I. ATTENDANCE

A. Morris Campus Student Association Forum Attendance
   1. Forum members who accumulate three unexcused absences from Forum meetings in
      a single semester will have their membership revoked. The Executive Committee will
      inform the Forum of membership changes at the following Forum meeting.
   2. Failure to comply with MCSA Forum attendance policies will result in removal from
      all MCSA involvement.
   3. Any member of the Forum removed for absence may not return to serve in the same
      position for the remainder of the semester in which they were removed.

B. MCSA Committee Attendance
   1. Each MCSA Committee Secretary shall set forth an attendance policy at the first
      scheduled committee meeting of each semester.
   2. All members of MCSA Committees have the right to petition the Forum to change a
      Committee’s attendance policy within one month of committee’s first meeting of the
      semester.
   3. Failure to comply with MCSA Committee attendance policies will result in removal
      from all MCSA involvement.
   4. Any member of an MCSA Committee removed for absence may not return to serve
      in the same position for the remainder of the semester in which they were removed.

C. Campus Assembly Attendance
   1. Campus Assembly Representatives who have one unexcused absence from Campus
      Assembly per semester will be removed from their role as a Campus Assembly
      Representative. The Executive Committee will inform the Forum of membership
      changes at the following Forum meeting.
   2. Campus Assembly Representatives may request an excused absence by notifying
      the Office of the Chancellor as well as the MCSA Executive Committee at least 24 hours
      prior to the Campus Assembly meeting.
   3. Any member of Campus Assembly removed for absence may not return to serve in
      the same position for the remainder of the semester in which they were removed.

D. Assembly and Adjunct Committee Attendance
   1. Forum members who fail to attend two meetings per semester of their assigned
      Assembly or Adjunct committee will have their membership in Campus Assembly
      and MCSA revoked. The Executive Committee will inform the Forum of membership
      changes at the following Forum meeting.
   2. Forum members may request an excused absence by notifying the chair of their
      committee as well as the MCSA Executive Committee at least 24 hours prior to the
      committee meeting.
   3. Any member of the forum removed for absence may not return to serve in the same
      position for the remainder of the semester in which they were removed.

E. Excused Absences
   1. Forum members may request to be excused from meetings of the Forum by notifying
      the President and the Executive Assistant by email at least 24 hours prior to the
      Forum meeting. Reasons for excused absences include, but are not limited to: family
      emergencies, bereavement, religious observances, court appearances, and illness.
      The President reserves the right to determine whether or not an excuse is legitimate.
2. Forum members have the right to appeal the President’s decision within one month of the absence in question. Members must inform the Executive Assistant of their intent to appeal and appear before the Executive Committee to argue their case. All voting members of the Executive Committee shall cast a confidential vote. If a simple majority of votes are in favor of the appeal, the absence in question will be reclassified as an excused absence and the member of Forum will not be penalized.

3. Excused absences alone shall not result in the removal of a Forum member from the Forum, Campus Assembly, or Assembly and Adjunct Committees.

II. MCSA FORUM

I. Forum Operation
   A. All Forum members elected by the student body in the spring will serve a term of one year beginning on the second Sunday in April following their election.
   B. Students elected to the Campus Assembly will serve on Campus Assembly from the beginning of Fall Semester (August/September) following their election through the close of that academic year (May/June).
   C. Students elected to the Campus Consultative Committee will serve for the entire following academic year, and will be members of Forum in the same manner as described above in (1).
   D. All meetings of the Forum are open to the public.
   E. The latest edition of Robert’s Rules of Order will govern the Forum’s operation, except when otherwise specified by the MCSA Constitution or bylaws.
   F. All students, regardless of their membership status, may speak in Forum. Students may gain the floor by following standard parliamentary procedure.
   G. Forum members must be present in order to participate in Forum votes.
   H. Regardless of number of positions held, no Forum member may cast more than one vote on any motion.
   I. No Forum member may cast a vote on behalf of another Forum member, nor may any Forum member designate an alternate for any Forum meeting.

II. B. Parliamentarian
   A. The Parliamentarian serves as an advisor on Forum procedure.
   B. The Parliamentarian is elected by Forum in the spring for a one year term beginning in the fall of the next academic year.
   C. The Parliamentarian serves as an Ex-Officio nonvoting member of the MCSA Executive Committee.

III. MCSA Representation for Student Organizations
   A. Organizational representation is guaranteed to groups representing protected classes, including the Asian Student Association, Black Student Union, Circle of Nations Indigenous Association, Morris Queer Student Initiative for Equality, the International Student Association, Disability Alliance, Voces Unidas, the American Indian Science and Engineering Society and the Women of Color Association.

1. All other Student Organizations recognized by the Office of Student Activities may apply for representation.
2. Organizations designated as “University Campus Life Programs” by the Office of Student Activities are ineligible for representation.
B. Petitions for representation must be presented to the Executive Committee. The Executive Committee will present all eligible petitions to the Forum for approval.

C. Forfeiture of Student Organization Representation

1. Student Organizations will forfeit their representation on the Forum in the following cases:
   a) the organization loses their official designation as a Student Organization, as determined by the Office of Student Activities
   b) Student Organizations’ representatives to the Forum fail to comply with the attendance policy as outlined in Section 1 of the Bylaws

   (1) In any case where Student Organization Representatives face removal from the Forum, the Executive Assistant will notify the ranking members of the Student Organization in question. The ranking members of the Student Organization may appeal to the Executive Committee for the right to elect a new representative instead of forfeiting their representation. The Executive Committee’s decision will be made by a simple majority vote and cannot be appealed.

2. Groups representing protected classes are exempt.

III. EXECUTIVE COMMITTEE OPERATION

I. The Executive Committee is authorized to act on behalf the Forum in cases where action is necessary before the Forum can convene. Actions authorized by the Executive Committee in these cases must be approved by the Forum at the next meeting of the Forum.

II. Items of business may be brought before the Committee by any person.

III. All meetings of the Executive Committee are open to the public.

IV. Members of the Executive Committee are expected to comply with the Committee Attendance Policy set forth in Section 1, Article B.

IV. BUDGET POLICY

I. Annual Budget of the MCSA

   A. Each spring, the Secretary of Resources and Operations and the MCSA Budget Manager shall prepare a proposed budget for the following academic year and present it to the Forum for approval prior to submitting it to the Activity Fee Review Committee.

   B. Approved budget proposals shall be presented at the annual funding request hearings of the Activity Fee Review Committee (AFRC).

   C. The Secretary for Resources and Operations and the Budget Manager shall present the results of the AFRC’s hearings to the Forum before the end of the academic year.

II. Budget Status and Communication

   A. The operating budget of the MCSA for the current year must be presented for information at a meeting of the Forum prior to Fall Break.

   B. MCSA Officers may spend money granted to them in the budget, but they must report their expenditures to the Secretary of Resources and Operations and the Budget Manager within 5 business days.

III. Non-Budgeted Expenditures

   A. All MCSA transactions concerning funds from student fees must follow accepted practices and policies determined by the AFRC and the University.

   B. All non-budgeted expenditures must be approved according to the following guidelines:
1. Expenditures of $100.00 or less must be approved either by a two-thirds majority of the Executive Committee or by a simple majority of the Forum.

2. Expenditures of $100.01 or more must be approved by a simple majority of the Forum.

V. MCSA BUDGET MANAGER

I. Selection Procedures
   A. The job description, qualifications for the position and hiring criteria will be made available to all students prior to the beginning of the hiring process.
   B. The President, Vice President and Secretaries are responsible for determining the hiring procedure and for hiring the Budget Manager each year. Hiring practices must be in compliance with federal nondiscriminatory guidelines as established by the US Equal Employment Opportunity Commission.
   C. The selection must be approved by a simple majority of the Forum.
   D. The Budget Manager serves for one academic year and may be rehired.

II. Duties and Responsibilities
   A. To manage and oversee the day-to-day financial actions of the MCSA and serve as a member of the Forum.
   B. To prepare and present the annual budget of the MCSA with (and under the supervision of) the Secretary of Resources and Operations.
   C. To advise the Executive Committee of specific budgetary considerations and updates when requested.
   D. To assist the Secretary of Resources and Operations with carrying out or supervising all MCSA operations and responsibilities regarding monetary resources, and to assist any committees and task forces of MCSA with monetary concerns upon request.

VI. COMMITTEE SELECTION PROCESS

I. Campus Assembly and Adjunct Committees
   A. Preference forms shall be made available to all students no later than one week after annual elections of Spring Semester.
   B. Student placement on these committees shall be the responsibility of the President- and Vice President-elect.
   C. Students shall be placed on committees with consideration given to the following criteria, from highest to lowest priority:
      1. Those with prior experience serving on the requested committee.
      2. According to strength of statement and other information on the submitted preference form.
   D. Known members of the Forum will be placed on Campus Assembly Committees by the end of Spring Semester.
   E. Four slots are to be reserved for First Year Committee members on standing committees of the Campus Assembly.
   F. At least one student should serve on each Campus Assembly and Adjunct committee.
   G. No student on the Campus Assembly Executive Committee may serve on another Assembly or Adjunct committee.
   H. The Campus Assembly Bylaws shall be consulted during the committee appointment process to ensure compliance.

II. MCSA Forum Committees
   A. Preference forms shall be made available to all students, and student placement on these committees shall be the responsibility of the Executive Committee.
B. The students shall be placed on committees with consideration given to the following criteria, from highest to lowest priority:
   1. Forum members on related Assembly and Adjunct committees;
   2. Those with prior experience;
   3. According to strength of statement and other information on the submitted preference form.
C. By the second Forum meeting of Fall Semester, the current officers shall propose the slate of committee appointments to Forum for ratification.
D. Each Forum member must serve on a Forum committee. Students not already on a committee will be given membership preference over those who are.

III. Other Administrative Committees
A. MCSA is responsible for filling student positions on various Chancellor's committees, task forces, and special subcommittees, as outlined in other University documents.
B. If the committee is a standing committee, student members shall be selected according to the procedures outlined in Article 6, Section I.
C. The President shall nominate students for other short-term or specific task-oriented non-Forum committees as necessary with the advice of the Executive Committee. Students shall be nominated with special regard to interest, commitment level, experience and other relevant qualifications as they apply.

VII. ALL-UNIVERSITY REPRESENTATIVES
I. Student Senate Consultative Committee (SSCC) Representative
A. Selection:
   1. One student representative is chosen from the Morris campus for a term of one year and is eligible for reappointment.
   2. The representative shall become a member of the Student Senate Consultative Committee, Student Senate, University Senate and the Forum.
   3. SSCC candidates must complete an interview process with the President, Vice President and Secretaries who will submit a recommendation to the Forum. The appointment must be approved by a majority vote of the Forum.
   4. The representative must be selected before June 1.
B. Duties:
   1. The representative shall have the responsibility of reporting the actions of the SSCC to the Forum.

II. Minnesota Student Legislative Coalition Coordinators (MSLC)
A. Selection:
   1. Two student representatives are chosen from the Morris campus for terms of one year and are eligible for reappointment.
   2. The representatives shall become members of the Forum.
   3. MSLC candidates must complete an interview process with the President, Vice President and Secretaries who will submit a recommendation to the Forum. The appointment must be approved by a majority vote of the Forum.
   4. The representatives must be selected before June 1.
B. Duties:
   1. MSLC Representatives
      a) Shall have the responsibility of reporting to the Forum actions of the SLC.
b) Shall work together to ensure they are properly sharing responsibility for MCSA projects relevant to MSLC

c) Shall work a minimum of ten hours per week and hold office hours

d) Shall coordinate the local organizing branch of the SLC for the campus

e) Shall be expected to make at least one trip to the Minnesota legislature per month while in session

III. Student Representative to the Board of Regents

A. Selection:
1. One student representative is chosen from the Morris Campus for a term of one year, and is eligible for reappointment
2. The representative shall become a member of the MCSA Forum
3. The candidates must complete an interview process with the President, Vice President and Secretaries who will submit a recommendation to the Forum. The appointment must be approved by a majority vote of the Forum

B. Duties:
1. The representative shall have the responsibility of reporting to the Forum those actions of the Board of Regents of All-University concern

VIII. STANDING COMMITTEES OF THE MCSA FORUM

I. All University Representatives Committee

A. The membership of the All University Representatives Committee shall consist of:
1. the SSCC member chair, who shall chair
2. the UMM student representative to the Board of Regents
3. the UMM student representative to the Senate Consultative Committee
4. the MCSA Student Legislative Coalition Coordinators
5. all student senators of the Morris Campus

B. The All University Representatives Committee shall:
1. advise and counsel the MCSA President on matters relating to University-wide policies and activities affecting student welfare at UMM
2. serve as a communicative medium for MCSA representatives dealing with University-wide issues and concerns
3. recommend matters to the Executive Committee requiring particular attention by the Forum
4. meet at least three times per semester

II. MCSA Academic Affairs Committee

A. The membership of the MCSA Academic Affairs Committee shall consist of:
1. all interested student members of Assembly and Adjunct committees which deal with Academic Affairs
2. at least one member of the First Year Committee
3. any interested, enrolled UMM students
4. the Secretary of Academic Affairs will chair the Academic Affairs Committee

B. The MCSA Academic Affairs Committee shall:
1. coordinate reviews and recommendations in the pursuit of educational and academic aims at UMM
2. undertake projects as directed by the Executive Committee or the Forum
3. recommend matters to the Executive Committee requiring particular attention by the Forum
III. MCSA Campus Relations Committee
   A. The membership of the MCSA Campus Relations Committee shall consist of:
      1. at least two Forum members
      2. at least one member of the First Year Committee
      3. any interested, enrolled UMM students
      4. the Secretary of Campus Relations will chair the Campus Relations Committee
   B. The MCSA Campus Relations Committee shall:
      1. seek to improve communication between the MCSA administration and the student body at large
      2. publicize and promote MCSA services and activities
      3. advertise available student positions on the Forum or its committees
      4. organize any public relations activities between the Forum and the campus community
      5. increase awareness of MCSA among the student body
      6. undertake projects as directed by the Executive Committee or the Forum
      7. recommend matters to the Executive Committee requiring particular attention by the Forum
      8. undertake and analyze scientific polling of UMM student opinions and interests to provide a broader understanding of student concerns

IV. MCSA Resources and Operations Committee
   A. The membership of the MCSA Resources/Finance and Operations Committee shall consist of:
      1. all interested student members of Assembly and Adjunct committees which deal with Resources/Finance and Operations
      2. at least one member of the First Year Committee
      3. any interested, enrolled UMM students
      4. the Secretary of Resources and Operations will chair the Resources and Operations Committee
   B. The MCSA Resources/Finance and Operations Committee shall:
      1. coordinate reviews and recommendations of particular plans, initiatives, and policies concerning campus and MCSA resources and operations
      2. advise and assist the Secretary of Resources and Operations in matters concerning or related to the MCSA budget and Student Technology Fee
      3. undertake projects as directed by the Executive Committee or the Forum
      4. recommend matters to the Executive Committee requiring particular attention by the Forum

V. MCSA Student Services Committee
   A. The membership of the MCSA Student Services Committee shall consist of:
      1. all interested student members of Assembly and Adjunct committees which deal with Student Services
      2. at least one member of the First Year Committee
      3. any interested, enrolled UMM students
      4. the Secretary of Student Services will chair the Student Services Committee
   B. The MCSA Student Services Committee shall:
      1. coordinate reviews and recommendations of student services, which affect and benefit all students at UMM
      2. undertake projects as directed by the Executive Committee or the Forum
3. recommend matters to the Executive Committee requiring particular attention by the Forum

VI. MCSA First Year Committee
A. The membership of the MCSA First Year Committee shall consist of:
   1. the four First Year Representatives and the two First Year Representative Alternates elected by the first year class at large
   2. any interested, enrolled first year, transfer, or nontraditional students
   3. the Vice President shall chair the First Year Committee
B. The First Year Committee shall:
   1. address issues particularly pertinent to first year students
   2. organize initiatives to improve the quality of the first year experience
   3. seek to improve communication between first year students and the campus governance structure
   4. undertake projects as directed by the Executive Committee or the Forum, and
   5. recommend matters to the Executive Committee requiring particular attention by the Forum

VII. Student Emergency Fund Committee
A. Membership of the Student Emergency Fund Committee shall consist of:
   1. a solicited faculty or staff member, who will serve as chair
   2. the MCSA Secretary of Student Services
   3. three Forum members selected approved by a majority vote of the Forum
B. Procedures for Student Emergency Fund Committee:
   1. In order to secure student confidentiality, the following procedures must be followed:
      a) written grant applications are to be submitted to the Chair
      b) applications will be distributed to Committee members with all identifying information such as names and academic years removed
      c) grants will be awarded or denied based solely upon the information in the written application
      d) applicants will not appear before the Committee
      e) grants are capped at a maximum of $100 per student per emergency

VIII. Office Hours
A. MCSA Officers are required to hold regular office hours. This requirement applies to:
   1. President
   2. Vice-President
   3. Secretary of Academic Affairs
   4. Secretary of Resources and Operations
   5. Secretary of Student Services
   6. Secretary of Campus Relations
   7. Student Legislative Coalition Coordinator

IX. MCSA EXECUTIVE ASSISTANT
I. Selection Procedures
A. The job description, qualifications for the position and hiring criteria will be made available to all students prior to the beginning of the hiring process
B. The President, Vice President and Secretaries are responsible for determining the hiring procedure and for hiring the Budget Manager each year. Hiring practices must be in
compliance with federal nondiscriminatory guidelines as established by the US Equal Employment Opportunity Commission

C. The Executive Assistant serves for one academic year and may be rehired

II. Duties and Responsibilities
A. To attend and take minutes at all meetings of the MCSA Forum and the Executive Committee, to maintain a public archive of minutes and make the archive available to all students
B. To send out all meeting minutes to all members of the respective committees prior to the next meeting
C. To assist the President with other projects of the MCSA Forum

XI. MCSA STUDENT ELECTION RULES AND GUIDELINES

I. Oversight of Election
A. The Election Commission shall oversee and enforce the “Election Rules and Procedures”, which must be approved by a majority vote of the Forum, pertaining to student elections. These “Election Rules and Procedures” will be made available to all students no less than three weeks prior to the election.
B. The Election Commission shall have six members, one of whom is an Organization Representative and one of whom is a first year student.
C. The Election Commissioner must be a member of the Forum elected by the Forum and should be in their last year of study at UMM.
D. In the event that a member of the Election Commission chooses to run for a contested office other than Campus Assembly that member automatically forfeits membership on the Election Commission.

II. Eligibility Requirements
A. Candidates for President, Vice President, Student Senate, and Campus Consultative Committee must be students who have earned 12 or more credits in residence at UMM and must currently be enrolled for 12 or more credits.
B. Candidates for First Year Committee must be students in their first year of study at UMM who are currently enrolled for 12 or more credits.
C. In order for a candidate’s name to appear on the ballot the candidate must meet the requirements set forth in the “Election Rules and Procedures.”

III. Election Centers and Balloting
A. Elections may be held by either paper or electronic ballots. Polls must remain open for no fewer than eight consecutive hours. If paper ballots are used, polls must be available between the hours of 8:30 am and 6:00 pm. in the lobby of the UMM Student Center. If electronic ballots are used, polls must be open for no fewer than three days.
B. Paper ballot elections If paper ballot are used, candidates’ petitions of reason must be posted in the Election Center. If electronic ballots are used, candidates’ petitions of reason must be made available online.
C. Voter eligibility will be determined by the student’s name on the official roster and must be confirmed by a photo ID.
D. The Election Commission shall prepare the ballots and proctor the counting of the ballots for elections.
E. Candidates shall be listed in random order on the ballot and a “No Confidence” option will be listed on all ballots in all races.
F. The MCSA President and Vice President shall run on the same ballot, as described in the MCSA Constitution.

G. Absentee balloting will be permitted for all the reasons typically approved for Chancellor’s excuses (including medical reasons or participation in University sponsored events). Rules regarding absentee ballots will be defined in the “Election Rules and Procedures.”

H. Ballots shall be held for four weeks following the election, and then destroyed via UMM's confidential recycling

IV. Campaign Activity and Funding
A. President and Vice-presidential parties must submit all means of campaign funding after they exceed the budget set forth in the current "Election Rules and Procedures".

B. Limitations of campaign activities are: no painting, or in any other way of defacing permanent structures of the campus (however, chalking on sidewalks is acceptable), or the destroying of other candidate’s campaign materials.

C. No form of campaigning shall be allowed within 100 feet of the Election Tabling Site on the days of the election. The Election Commissioner reserves the right to request removal of any campaign materials that could influence voters at the Election Tabling Site.

D. All campus policies and agreements must be respected and followed for any campaign activity.

E. No personal attacks on or by candidates concerning race, sex, or religions will be tolerated. The Vice Chancellor for Student Affairs will handle any infractions of this type.

F. Any violation of the above rules or the rules set forth in the “Election Rules and Procedures” by a candidate, or with the consent of a candidate, may result in removal of the candidate’s name from the ballot and disqualification of the candidate. The decision to remove a candidate’s name from the ballot shall be made by the Election Commission.

V. Election to Offices
A. The President and Vice President shall be chosen by a plurality of the votes cast.

B. Regarding election of student members to the Campus Assembly: one student member shall be elected at large by the student body for each 90 full-year equivalent (FYE) students or a major fraction thereof enrolled Fall Semester, in accordance with the UMM Constitution. The candidates receiving the most votes for Campus Assembly shall be declared elected to office. Additionally, up to ten alternates will be selected according to the number of votes received. These alternates will fill vacancies as needed.

C. The number of students elected to the Consultative Committee each year will vary based on the number of available positions. That number of those candidates receiving the highest number of votes for the Consultative Committee shall be declared elected to office for a two-year term (unless designated otherwise). A matching number of runners-up shall be the alternates to office.

D. Regarding election of student members to the All-University Student Senate: one student member shall be elected at large by the student body for each 1,000 students or a major fraction thereof enrolled Fall Semester. The candidates receiving the most votes for the All-University Student Senate shall be declared elected to office.

E. To be elected for an office, or to be selected as an alternate for any position, the candidate must receive one percent of the total eligible voters.

VI. Appeal process
A. An Appeal Committee appointed by MCSA will interpret election rules and review election appeals. In the event that the Appeal Committee finds error in the election, it will have the power to provide a remedy deemed necessary to correct the error.

B. Candidates will have one week to appeal the election decision. To appeal, the candidate must send a written request to the current MCSA President or the chair of the Appeal Committee.

C. The Appeal Committee will hold a hearing within three business days of the appeal and the ruling will be made within one week of the appeal.

D. The committee will consist of 5 members selected by MCSA at the end of the spring semester prior to the year they will serve. The membership of the committee requires a 2/3-majority vote from MCSA. No students on the Appeal Committee may seek elected office or serve on the Election Commission during their year of service, and preference should be given to those that will be in their final year at Morris during their year of service.

VII. Vacancies

A. The procedure for filling vacancies in the office of the President, Vice President, or the Secretaries of Academic Affairs, Resources and Operations, or Student Services are defined in the MCSA Constitution.

B. Vacancies in the offices of Student Senate Consultative Committee Representative, Student Legislative Coalition Coordinator, and the Student Representative to the Board of Regents will be appointed by the President, Vice President, and Secretaries of Academic Affairs, Resources and Operations, and Student Services, and confirmed by the Forum.

C. Given a vacancy in the offices of Campus Assembly, All-University Student Senate, or Campus Consultative Committee and absence of alternates: During the Fall semester, the MCSA Executive Committee is responsible for filling the position by appointing a replacement, who must be confirmed by the Forum, to serve for the remainder of the semester. In this case, a special election must be held to fill that vacancy in the Spring Semester. The appointed replacement, as well as any other eligible students, may run in the special election. Rules for special elections are defined in the “Elections Rules and Procedures.”

D. Given a vacancy in the offices of Campus Assembly, All-University Student Senate, or Campus Consultative Committee and absence of alternates: During the Spring semester, the MCSA Executive Committee is responsible for filling the position by appointing a replacement, who must be confirmed by the Forum, to serve for the remainder of the term.

XII. AMENDMENTS

I. Amendments to the bylaws must be approved by a majority of the Forum, following the procedures set forth in the MCSA Constitution