancy of the Executive Board after the elections have taken place: (1) The Student Senate must conduct a formal and open nomination approval as outlined in Article 9 Section 3. (2) Upon approval of all eligible candidates, a review period of at least six calendar days will then be initiated. (3) This is an extraordinary procedure. The Club and Class Representatives will announce the candidates to their respective organizations. (4) A forum may be applicable and will commence if deemed necessary by the Student Senate. (5) The review period is not to be shorter than seven days nor exceed 14 calendar days. (6) The candidate who receives a majority of votes will assume the office and the duties immediately after the election and signing of the Student Senate Code of Conduct.

Section 2. - Impeachment proceedings against any member of the Student Senate Executive Board

Subsection 1. - Impeachment proceedings against any member of the Executive Board may be initiated with the presentation of a petition requesting impeachment signed by one third vote of club representatives. The request for impeachment can only be made if there has been officer misconduct by means of fund mismanagement, absenteeism, failure to abide by the Constitution, failure to fulfill duties, violation of the Student Code of Conduct, and other aspects of malfeasance. This petition is to be presented to the General Assembly at one of its regular business meetings.

Subsection 2. - All club representatives must be notified within 24 hours that a petition has been filed with the Student Senate General Assembly.

Subsection 3. - A minimum of seven calendar days must elapse between the presentation of the petition for impeachment and the voting on the impeachment. If there is not enough time for the impeachment to be voted on in a regular business meeting, then a special meeting of the General Assembly must be called.

Subsection 4. - Formal impeachment proceeding must, in all cases, precede consideration of a motion for removal of office.

Subsection 5. - Any member of the Executive Board may be impeached by a vote of at least two third of the total membership of General Assembly after the above procedures have been followed.

Section 2. - Extraordinary Procedures

Subsection 1. - The following procedures qualify for extraordinary procedures: any club representative that has been absence without due cause for (6) regular meetings of the General assembly, any executive board member that has been absent for more than (3) meetings of the Executive Board and General Assembly regular business meetings per semester, fiscal decisions, impeachments, vacancies, club advisements, amendments, and other sensitive issues.

Subsection 2. - All extraordinary procedures are subject to two third majority for approval.

Subsection 3. - With the exception of the fiscal decisions, all extraordinary procedures will only be voted on by the members of General Assembly.

Subsection 4. - Extraordinary procedures should be voted on within 14 calendar days.

XIV. Article 11 – Amendments

Subsection 1. – Any amendments shall be read by the General Assembly meeting and voted on at the next regular General Assembly business meeting.

Subsection 2. – All amendments are subject to two third majority for approval.

Subsection 3. – Only class and/or club representatives are able to present amendments for voting.

XV. Article 12 - Ratification

This document was drafted and approved by the current Haskell Indian Nations University Student Senate Executive Board. The undersigned representatives have declared this document the official rules of governance on the th day of in the year 2018.