

1997 Run-Off Elections Results
NC State University
Student Government

Student Body President		
Candidate	Total Votes	Percentage
Ricky Livingston	1130	49.02%
Chad Myers	1175	50.98%
Total	2305	100%

Student Center President		
Candidate	Total Votes	Percentage
Angela Radford	757	39.82%
Aimee Smart	1144	60.18%
Total	1901	100%

1997 Elections Results
 NC State University
 Student Government

Candidate	Total Votes
Student Body President	
Ricky Livingston**	688
Jim Reinke	440
Nelson Powell	284
Justin Keener	313
Chad Myers**	609
Jason F. Reischel	84
Nick Dutka	272
<i>Total</i>	<i>2690</i>
**In Run-Off Election	
Student Senate President	
Jim Clagett	1999
Danielle Greco	7
Student Body Chief Justice	
Alvin Sturdivant	2067
Steven Kim	7
Student Body Treasurer	
Michael Todd	1959
Cliff Wurschmidt	7
Student Center President	
Angela Radford**	741
Aimee Smart**	888
Akira Morita	439
<i>Total</i>	<i>2068</i>
**In Run-Off Elections	
Senior Class President	
Josh Hawn	483
Scott Huie	267
Senior Class Vice-President	
Christopher Conway	387
Brian Wacaster	241
	Student Senate
Engineering	Sophomores
Robert Andrew Payne	117
Andrew Ferrara	112
Robert Elam Hall	80

Engineering	Juniors
Paul Yelvington	54
James Young	79
Susan Srour	88
Ryan Salzer	60
Brian Heyward	85
Engineering	Seniors
Edwin Amerson	97
Scott Starin	103
Alexis Mei	109
CHASS	Sophomores
Gray Burnette	38
Kim Gaffney	67
CHASS	Juniors
Jeff Nieman	68
CHASS	Seniors
Omotade Adeniyi	83
Joe Kleinman	66
CALS	Sophomores
Chapin Hough	29
Justin McVey	49
Stephanie Sigmon	65
Justine Wilson	57
James Buck	25
Christopher Neal	60
Kris M. Larson	35
CALS	Juniors
David Newsome	106
Simon Melcher	53
CALS	Seniors
Management	Sophomores
Mark Brown	19
Brad Hunter	17
Erica Strattman	28
Jason Coleman	14
Management	Juniors
Management	Seniors
Jason Sutton	65
Kerry Bray	8
Student Media Authority	

Keith Crawford	1152
Charles Reeves	1114
Michael Mattscheck	1099
Michael Rosso	1103
Kyle Brady	1094
Vicki Hoglen	1131
SC Board of Directors	
Kathryn Schmidt	1126
Anthony Vincent Deloreto	1122
Amy Cox	1446
Jonathon Badgett	1063

**Candidates are in Run-Off Election
 Bold designates winner

NORTH CAROLINA STATE UNIVERSITY

STUDENT BODY DOCUMENTS

1990 - 1991



STUDENT BODY CONSTITUTION

STUDENT BODY STATUTES

STUDENT MEDIA AUTHORITY CONSTITUTION

INTER-RESIDENCE ASSOCIATION CONSTITUTION

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STUDENT BODY CONSTITUTION

We the students of North Carolina State University, desiring to preserve within the University an atmosphere of free discussion, inquiry, and self-expression, to insure the personal freedom and general welfare of the Student Body, and to continue in our tradition of responsible self-government, do hereby establish this constitution of the North Carolina State University Student Body.

FRANCHISE AND CITIZENSHIP

All students who are regularly enrolled in the University and who have paid the full student activities fee shall be entitled to vote in the Student Body Elections and to participate in Student Body Government.

ARTICLE I EXECUTIVE

Student Body Officers

SECTION ONE -- Authority -- The executive power of the Student Body shall be vested in the Student Body President, who shall have the assistance of the Student Senate President and the Student Body Treasurer.

SECTION TWO -- Elections -- The Student Body Officers shall be elected for a one-year term by a majority of those voting in the Student Body Elections.

Each officer shall at the time of his election be a student in good standing and be regularly enrolled in the University.

SECTION THREE -- Student Body President -- The Student Body President shall:

- A. be chief executive officer of the Student Body;
- B. represent the Student Body in dealings with the students of other universities, the faculty, and the administration;
- C. appoint officers necessary for the operation of Student Body Government during Summer Sessions;
- D. enforce and administer all laws enacted by the Student Senate;
- E. have the power to exercise a veto of Student Senate acts within ten days of receipt from the Student Senate President;
- F. address the Student Senate at such times as they may invite him to do so or at such times as he/she may request the Senate President to let him do so, recommend that the Student Senate President present legislation, and present an annual report of the year's Student Government activities following the elections;
- G. call and preside at meetings of the Student Body;
- H. make appointments to fill vacated elective offices, unless otherwise specified in the Student Body Constitution, subject to the approval by a two-thirds majority of the Student Senate.
- I. serve as an ex-officio member of the Publications Authority.
- J. serve as a voting member of Advisory Board to the President of the UNC System and as a voting member of the UNC Association of Student Governments.

The Student Body President shall be chosen from the Student Body at large.

SECTION FOUR -- Student Senate President -- The Student Senate President shall:

- A. serve as presiding officer at all Student Senate meetings;
- B. forward all legislation within two days of its passage to the Student Body President for his review;

- C. call all meetings of the Student Senate;
- D. assist the Student Body President in the performance of his duties;
- E. succeed to the Student Body Presidency in the event of the vacating of that office;
- F. exercise the powers of the Student Body President if he/she is prevented from exercising his powers;
- G. coordinate the activities of the Council System;
- H. appoint the Chairs of the Student Senate Standing Committees.

Candidates for election as Student Senate President must have served at least the majority of one legislative session in the Student Senate or as Student Body Treasurer.

SECTION FIVE -- Student Body Treasurer -- The Student Body Treasurer shall:

- A. be the chief financial officer of the Student Body;
- B. serve as a non-voting ex-officio member of the Student Media Authority;
- C. serve as an ex-officio member of the Student Senate;
- D. have the power to examine the financial records of any Student Government body that has the power to determine a budget of required University activities fees, or any organization that receives funds under Student Body Budget.
- E. serve as Senate Financial Committee Chair;
- F. serve as consultant for all Senate bills;
- G. be responsible for all office coordination;
- H. be responsible for all receipts from organizations and clubs receiving funding from the Student Senate and Sports Club Authority;

The Student Body Treasurer shall be chosen from the Student Body at Large.

SECTION SIX -- Student Body Comptroller -- The Student Body Comptroller shall:

- A. prepare and submit to the Student Senate an annual Student Body Budget;
- B. keep a record of all allocations and expenditures of Student Body funds;
- C. approve all disbursements of Student Body funds;
- D. submit to the Student Senate, upon request, a written report of the state of the treasury;
- E. be responsible for all accounting work;
- F. serve as consultant for all bank dealings;
- G. serve as consultant for all Business Office affairs;
- H. serve as an ex-officio member of the Student Senate.

The Student Body Comptroller shall be appointed by the Student Body President and Student Body Treasurer subject to the approval of the Student Senate; subject to a no-confidence vote of two-thirds of the Student Senate.

Prerequisite for this position: Must have passed Accounting 260 or 265, or pass a test given by Student Government.

SECTION SEVEN -- Student Body Chief Justice-- The Student Body Chief Justice shall:

- A. be responsible for the operation of the Judicial Affairs Office;
 - B. effect liaison between Student Senate, Student Development Office, Executive Cabinet, and the various parts of Student Judicial System;
 - C. assist Student Body President in performance of duties;
 - D. serve as Chair of all judicial proceedings;
 - E. organize selection of all judicial board members;
 - F. administer the coordination of Judicial Programs;
 - G. be a voting member of Sports Club Authority.
- The Student Body Chief Justice must be chosen by the student body at large.

Candidates for election as Chief Justice must have served at least two full semesters on the Student Integrity Board or as an Assistant to the Chief Justice.

The Executive Cabinet

SECTION ONE -- Cabinet Composition -- The Executive Cabinet shall consist of the Student Body President, the Chief Justice, the School Council Presidents, the President of the University Student Center, and the Chairman of the Publications Authority.

SECTION TWO -- Cabinet powers and duties -- The Executive Cabinet shall:

- A. advise the Student Body President on any matters of student policy or on any student programs and services;
- B. serve as an executive liaison for the Council system, the Student Senate, and the Student Body Officers.

SECTION THREE -- Cabinet Officers -- The presiding officer shall be the Student Body President.

Student Body Commissions

SECTION ONE -- Commission composition -- Each Commission shall be administered by a Chairman and such other personnel as authorized by Executive Order. All commission members shall be appointed by the Student Body President.

SECTION TWO -- Commission powers and duties -- Each Student Body Commission shall:

- A. initiate surveys and hearings on student problems within its jurisdiction;
- B. Prepare reports for the Student Senate or the Student Body President and the Student Senate President.

Lines of Succession

SECTION ONE -- If the Student Body President is removed or leaves office for any reason he/she shall be replaced by the Student Senate President.

SECTION TWO -- If the Student Senate President is removed or leaves office for any reason he/she shall be replaced by the Student Senate President Pro Tempore.

SECTION THREE -- If the Student Body Treasurer is removed or leaves office for any reason he/she shall be placed by the Vice-Chair of the Finance Committee. However, a special election shall be held thirty (30) days after the vacation of this position to elect a new Student Body Treasurer, unless the spring election falls within this thirty (30) day period.

ARTICLE II LEGISLATIVE

The Student Senate

SECTION ONE -- Student Senate -- The supreme legislative power for the Student Body shall be vested in the Student Senate.

SECTION TWO -- Student Senate composition -- The Student Senate shall be composed of fifty-eight to sixty-two Senators who shall represent each of the schools and colleges of the University and special students. All senators shall at time of his/her election be a student in the

University in good standing. Every senator elected by a School Student Body shall at the time of his/her election be enrolled in that School or College.

SECTION THREE -- Student Senate apportionment -- Senators shall be apportioned among the schools and colleges, according to percentage of enrollment, as specified in the Student Body Statutes.

SECTION FOUR -- Student Senate vacancies -- Vacancies created by the resignation or removal of a duly elected senator shall be filled by an alternate, who shall be the nominee with the next highest total vote count in the previous election. If all such qualified alternates successively vacate this seat, the Student Senate President shall appoint, from the same School or College, a new alternate who shall be nominated by the appropriate School or College Council President.

SECTION FIVE -- Student Senate powers and duties -- The Student Senate shall:

- A. accredit its own membership;
- B. establish its own meeting times;
- C. establish its own rules of procedure which shall be included in the Student Body Statutes;
- D. enact all laws necessary and proper to promote the general welfare of the Student Body, and to govern student election;
- E. enact by a two-thirds majority vote the Student Body Statutes;
- F. provide for the compilation and publication of Student Body Documents in order that the Student Body may be informed;
- G. approve an Annual Student Body Budget for the Student Body funds;
- H. allocate Student Body funds;
 1. to agencies of Student Body Government;
 2. to such co-curricular activities registered with the Office of Student Development as it shall deem compatible with the general welfare of the Student Body, provided that all funds appropriated for use but not expended during a given year shall remain in the Student Body Funds;
- I. confirm or reject appointments of the Student Body President, by a two-thirds vote in the case of appointments to fill vacated elective offices, and by a majority vote for all other regular appointments except such minor appointments as the Student Senate shall deem proper not to require approval;
- J. override a presidential veto by a three-fifths vote of the student senators present;
- K. try all impeachments and suspend or remove from office by a three-fourths majority vote any elected or appointed official for malfeasance in office if (1) that individual has been elected by the student body or (2) that individual has been approved by the Student Senate through a constitutionally specified majority;
- L. elect from the senators, at the beginning of each annual session and at whatever other times the office shall be vacant, a Student Senate President Pro Tem who shall preside over the Senate whenever the Student Senate President is unable to do so, and who shall succeed to that office if it becomes vacant;
- M. elect a Student Body Treasurer in the event this office is vacated;
- N. elect additional representatives in compliance with Article V, Section 2, Subsection B, 2 of this Constitution.

SECTION SIX -- Student Senate Officers -- The Student Senate President shall be the presiding officer of the Senate. The Student Senate shall select from its membership such other officers as may be necessary for its successful operation.

SECTION SEVEN -- Student Senate Standing Committees -- The concerns of the Student Senate shall be investigated and legislation shall be formulated by the Student Senate Standing Committees. The specific area of concern and the specific duties of each Standing Committee shall be as chartered in the Student Body Statutes. Special and Ad Hoc Committees shall be formed by

the Student Senate in the event that a matter of concern is not within the jurisdiction of the Standing Committees.

The School and College Councils

SECTION ONE -- School Councils -- Each of the several schools of the University shall form Student Government organizations known as School or College Councils. Every School and College Council shall select representatives according to the guidelines drafted by the particular School Council. Each department in the school shall have the right to send student representatives to the school council if they so desire. The number of representatives from each department shall be left to the discretion of the School or College Council.

Each School Council shall establish a separate constitution which does not conflict with any part of this Constitution. Each School and College Council's constitution and subsequent amendments to that constitution must be ratified by two-thirds of the vote in a referendum of the School or College's enfranchised students.

SECTION TWO -- School and College Councils powers and duties -- The School and College Councils shall:

- A. determine policies within their schools or colleges, provided that such policies do not conflict with this constitution or with the policies and programs determined by the Student Senate;
- B. determine and approve an annual budget of the school activities fees;
- C. consider such matters concerning the Student Senate as they deem appropriate;
- D. bring any matters before the Student Senate through the senators from their school or college.

The Residence Area Councils

SECTION ONE -- Residence Area Councils -- Each of the Campus Residence Areas shall form student government organizations known as Residence Area Councils, which shall include representation from each residence unit within that Area. The campus residence areas shall be: Fraternity Area, the Residence Hall Area, the E.S. King Village Area, and Off Campus.

Each Residence Area Council shall establish a separate constitution which does not conflict with any part of this Constitution.

SECTION TWO -- Residence Area Councils powers and duties -- Legislative power for Residence Areas shall be vested in the Inter-Fraternity Council, the Inter-Residence Council, the E.S. King Village Council and Off Campus.

Each Residence Area Council shall:

- A. evaluate conditions within their area and sponsor any necessary actions to insure the welfare of the area residents;
- B. determine policies and programs for their areas, provided that such policies do not conflict with this Constitution or with the policies and programs determined by the Student Senate;
- C. determine and approve an annual budget for any fees assessed residents within their area;
- D. encourage the development of governments and constitutions in the residence units under their jurisdiction;
- E. bring matters before the Student Senate through the appropriate Standing Committee.

The Sports Club Authority

SECTION ONE -- The Sports Club Authority -- The Sports Club Authority shall allocate any funds to the Sports Clubs recognized by the Student Senate and Student Development in such a

manner as to serve the needs and wishes of the student body. The composition of this Board, and the Statutes concerning its function shall be delineated in the Student Body Statutes.

SECTION TWO -- Sports Club Authority Powers and Duties -- The Sports Club Authority shall have control over funds, held in the Student Government Account, containing any money which shall be appropriated for use by recognized Sports Clubs as defined in Section One.

ARTICLE III JUDICIAL

The Student Body Code

SECTION ONE -- Judicial System authority -- The Judicial System is authorized to protect the rights of the Student Body and to insure the acceptance of responsibilities through procedures which shall be detailed in the Student Body Statutes.

SECTION TWO -- Basic Code -- The Student Body Code prescribes that university students must not lie, cheat, or steal, nor exhibit behavior which does not reflect the standards of the Student Body.

SECTION THREE -- Student Law -- The Student Body Statutes shall contain particular rules and regulations within the framework of the basic code which shall constitute the Student Law or rules of conduct.

SECTION FOUR -- Rights of the Respondent -- No respondent person shall be denied the right:

- A. to presumption of innocence until proven guilty as charged, with clear and convincing evidence;
- B. to due notice of the charge and reasonable time to prepare an adequate defense;
- C. to face and examine his/her complainant and any witnesses against him/her;
- D. to present any testimony or witnesses in his/her defense;
- E. to receive defense assistance from a student or a faculty member of his/her choice, or to receive defense assistance from the Judicial Affairs Office;
- F. to appeal any hearing to the Office of Student Affairs on the basis of violation of these rights.

SECTION FIVE -- Rights of the Complainant -- No Complainant shall be denied the right:

- A. to a reasonable time to prepare an adequate case;
- B. to present any testimony or witnesses in presenting his/her case;
- C. to receive assistance from a student or faculty member of his/her choice; or to receive assistance from the Judicial Affairs office;
- D. to a fair and equitable hearing;

The Judicial Board System

SECTION ONE -- Judicial Board System -- The Judicial Board System shall be composed of the Student Integrity Board and the Student Faculty Board.

SECTION TWO -- Judicial Board Charters -- Each Board of the Judicial System shall be chartered in the Student Body Statutes. Each charter shall contain specifications detailing Board jurisdiction, composition, qualifications for election, and rules of procedure.

SECTION THREE -- Judicial Board Membership -- No member of the Student Body Judicial Board may be a Student Body Officer, or Senator, or may hold another position within the

Judicial System. Members of the Student Body Judicial Board shall be selected through the process detailed in the Student Code of Student Conduct.

SECTION FOUR -- Judicial Board Officers -- Each Board shall, at its first meeting, elect from the Board a Chairman, a Clerk or Recorder, and any other officers necessary for the successful operation of the Board.

The Judicial Affairs Office

SECTION ONE -- Judicial Affairs Office powers and duties -- The Judicial Affairs Office shall:

- A. conduct investigations for Student Body Judicial Boards;
- B. offer assistance of a Student Representative to any defendant desiring such assistance for Student Body Judicial Board proceedings;
- C. assume responsibility for the records of the Student Body Judicial Board,
- D. assume such other responsibilities as may be detailed in the Student Body Statutes.

SECTION TWO -- Judicial Affairs Office composition -- The Judicial Affairs Office shall be composed of:

- A. The Student Chief Justice;
- B. staff members appointed by the Student Body Chief Justice with approval of the Student Senate.

The Chief Justice

SECTION ONE -- Chief Justice -- The Chief Justice shall be elected by the Student Body at large.

Candidates for election as Chief Justice must have served on the Academic Integrity Board or as an assistant to the Chief Justice for at least two full semesters.

SECTION TWO -- Power and duties -- The Chief Justice shall:

- A. be responsible for the operation of the Judicial Affairs Office and the Student Judicial Boards;
- B. effect liaison between the Student Senate, the Student Development Office, the Executive Cabinet, and the various Judicial Boards;
- C. assist the Student Body President in the performance of his duties;
- D. serve as chair on both Judicial Boards to ensure procedure, formulation of charges, and student rights;
- E. administer with the Coordinator of Judicial Programs;
- F. serve as a voting member of the Sports Club Authority.

SECTION THREE -- Line of Succession -- If the Chief Justice is removed or leaves for any reason he/she shall be replaced by his/her Executive Assistant. However, a special election shall be held thirty (30) days after the vacation of this position to elect a new Chief Justice unless the spring election date falls within this thirty (30) day period.

**ARTICLE IV CONSTITUTION OF THE UNION
AND THE UNIVERSITY STUDENT CENTER
(this article now exists as a separate document)**

ARTICLE V STUDENT MEDIA AUTHORITY

Preamble: Code of Ethics

The student media are valuable in establishing and preserving an atmosphere of free and responsible discussion and intellectual exploration within the University community. To that end, the Student Media Authority exists to ensure that the code of ethics is followed. If such a goal is to be reached, freedom of inquiry and expression are guaranteed and, of equal importance, corollary responsibilities must be exercised by student editors and managers to provide reliable and responsible journalism. Such responsibilities include the avoidance of libel, obscenity, undocumented allegations, undue harassment, and unwarranted attacks on personal integrity.

SECTION ONE -- Student Media Authority jurisdiction -- All Media which are supported in whole or in part by funds from University Student Media Fees shall be defined as Student Body Media and shall be under the jurisdiction of the Student Media Authority.

SECTION TWO -- Student Media Authority composition -- Representation of the Media Authority shall be:

- A. one representative from each Student Body Media, chosen as stipulated in the Student Media Statutes.
- B. Student Body Representatives shall be elected at-large to equal one more than the total representation from the Student Body Media; Student Body Representatives at-large shall be elected by a majority of those students voting in the Student Body Elections. Members must not be members of the Student Senate or of a Student Body medium. In the event that conditions call for the election of an additional Representative at-large in the interim between Student Body Elections, the Student Senate shall elect the needed Representative;
- C. The President of the Student Body as a non-voting ex officio member.

SECTION THREE -- Student Media Authority powers and duties -- The Student Media Authority shall:

- A. Update and determine the Charters for each student body medium.
- B. Select the publication's editors and the radio station manager, provided that all such appointments be made in sessions open to the Student Body.
- C. Determine an annual media budget for the student media and for the Student Media Authority.
- D. Determine and update when necessary, these Media Statutes.
- E. Determine and update when necessary, the Documents of Policy.
- F. Approve contracts for services.
- G. Approve the transfer of funds to and from the Media's Reserve.

SECTION FOUR -- Student Media Authority Officers -- The Student Media Authority shall elect from the Student Body Representatives a Student Media Chair, who shall serve as a presiding officer.

The Student Media Statutes

The Student Media Statutes shall be the by-laws of this Article of the Constitution and shall require passage by a two-thirds majority vote of the Student Media Authority every year and shall not require passage by the Student Senate.

Each Student Body Media Charter must be entered in the Student Media Statutes. The Student Media Statutes shall be considered a part of the Student Body Documents and shall be available for the information of the Student Body.

ARTICLE VI STUDENT BODY STATUTES

The Student Body Statutes shall be the by-laws of the Constitution and shall require passage by a two-thirds majority vote of the Student Senate.

ARTICLE VII AMENDMENTS TO THE STUDENT BODY CONSTITUTION

All amendments to this Student Body Constitution shall require a two-thirds majority vote of those students voting in the Student Body Referendum following:

- A. a two-thirds majority vote of the Student Senate, or
- B. a petition signed by fifteen percent of all University enfranchised students

VOLUME II

THE STUDENT BODY STATUTES

INTRODUCTION

Purpose and Scope

The Student Body Statutes are the by-laws of the Student Body Constitution. Each item of the Student Body Statutes requires passage by a two-thirds majority of the Student Senate.

The Statutes supersede any conflicting customs and documents existing prior to the adoption of the Student Body Constitution.

The Statutes expand upon provisions of the Constitution and detail procedures for implementing Constitutional provisions.

Numbering System

The Student Body Statutes are arranged into chapters, roughly paralleling the Articles of the Constitution. Other chapters are added as needed to cover areas and topics not covered in the Constitution.

Numbers run consecutively at the top of each page. The chapters are divided into numbered parts which have titles in bold-faced upper case letters. Sections are numbered and titled in bold-faced upper and lower case letters and are further subdivided in outline format.

CHAPTER ONE: EXECUTIVE PROCESS

PART 1 STUDENT BODY OFFICERS

SECTION ONE -- Appointments

- A. The Student Body President shall have the power to make appointments for the successful operation of the Student Body.
 1. The following appointments shall require two-thirds majority vote approval of the Student Senate.

- a. appointments to fill vacated elective offices.
 - 2. The following appointments shall require simple majority vote approval of the Student Senate:
 - a. Student Body Commission Chair.
 - b. Chancellor's Committees: Student Chairs and members.
 - c. Special and ad hoc Committee Chairs.
 - 3. The following appointments shall not require Student Senate approval:
 - a. Presidential Assistants
 - b. Presidential Secretary
 - c. Administrative staff.
- B. The Student Senate President shall have the power to make appointments for the successful operation of the Student Senate. Any appointment made by the Student Senate President shall require a simple majority vote by the Senate.
- C. The Student Body Treasurer shall have the power to make the following appointments without the Student Senate approval:
 - 1. Assistants to the Treasurer
 - 2. Administrative staff

CHAPTER TWO: LEGISLATIVE PROCESS

PART 1 SENATE

SECTION ONE -- Apportionment

- A. Seats of the Student Senate shall be appropriated to schools and colleges by the percentage of University student body enrollment.
- B. Enrollment of full-time students shall constitute total enrollment for apportionment purposes. The following shall be considered Schools and Colleges of the University:
- College of Agriculture and Life Sciences (with Ag. Institute)
 - School of Design
 - College of Education
 - College of Engineering
 - College of Forest Resources
 - College of Humanities and Social Sciences
 - College of Lifelong Education
 - College of Physical and Mathematical Sciences
 - College of Textiles
 - Graduate School
 - College of Veterinary Medicine
- C. Enrollment figures shall be obtained from the "Enrollment Report for the Fall Semester" prepared by the Planning and Research Office in Student Affairs.

SECTION TWO -- Senate Officers and Committee Chairs

OFFICERS

The Senate shall elect from its membership a Pro Tempore, Secretary, and Historian, each of whom shall have full voting privileges. Each officer shall be responsible for fulfilling the outlined duties of their position.

- A. **Pro Tempore**
 - 1. presides over meetings of the Senate in the President's absence or when the President steps down from the chair;
 - 2. represents the Senate in an official capacity when the President is unable to do so;
 - 3. serves as Faculty Senate Liaison; attends all Faculty Senate meetings that are open to the public and submits a written summary of the Faculty Senate's activities to the Student Senate; if unable to attend a specific meeting, finds an alternate from the Student Senate; although unable to vote at Faculty Senate meetings, expresses Student Senate views upon approval of the Faculty Senate chair;
 - 4. fulfills all other duties as outlined elsewhere in the Student Body Documents.
- B. **Secretary**
 - 1. maintains all minutes and attendance records of the Senate;
 - 2. distributes all bills to the Senate and prepares a final copy of legislation considered;
 - 3. fulfills all other duties as outlined elsewhere in the Student Body Documents.
- C. **Parliamentarian**
 - 1. insures that the Senate follows Roberts Rules of Order, Newly Revised, and procedures outlined in the Student Body Documents.
- D. **Historian**
 - 1. keeps an accurate record of all corrected minutes and bills, filed, passed, or considered;
 - 2. prepares the Student Government Yearbook, which contains all corrected minutes, bills passed, and the Student Body Documents.

COMMITTEE CHAIRS

The Senate President shall appoint committee chairs who shall serve for the duration of the academic year and have full voting privileges. Each committee chair shall be responsible for: coordinating committee meetings, insuring that minutes are taken of meeting discussions and submitted for distribution to the Senate, providing for the review of legislation submitted relating to the committees' charge, and addressing issues of importance as requested by the Senate President.

Other positions necessary for the operation of the Student Senate shall be appointed by the Student Senate President with the approval of the Student Senate.

SECTION THREE -- Student Senate Operating Rules

A. Order of Business:

Business shall be handled in the following order:

- 1. Call to Order
- 2. Roll Call
- 3. Reading of the minutes of the previous meeting
- 4. Reports:
 - a. President
 - b. Treasurer
 - c. Chief Justice
 - d. Senate President
 - e. Standing Committees
 - f. Special Committees
 - g. Senator Comments
- 5. Unfinished Business
- 6. New Business
- 7. Announcements

8. Roll Call
9. Adjournment

B. Quorum:

One half of the actual membership of the Student Senate shall constitute a quorum. Any business conducted without a quorum must be ratified at a later time by the Senate with a quorum present.

C. Absences:

No member of the Senate shall be absent from a session of the Senate and/or his/her Committee(s) without leave of the presiding officer.

Three charged absences during one school year from Committee and/or Senate meetings will qualify a Senator to be brought up for impeachment by the Government Operations Committee. A charged absence from the Senate shall be one not excused by the presiding officer of the Student Senate and/or the Government Operations Committee.

Tardiness shall constitute one-half absence.

Attendance shall be taken at the beginning and the end of every Senate meeting, and if a senator who is initially present is absent at the end of the meeting he/she can be charged with one-half absence.

If at any time during a meeting quorum is called and not established, those senators who were initially present, but are not present for the quorum call will be charged with one-half absence.

Excuses shall be submitted in writing to the Government Operations Committee (by the senator who wishes to be excused) by the end of the next succeeding meeting of the Senate after his absence or one-half absence, on approved sheet.

Validity of the excuse shall be ruled on by the Government Operations Committee. Ruling made by the Committee may be appealed to the Student Senate.

D. Alternates:

Alternates shall be drawn from members of the respective Schools and Colleges. They must be appointed either by the absent senator prior to the meeting or by the Student Senate President during the meeting. The alternate's eligibility shall be determined by the Student Senate President during the roll call. If an alternate is obtained, the alternate shall have full voting privileges and shall serve as an excuse for the absence of the senator, provided the senator submits, by the end of the next succeeding meeting of the Senate, a written statement to the Government Operations Committee affirming that his appointment of the alternate was prior to the meeting in question. Alternates appointed by the Student Senate President shall not excuse a senator's absence.

Any one senator absent from six or more meetings during one school year with an alternate present may be brought up for impeachment.

E. Impeachment Proceedings:

The following procedures shall be adopted for all cases of impeachment of an elected or appointed student official (an appointed student official elected by the Student Body at large, and approved by the Student Senate shall be defined as a student, appointed by a Student Government Official elected by the Student Senate).

1. Grounds for Impeachment:
 - a. committing a criminal act
 - b. failure to fulfill or carry out duties

- c. misuse of Student Government funds
 - d. grounds noted elsewhere in these Statutes or Constitution
2. Procedure for Impeachment:
- a. Impeachment allegations can be brought forth in petition form by:
 - 1) Ten (10) student senators (other than Committee Chairs);
 - 2) Five percent (5%) of the student body enrollment;
 - 3) Five (5) of the Judicial Board members or two (2) of the Chief Justice's Aides (only in reference to the Chief Justice);
 - 4) Student Senate Secretary (only in reference to absence related impeachment of student senators).
 - b. Charges must state explicitly and by example evidence of malfeasance in office (any findings of a judicial board may be entered as charges against Student Body officials, if included in the "Impeachment Allegation" Petition).
 - c. Copies of this petition must be filed with the Student Government Office, Student Development, the NCSU Student Senate Government Operations (G.O.) Committee, and mailed to the accused at this time. This petition must contain the charges for impeachment.
 - d. For student senators:
 - 1) The Government Operations Committee Chair shall call a committee meeting to ascertain the credibility of the charges. In the event the charges are against the Government Operations Committee Chair, the Student Senate President or his/her delegate shall chair the committee for the impeachment process.
 - 2) If the charges are judged to be insufficient for Senate consideration, the G.O. Committee may opt for a censure or reprimand of the senator, or complete dismissal of the charges. A censure or reprimand by the G.O. Committee may, in writing by the accused, be appealed to the Student Senate within ten (10) days after notification of the action. An appeal shall follow the same procedure as an impeachment trial. The G.O. Committee, by a two-thirds (2/3) majority vote, may elect to reduce or strike individual charges, but may not add new charges.
 - 3) If the charges are judged to be sufficient for impeachment, the petition, as well as a written G.O. Committee report, shall be forwarded to the open Senate for consideration.
 - 4) The Student Senate President shall then contact the accused senator personally and notify him/her of the date of the Senate meeting for the impeachment.
 - e. For the Student Body President, Student Senate President, Student Body Treasurer, Chief Justice and appointed student officials (see definition above for appointed student officials):
 - 1) The G.O. Committee Chair shall immediately call a meeting of the NCSU Student Senate Committee Chairs (excluding the Treasurer, but including the Vice-Chair of the Finance Committee) and notify the accused and the accuser(s) of this meeting.
 - 2) The meeting shall be called to order by the G.O. Committee Chair who shall serve as chair of this, the "Investigation Committee." The accuser(s) shall present their charges and evidence to the committee. The accused shall then be allowed time to refute the allegations, and questioning shall follow.
 - 3) The purpose of the "Investigation Committee" is to establish if there is sufficient grounds for the NCSU Student Senate to convene for impeachment.
 - 4) If the accused is not present at this committee meeting, the charges shall be judged sufficient for Senate consideration, and an admission of the charges brought against him/her (unless the absence is verifiable, unavoidable and excused by the G.O. Committee Chair).
 - 5) If the charges are judged insufficient for impeachment, the committee may opt for a censure or a reprimand of the official, or complete dismissal of the charges (a censure or reprimand by this committee may be appealed, in writing by the accused, to the

Student Senate within ten (10) days after notification of the action -- an appeal shall follow the same procedure as an impeachment trial). The "Investigation Committee," by a two-thirds (2/3) majority vote, may elect to reduce or strike, individual charges, but may not add new charges.

- 6) If the charges are judged sufficient for Senate consideration, the findings of the "Investigation Committee" and the charges shall be forwarded to the Senate President for inclusion in the next scheduled Senate meeting. The Student Senate President shall personally contact the accused and inform him/her of the Senate meeting which will serve as the impeachment trial.
- f. The proceedings for impeachment trial (Senate consideration of charges) shall be as follows:
- 1) the trial shall come under Unfinished Business in the Orders of the Day;
 - 2) if the charges are against the Student Body President, Student Senate President, Student Body Treasurer, Chief Justice or an appointed student official (see definition), then the Student Senate President Pro Tem shall conduct the trial;
 - 3) the accuser(s) shall state reasons to justify malfeasance and offer evidence;
 - 4) the accused shall immediately be allowed to answer the allegations and present evidence in his behalf;
 - 5) the accusers shall then be allowed an opportunity to present witnesses, (provided their testimony pertains to the charges) with a cross-examining period provided to the accused;
 - 6) the accused shall then be allowed an opportunity to present witnesses (provided their testimony pertains to the charges) with a cross-examining period provided to the accusers;
 - 7) the accusers, then the accused, shall be allowed to make final remarks;
 - 8) after deliberation, those bringing charges or those being charged (if senators) shall be re-admitted to the Senate chamber where upon a vote shall take place without further debate;
 - 9) voting shall be by voice vote unless a second vote or roll call vote is preferred by a majority of the body. (If the accused is a member of the Student Senate, his vote in his absence shall be taken as a negative vote for impeachment.)
 - 10) a three-fourths (3/4) majority vote is necessary for impeachment conviction pursuant to the Student Body Constitution;
 - 11) if an impeachment conviction is made, removal from office shall be immediate.
 - 12) if an impeachment conviction is not made, a censure or reprimand may be handed down to an officer by a two-thirds (2/3) majority vote of the Senate; a censure or reprimand shall immediately take effect.
- g. An elected or appointed official cannot be impeached twice on the same or similar charges. (This judgement is subject to a majority vote by the Senate when impeachment proceedings are brought.)
- h. A person, after being removed from office due to impeachment, shall be ineligible to run in Student Body elections, accept an appointment by a Student Body Officer, or act as an alternate in Student Senate or Standing Committee meetings.

F. Conduct of Business:

1. Obtaining Recognition. A senator must be seated, have his/her hand raised and respectfully address the chair in order to be recognized. No senator shall speak further until recognized by the chair.
2. Recognition for Extending Courtesies. Courtesies of the floor and galleries shall be extended only by the chair.
3. Debate Limits. Debate shall consist of eight (8) minute rounds with affirmative and negative having equal time (four minutes each). It shall require a two-thirds (2/3) vote in the affirmative to extend or limit rounds of debate.

4. **Speaking Limits.** No senator will be allowed to speak more than twice on a motion.
5. **Yielding.** Any senator who has obtained the floor may yield to another senator pursuant to Robert's Rules of Order, Newly Revised.
6. **Amendments.** After the first full round of debate is completed, any senator may offer an amendment to the pending motion. A senator must be in his/her seat and recognized by the chair before offering an amendment.
7. **Motion to Close Debate.** The motion to close debate shall be in order only after two full rounds of debate have been completed.
8. **Referral to Committee.** The chair reserves the right to refer any legislation on the floor to a Standing Senate Committee or a Conference Committee. Members of a Conference Committee shall be appointed by the chair, and the Conference Committee's charge shall be determined by the chair. Any senator may move to refer pending legislation to a Standing Senate Committee. Such a motion shall require a simple majority vote in the affirmative to pass.
9. **Voting.** No senator may vote unless he/she is in the Chamber when the question is put.

G. Legislation:

1. The presiding officer shall refer all legislation not introduced by a Standing Committee to an appropriate Standing Committee. Once the legislation is presented to the floor, it is the property of the entire Student Senate, and therefore the committee may make any changes which it considers pertinent to the legislation even if the original changes are made contrary to the author's original intent.
2. All legislation must be approved by a majority of the members of the Standing Committee to which it is assigned before it may be moved onto the floor of the Senate. Only the Committee Chair or a member of the Committee may move adoption of the legislation, and at such time the result of the Committee shall be announced.
3. The Standing Committee Chair or person bringing the revised bill onto the floor of the Senate shall give not only the committee vote, but also a fair, adequate, and complete report of the discussion of the committee in reviewing and revising the bill.
4. This report shall contain both the views of those voting for and of those voting against bringing the revised bill out of Committee.
5. Any member of the committee reviewing the bill may rise after the formal report on the bill has been given, to correct or add to this report if he feels that it is necessary.
6. The author of the bill shall then be allowed to give a concise explanation of the bill. A period of questioning shall be to the point and refrain from debate. The presiding officer shall have the duty to question relevancy of the author's comments and Senator's questions.
7. No bill may remain in Committee over sixty days without specific approval of the Student Senate President, nor may it remain in Committee after being brought out by a two-thirds vote of the Student Senate.
8. A bill remaining in Committee sixty days without Student Senate President approval shall be introduced to the Senate as a whole for consideration at the next meeting following the sixty-day period, unless the academic year during which the bill was introduced has ended, whereupon the bill dies.

9. If a bill fails in committee, the state of the bill shall be reported to the Senate. The Senate may then bring the bill on the floor by a two-thirds (2/3) majority vote.
10. Except in the case of emergency legislation, all bills must be read twice, once on each of two separate meetings, in order to be passed. Emergency legislation shall be legislation which must of necessity be acted upon at the current session of the Student Senate.
11. Copies of emergency legislation shall be distributed at the first meeting after passage.

H. Orientation of Senators:

A meeting of new senators shall be held as soon as possible after all general elections for the purpose of acquainting the new senators with Student Senate procedure.

Attendance at this meeting shall be mandatory for all new senators, unless excused by the Student Senate President, and open to all other interested persons.

I. Roll Call Votes:

Any senator or alternate serving as member may call for a roll call vote on any piece of legislation if no objections to a roll call vote are voiced. If objections are voiced a vote will be taken to determine the desire of the Senate. A one-third (1/3) affirmative vote for a roll call will constitute grounds for such a vote.

A roll call vote will be taken by the Secretary of the Senate by calling the roll of the Senate and recording the yeas, nays and abstentions.

J. Senator Comments:

During this time senators are allowed one minute to share concerns, opinions, suggestions, etc. A senator is allowed to yield his time to another senator. All matters not covered by these Statutes or the Constitution shall be governed by parliamentary laws as set forth in Robert's Rules of Order, Newly Revised.

PART 2 STUDENT SENATE STANDING COMMITTEES

SECTION ONE -- General Functions

Standing Committees shall be responsible for preparing and considering legislation. This shall be facilitated through investigations and/or hearings within their designated areas of concern. Committees may initiate projects and activities within their areas of responsibility. All committees shall effect liaison with each other when concerns of mutual interest arise. Committees shall meet on the regular basis as called by the Committee Chair. A report of each committee meeting shall be submitted for distribution at the next regularly scheduled Senate meeting.

SECTION TWO -- Committee Titles and Charges

A. Academics

1. The Committee on Academics shall be responsible for formulating policies and statements concerning:
 - a. free expression of ideas
 - b. academic reform
 - c. methods of affecting University educational policy
 - d. evaluating professorships and courses
 - e. climate of learning
 - f. government funds for education

- g. calendar change
- h. library operation.

- 2. The Committee shall effect liaison with:
 - a. Faculty Senate Academic Policy Committee
 - b. Provost's office
 - c. School Councils
 - d. Commencement Advisory Committee
 - e. University Library Committee
 - f. D.H. Hill Library Staff
 - g. Teaching Effectiveness and Evaluation Committee
 - h. Courses and Curricula Committee
 - i. Registration, Records and Calendar Committee
 - j. Department of Registration and Records
 - k. Scholarships and Student Aid Committee
 - l. Financial Aid Committee
 - m. Office of Institutional Research.

B. Athletics

- 1. The Committee on Athletics shall be responsible for formulating policies and statements concerning:
 - a. intercollegiate athletics
 - b. intramural athletics
 - c. athletic clubs
 - d. spirit and sportsmanship
 - e. facilities and equipment
 - f. student seating and ticket distribution
 - g. sports clubs.
- 2. The Committee shall effect liaison with:
 - a. Department of Athletics
 - b. Athletics Council
 - c. Intramural-Recreational Sports Office
 - d. Sports Club Authority
 - e. Faculty Senate Student Affairs Committee.

C. Campus and Community Affairs

- 1. The Committee on Campus and Community Affairs shall be responsible for formulating policies and standards concerning:
 - a. promotion of Student Senate among student body
 - b. campus and community projects
 - c. coordination of Outstanding Person Award
 - d. coordination of FEED RALEIGH
 - e. coordination of Senate public service activities
 - f. effect of proposed changes in the General Statutes of North Carolina
 - g. need for revision of current laws affecting student welfare
 - h. establishing a working relationship with federal, state, local, and university legislative and governmental bodies
 - i. publicity of proposed changes in laws, regulations, or government programs affecting the student body.
- 2. The Committee shall:
 - a. maintain Student Government kiosk on brickyard
 - b. maintain Student Government bulletin boards in the University Student Center

- c. create and distribute information materials about the Student Senate
 - d. compile a Student Senate report for inclusion in a Student Government newsletter
 - e. produce a WKNC report following every Senate meeting.
3. The Committee shall effect liaison with:
- a. community Service organizations
 - b. Office of Volunteers Services
 - c. Office of Information Services
 - d. campus media
 - e. Union Activities Board
 - f. Office of University Affairs
 - g. Office of University Relations.
 - h. United States Congressmen representing North Carolina
 - i. North Carolina General Assembly
 - j. Raleigh City Council
 - k. agencies of federal, state, and local government
 - l. The University of North Carolina Board of Governors
 - m. NCSU Board of Trustees
 - n. NCSU Faculty Senate
 - o. campus and local media.

D. Environment

1. The Committee on Environment shall be responsible for formulating policies and statements concerning:
- a. buildings and grounds
 - b. campus planning and construction
 - c. parking facilities and transportation
 - d. residence hall facilities
 - e. safety and security.
2. The Committee shall effect liaison with:
- a. Campus Planning and Construction Division
 - b. Department of Housing and Residence Life
 - c. Department of Public Safety
 - d. Division of Transportation
 - e. Faculty Senate Environmental Policy Committee
 - f. Inter-Residence Council
 - g. Physical Plant Division
 - h. University Physical Environment Committee.

E. Finance

1. The Committee on Finance shall be responsible for formulating policies and statements concerning:
- a. appropriations
 - b. budget
 - c. refunds of student fees
 - d. student fee usage
 - e. use of reserve fund.
2. The Committee shall effect liaison with:
- a. Office of Finance and Business
 - b. Fee Appeals Committee
 - c. organizations receiving Student Body funds

- d. Student Fee Review Committee
- e. Student Body Comptroller.

F. Government Operations

1. The Committee on Government Operations shall be responsible for formulating policies and statements concerning:
 - a. constitutional and bylaws revision
 - b. elections rules and procedures
 - c. judicial legislation.
2. The Committee shall be responsible for implementing and evaluating:
 - a. Student Senate operating rules and Robert's Rules of Order, Newly Revised
 - b. excuses for absences from meetings
 - c. letters of resignation
 - d. rules on absenteeism and recall of members.
3. The Committee shall effect liaison with:
 - a. student judicial boards
 - b. Elections Board
 - c. Student Senate Secretary
 - d. Department of Student Development.

G. Services

1. The Committee on Services shall be responsible for formulating policies and statements concerning:
 - a. campus stores
 - b. campus food services
 - c. Career Planning and Placement
 - d. laundry
 - e. residence hall living
 - f. Student body services and programs administered by non-student government agencies
 - g. Student Development
 - h. Student Health Service
 - i. Student Legal Services
 - j. University Student Center and its programs when not conflicting with the power of the Union Board of Directors.
2. The Committee shall effect liaison with:
 - a. Campus Stores Committee
 - b. Career Planning and Placement Center
 - c. Department of Housing and Residence Life
 - d. Department of Student Development
 - e. Faculty Senate Student Affairs Committee
 - f. Inter-Fraternity Council
 - g. Inter-Residence Council
 - h. Panhellenic Council
 - i. Residence Life Committee
 - j. Student Health Committee
 - k. Student Health Service
 - l. Student Legal Services
 - m. Student Stores
 - n. University Activities Board
 - o. University Dining
 - p. University Dining Committee

- q. University Laundry
- r. University Student Center Board of Directors and staff.

H. Multi-Cultural Affairs

1. The Committee on Multi-Cultural Affairs shall be responsible for formulating policies and statements concerning:
 - a. Cultural Center
 - b. Discriminatory Legal policies and practices
 - c. Discriminatory Media policies and practices
 - d. Discriminatory University policies and practices
 - e. North Carolina State University's programs
 - 1) academics
 - 2) faculty and administration
 - 3) culture
 - 4) finances
 - 5) social development
 - f. The review of past and present efforts which have been initiated to assist minorities.
2. The Committee shall:
 - a. address the racial barriers which are found to exist on campus and in society.

These racial barriers shall include barriers to:

 - 1) African-American
 - 2) People of International Origin
 - 3) Native Americans
 - 4) Other ethnic groups identified by the Multi-cultural Affairs Committee
 - b. address the barriers which are experienced by:
 - 1) disabled students,
 - 2) gay/lesbian students,
 - 3) women
 - 4) other ethnic groups which traditionally have been discriminated against.
3. The Committee shall effect liaison with:
 - a. African-American Student Advisory Council
 - b. Board of Trustees/Student and Campus Affairs Committee
 - c. Chancellor's Office
 - d. International Student Offices
 - e. Handicapped Student Services
 - f. Student Development/African-American Student Affairs
 - g. University Student Center
 - h. Other organizations and programs as deemed necessary.

All Committees shall be responsible for the performance of any other duties that may be assigned by the Student Senate President.

CHAPTER THREE: SPORTS CLUB AUTHORITY

SECTION ONE -- MEMBERSHIP

The Sports Club Authority shall consist of the following members:

- A. Student Body President
- B. Student Senate President
- C. Student Body Treasurer

- D. Student Senate Athletics Committee Chairperson
- E. Student Chief Justice
- F. Senator-at-large, appointed by Student Senate President
- G. Student-at-large, appointed by Student Body President

There shall be two non-voting advisory positions:

- A. Director of Student Development
- B. Sports Club Director, Intramural Department

SECTION TWO -- DUTIES

The duties of the Sports Club Authority are as follows:

- A. To uphold the charge given them in the Student Body Constitution.
- B. To allocate to the Sports Club Authority any and all funds derived for the purpose of sports clubs funding from the Student Government.
- C. To hold a minimum of one meeting per semester excluding summer school.

SECTION THREE -- LIAISONS

The Sports Club Authority shall effect liaison with:

- A. Alumni Association
- B. Athletics Council
- C. Athletics Committee of the Student Senate
- D. Department of Athletics
- E. Recreational Sports Program
- F. Student Development
- G. Other Officers of Student Government

SECTION FOUR -- SPORTS CLUB AUTHORITY PROCEDURE

- A. The Student Body Treasurer shall be the treasurer of the Sports Club Authority.
- B. The Chairperson and Secretary shall be elected from the general membership.
- C. The Sports Club Authority shall institute operating rules for itself.
- D. The Sports Club Authority shall have the final decision making power for any appropriations under their jurisdiction.
- E. The Sports Club Authority shall require proof of insurance from each club to be funded. The definition of insurance is left to the discretion of the Authority.
- F. Money may be allocated only to sports clubs that are registered with the Student Government, Student Development, and the Intramural-Recreational Sports Program which participate in intercollegiate competition.
- G. A verbal report of each meeting shall be made to the Student Senate by one of the members of the Sports Club Authority.
- H. All money allocated by the Sports Club Authority to intramural-sponsored sports clubs will be given to the intramural office to be administered by them.

CHAPTER FOUR: STUDENT MEDIA STATUTES AND INTER-RESIDENCE ASSOCIATION CONSTITUTION

STUDENT MEDIA STATUTES

The Student Media Statutes are not a part of the Student Body Statutes and are not subject to approval by the Student Senate, but due to the important subject and for informational purposes, they should be included in the Student Body Documents.

PREAMBLE: Code of Ethics

The student media are valuable in establishing and preserving an atmosphere of free and responsible discussion and intellectual exploration within the University community. To that end, the Student Media Authority exists to ensure that the code of ethics is followed. If such a goal is to be reached, freedom of inquiry and expression are guaranteed and, of equal importance, corollary responsibilities must be exercised by student editors and managers to provide reliable and responsible journalism. Such responsibilities include the avoidance of libel, obscenity, undocumented allegations, undue harassment, and unwarranted attacks on personal integrity.

1.0 PURPOSE AND SCOPE

1.1 The Student Media Statutes are the by-laws of the Student Media Authority (Article V) of most recent Student Body Constitution.

1.2 These Statutes are to expound upon the provisions of the Constitution and to detail procedures for implementing the media processes for the student body.

1.3 No part of these Statutes may be in conflict with the provisions of the Student Body Constitution.

2.0 THE STUDENT MEDIA AUTHORITY

2.1 Jurisdiction -- The jurisdiction of the Student Media Authority shall be defined in the Student Body Constitution and shall not be altered without specific amendment to that document (Article V, Section 1).

2.2 Composition -- There shall be four categories of Representatives and Advisors on the Student Media Authority.

2.21 Media Representatives -- Each Student Body Publication shall have one voting representative on the Authority. This Representative shall be the Editor/Manager or his designated Alternate.

2.22 Student Body Representatives -- Student Body Representatives shall be elected at large from all eligible students at the University to surpass the total representation from the Media by one.

2.23 The President of the student body will serve as a non-voting ex-officio member.

2.24 Advisors -- There shall be at least three nonvoting representatives to serve as Advisors of the Student Media Authority. They shall be present to counsel the various members of the Authority. They shall be as follows:

2.241 There shall be one consultant from the Department of Student Development.

2.242 Up to three non-voting representatives from the faculty.

2.243 One budget consultant from the administration.

2.244 The Technician General Manager will serve as a non-voting ex-officio member of the board.

2.25 Vacancies

2.251 In the event of a vacancy by an at-large member, the Student Body President shall within thirty days appoint a replacement subject to approval by the Student Senate.

2.252 In the event of a vacancy by an Editor/ Manager, the Media Authority shall within thirty days select a new Editor/Manager using the method described in Section 2.7.

2.253 Interim Manager/Editors - In the event of a vacancy by an Editor/ Manager the Media Authority shall appoint by simple majority an interim Editor/Manager, if necessary.

2.26 Removal from Office or Membership of the Board

2.261 Should allegations of malfeasance or misfeasance be brought against an Editor/ Manager or member-at-large by any person in the student community, a subcommittee appointed by the Chair will review and investigate the charge, including continual absenteeism.

2.262 The subcommittee shall make a recommendation and the Authority will vote on the question of the person's removal. Two-thirds majority will carry the vote.

2.3 Powers and Duties -- The Student Media Authority shall:

2.31 Update and determine the Charters for each student body publication.

2.32 Select the Publication Editors and the Radio Station Managers provided that all such appointments be announced to the Student Body.

2.33 Determine an annual media budget for the student media and for the Student Media Authority.

2.34 Determine and update, when necessary, the Media Statutes.

2.35 Determine and update, when necessary the Documents of Policy.

2.36 Approve contracts for services.

2.37 Approve the transfer of funds to and from the Media's Reserve.

2.4 Student Media Authority Officers

2.41 Chair - The Student Media Authority shall, at the first meeting of the regular academic year, elect a chair. He/She shall be one of the at-large Representatives and shall preside over all regular and called meetings of the full Student Media Authority.

2.42 Clerk - There shall be a Clerk provided by the Student Media Authority to take roll and keep the minutes of all sessions. He/She shall have copies of the last meeting's minutes and shall keep permanent copies of the latest Student Body Constitution and Media Statutes, along with Robert's Rules of Order, for the use by the Chair of the Authority. The Clerk is not a voting member.

2.5 Meetings -- The Student Media Authority shall meet at least once a month during the regular University school year, from September to April. No fewer than four meetings will be held per semester.

2.6 Student Media Authority Operating Rules -- The Authority shall follow these operating procedures:

2.61 Order of Business

2.611 Call to order by the Chair

2.612 Roll Call

2.613 Review of the minutes of the previous session

2.614 Reports

2.6141 Chair

2.6142 Editors/Managers, alphabetically by publication

2.6143 Special Committees

2.62 Quorum - A quorum shall consist of at least two-thirds of the Authority's voting membership. No official business may be conducted if there is not a quorum present.

2.621 Another necessary condition for conducting official business is that at least 1/2 of the voting members present must be At-Large members.

2.63 Proxies - A proxy shall be designated in writing by an absent representative and shall have full voting privileges at the meeting in question.

2.631 An Editor/Manager must designate a member of his publication to serve as proxy.

2.64 Conduct of Business

2.641 Except when raising privileged questions, no member of the Authority, nor an advisor, shall speak until recognized by the presiding officer. Persons other than members or advisors of the Authority may speak only with the consent of the Chair or designated presiding officer. The decision of the presiding officer or Chair may be appealed by a three-fourths vote of the Authority present.

2.642 Only members and proxies may introduce motions.

2.643 The Clerk shall state all motions in full after each revision or introduction.

2.644 At the request of the Chair, every motion or amendment shall be submitted to the Clerk in writing.

2.645 A media representative may not vote on topics solely related to that individual's media group. The representative may speak on the subject, but cannot make motions related to the topic. These topics include selection of Editor or Manager, determining annual budget, approval of service contracts, approving transfer of funds to and from reserve, and updating and determining Charters for their student body publication.

2.65 Summer Meetings

2.651 Summer Chair - A Chair shall be elected from those returning or new at-large members at the last meeting of the academic year. This person shall serve to contact members of the board in the event of a summer meeting. He/She shall be available to Student Development as a student voice in matters concerning the Media through the summer months.

2.652 At the request of any three members of the Authority, a meeting between the first day of exams of the Spring semester and Registration Day of the Fall semester shall be held.

2.653 The meeting time and place should be told to all members of the Authority and shall be delayed until an attempt has been made to contact all members.

2.654 All members shall either attend or give notice that they will be unable to attend. A reasonable amount of time must be given to allow members to reach the meeting place.

2.66 Any procedural matters not covered by these Statutes or the constitution are governed by parliamentary law as set forth in Robert's Rules of Order.

2.7 Election of Editor/Managers

2.71 Election of Editors/Managers for the following year shall take place at the March Student Media meeting.

2.72 At the February meeting, all current Editors/Managers shall be advised to inform their staffs of elections at a March Student Media Authority meeting. All potential candidates for offices shall meet the following requirements.

2.721 He/She must have been a member of that publication for at least two full semesters.

2.722 He/She must have at least a 2.0 average.

2.723 He/She must have at least two full semesters remaining as an undergraduate student.

2.724 He/She must be a full-time student.

2.725 Any or all these requirements may be disregarded at the discretion of the Media Authority.

2.73 During the March meeting, applicants shall appear before the Authority and shall answer questions pertaining to their qualifications. After the question and answer period, all non-members shall leave the room, and only Advisors, Editors/Managers, and Representatives shall remain for the selection of the Editors/Managers for the next school year with the exception of the Technician General Manager who shall state his/her views on the Technician EIC position and leave. The selection shall be alphabetically by publication.

2.74 The Editors/Managers with the exception of the Technician Editor-in-Chief who will take office on April 1, shall take office at the last April meeting of that year, and the outgoing Editors/Managers shall lose their vote as members of the Authority as of that date. Continuing Editors/Managers shall have one vote.

2.75 In the case of the Agromeck being delivered in the Fall, the outgoing Editor shall lose his/her vote as of the last April meeting but shall remain as a non-voting member (ex-officio) of the Media until the distribution of the first printing of the Agromeck.

2.76 The outgoing at-large members shall relinquish their votes the last day of exams for that semester.

2.77 The President shall relinquish his/her seat and the new President shall acquire his/her seat at the time specified in the Student Body Constitution.

3.0 STUDENT MEDIA CHARTERS

3.1 General

3.11 All student media shall be chartered. Each charter shall require a two-thirds (2/3) vote of the Student Media Authority for initial ratification or modification.

3.12 Each media shall review its charter each year, bringing proposed modifications before the Authority for approval at the regular January meeting.

3.2 Agromeck

The Agromeck shall present a picture and word record of the year's events utilizing the artistic talents of the University community. The Agromeck publication and distribution shall be as early as possible in the second semester.

3.3 Technician

The newspaper shall report events of interest to the University community with emphasis on those of interest to students, shall function as a meeting place for campus opinions through letters and guest-written material, and shall maintain an unfettered editorial opinion voice. The Technician shall be a periodical of frequency between weekly and daily, with the specific format and frequency to best suit staff and budgetary capabilities.

3.4 Windhover

Windhover shall present a magazine of written and visual art representing student, faculty, employee, and alumni creativity of North Carolina State University. The content of the

magazine will emphasize literary arts, i.e., poetry, fiction, drama, and essays; and the visual arts, i.e., photography, painting, sculpture and line works. The format of the magazine shall be without advertisements; specific content and format shall be left to the discretion of the Editor.

3.5 WKNC-FM

The campus student-operated radio station shall present musical and other forms of entertainment, and supplement the newspaper with instantaneous coverage. Whenever appropriate, the station shall engage campus and other figures of student interest for discussion and debate programs. In short, WKNC-FM shall compliment, through its unique format, the functions of the other student media.

4.0 STUDENT MEDIA FINANCE

4.1 Annual Student Media Budget

4.11 The Director of Student Development shall work with the incoming and outgoing Editors/Managers and Administrative Budget Consultant as a Budget committee to propose a tentative budget to the Student Media Authority during the first regular meeting in April.

4.12 The tentative and final budgets of the various media organizations must be approved by a majority vote of the Authority. The budget may be amended by a majority vote.

4.13 In preparing the annual budget, the Budget Committee shall allow adequate reserve for contingencies. The reserve fund shall function primarily to maintain monies in the case of emergency, (i.e., such as equipment malfunctions that necessitate major repairs or purchasing new equipment). It shall also serve to augment media organization budgets if necessary.

4.14 Revenue monies in the annual budget shall be funds received from student body student media fees, and funds that the Student Body Media shall authorize to be collected in its name.

4.15 New budgets tentative or final, shall be effective as of September 1 of each school year. If the final budget is approved after that date, the budget shall be retroactive to that date.

4.16 Any and all adjustments relating to old budgets shall be respectively credited to old budgets. Examples are radio equipment, purchase costs and yearbook printing charges.

4.17 The tentative budget will be approved at the April meeting of the Student Media Authority with final approval granted by the end of the following September. It will be presented in the following format and made available to the Board members at least three days prior to the April meeting:

<u>PRIOR YEAR EXPENDITURES</u>	<u>CURRENT YEAR BUDGET</u>	<u>CURRENT YEAR ESTIMATE</u>	<u>BUDGET REQUEST</u>
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INCOME:

EXPENSES:

4.2 Appropriations

4.21 An appropriations motion may be presented for consideration to the Student Body Media Authority by any Representative, proxy, or ex-officio member.

4.22 Appropriations made from the Media Organizations Reserve fund must be approved by a two-thirds majority vote. All other appropriations must be approved by a simple majority vote.

4.3 Contracts for Services

4.31 The Student Body Media Authority shall be empowered by a majority vote to accept contracts for services (see section 4.4 for printing services).

4.4 Printing

Procedures for acquiring printing services shall follow university procedures unless specifically waived by the Student Media Authority.

4.41 Printing services costing less than \$1,500 may be purchased without submitting a requisition. Payment for these services may be made on Payment Authorizations with appropriate invoices attached. Invoices should specify the service acquired, the name and address of the vender, and the cost.

4.42 Printing services costing between \$1,500 and \$5,000 may be acquired by sending a completed purchase requisition to the University Purchasing Office. Three vendors should be noted on the requisition with the preferred vendor clearly indicated either on the requisition or in a transmittal memorandum.

4.43 Printing services costing \$5,000 or more must be acquired through University Purchasing. Contact the Director of University Purchasing to develop specifications and prepare a "Request for Proposals." Allow a minimum of eight weeks for this process.

4.5 Purchasing

Procedures for purchases shall follow university procedures - unless specifically waived by the Student Media Authority.

4.51 Supply items costing less than \$500 may be purchased without submitting a requisition. Payment for these items may be made on Payment Authorizations with appropriate invoices attached. If the item is on state contract, it must be purchased from the contract vendor. University Purchasing will provide information on contract and non-contract items.

4.52 Items costing between \$500 and \$5,000 may be acquired by sending a completed purchase requisition to the Purchasing Department. On requisitions for non-contract items with values from \$500 to \$5,000, Purchasing will send a request for quotation to prospective vendors.

4.53 For items not on state contract costing \$5,000 or more contact the Director of University Purchasing.

4.6 Surplus disposal

Surplus property disposal procedures shall follow university guidelines.

5.0 QUALIFICATIONS FOR MEDIA STAFF MEMBERS

5.1 The student media are paid for by the student fees and are headed by full-time students. While participation in their operation by all those connected with University is invited, it is desirable that the dedication displayed by the staff is to the publication itself and not simply to privileged access to the equipment and facilities. Therefore, use of media authority property is limited to staff members who access it within the scope of their responsibilities or to those with written permission of the editorial managers. No media property may be removed from the offices for the purpose, explicit or incidental, of use by those other than currently enrolled students. No keys to the media facilities may be issued, sold, or lent to those other than enrolled students and contracted employees of the media (except for University officials and maintenance personnel).

5.2 Non-students may be employed by the media with payroll restrictions but, as outlined above, shall not have access to student media property except as authorized by the media manager/editor.

5.3 If a staff member is a full-time or part-time student at the beginning of the semester, but subsequently withdraws, that person shall lose his/her status as a regular staff member effective the date of the loss of student status. All above restrictions will then be applicable.

5.31 It is the duty of the staff members to report to the Editor their student status. If a staff member has been found negligent of this duty, or if the member has in any manner concealed or misrepresented that status, he/she shall be banned from involvement in the student media for the remainder of the current semester and the regular semester following. If the ban is imposed in the spring, it shall be in effect for the summer semesters in addition to the regular fall semester.

5.4 These restrictions may be waived by a 2/3 vote of the Student Media Authority.

6.0 DOCUMENTS OF POLICY

6.1 Description - The Publications Documents of Policy shall contain listings and descriptions of policies which deal with operational responsibilities common to the student media. As of their inception they preempt all previously accepted resolutions and acts of the Student Media Authority concerning official policy.

6.21 The Documents of Policy are based on dicta from two areas:

6.211 Details of university, state, and federal policies concerning the Student Media.

6.212 Policies and procedures developed and instituted by the Student Media.

6.22 Documents of Policy shall contain dated records of all resolutions passed by the Student Body Media during the preceding year, including Resolutions of Suspension (see Section 6.33).

6.3 Implementation and Modification

6.31 Proposed changes and addition to the Policy Documents shall require a simple majority vote of the Student Media Authority.

6.32 Amendments to the Documents Policy shall be effective as of the date of their inception, unless otherwise stated in the provisions of the amendment.

6.33 Suspension

6.331 Suspension of a specific policy shall be possible in exceptional cases. The appropriate vehicle for suspension shall be a Resolution of Suspension and shall require a simple majority vote of the Student Media Authority.

6.332 A Resolution of Suspension shall outline the specific issue and shall contain a clear explanation of why the situation warrants an exception to standard policy. Included in the Resolution shall be:

6.3321 A listing of all parties and/or policies to be covered by the suspension.

6.3322 The length of time during which the suspension will have effect. No suspension shall have effect beyond the first meeting of the next incoming Student Media Authority or April of the current school year, whichever comes last.

6.4 Publications

6.41 The Documents of Policy shall be published by the last day of classes in April of each year by the Student Media through the Documents Subcommittee.

6.411 The Chair shall appoint the members of the subcommittee at the first October meeting of the Authority.

6.412 The Subcommittee shall consist of four voting members of the Authority of which at least two are at-large members of the authority.

6.42 The Documents of Policy are public records. Copies shall be made available to the student body through the Department of Student Development. Copies shall be provided to the Archives of D.H. Hill Library, the Student Government Offices, and all incoming members of the Student Media Authority.

CONSTITUTION FOR THE INTER-RESIDENCE ASSOCIATION

PREAMBLE

We, the students of North Carolina State University Residence Halls, recognizing the need for unity of purpose and action, desiring sound communication among the individual residence halls and other organizations of this university, do hereby establish this constitution to govern the inter-Residence Association, in order to represent effectively the students of the residence halls within this university community and to stimulate an environment in which each student may fully develop his or her individuality and capabilities through academic excellence and social consciousness.

PART I: NAME AND MEMBERSHIP

Chapter 1: Name

The name of the organization shall be the Inter-Residence Association of North Carolina State University, hereinafter referred to as IRA.

Chapter 2: Membership

All students living in the residence halls of this university are members of IRA.

PART II: GOVERNMENT

Chapter 1: The Inter-Residence Council

ARTICLE I: The Inter-Residence Council, hereinafter referred to as IRC, is the governing body of the IRA. It performs three roles, which are the executive, legislative, and judicial.

ARTICLE II: The executive branch is composed of officers of IRA, namely a President, Vice-President, Secretary, and Treasurer. All of these officers shall serve as both IRA and IRC officer.

ARTICLE III: Powers and Duties of the Officers of IRA.

Section 1: President

It shall be the duty of the IRA President to preside at all IRC meetings, to appoint the chairperson of any committee subject to the approval of the IRC, to see that all elections are conducted properly and

in accordance with this constitution, to represent the IRA before any other organization or person and to vote in the event of a tie at the IRC meetings.

Section 2: Vice-President

It shall be the duty of the Vice-President of the IRA to act as President in the President's absence, to succeed the President in the event of his/her resignation, to see that all IRC meetings are conducted according to the Parliamentary procedure adopted by the IRC, to act as coordinator among all appointed committees, to serve as an ex-officio member of all committees and to be knowledgeable of the IRC Constitution. He/she shall also have voice and vote at all IRC meetings and shall act in the best interest of the IRA as a whole.

Section 3: Secretary

It shall be the duty of the Secretary of IRA to keep and publish the roll and minutes of all IRC meetings, to make available to all members of the council, upon request and sufficient notice, any paper or record of the IRC, to notify all members of the council of the time, date, and place for IRC meetings and any changes thereof, and to conduct any necessary correspondence for the council. He/She shall also have voice and vote in all IRC meetings and shall act in the best interest of the IRA as a whole.

Section 4: Treasurer

It shall be the duty of the treasurer of the IRA to be responsible for and to keep records of all funds and expenditures of the IRC, to co-sign all IRC checks with the IRC Advisor, to present a report at each IRC meeting of the State of the Treasury, to prepare a final written report at the end of the academic year summarizing all activities and transactions of the treasury during that year, and to serve as chairperson of the finance committee. He/She shall also have voice and vote at all IRC meetings and shall act in the best interest of the IRA as a whole.

ARTICLE IV: The Legislative Branch

The Legislative Branch shall be composed of the representatives from each residence hall council, and shall be called the Inter-Residence Council. Each Residence Hall Council shall have one representative on the IRC.

Section 1: Powers of the Legislature.

The legislative branch shall have the power to exercise legislation on matters which involve the interests of two or more residence halls to approve the budget of the IRA and to approve any expenditures of IRA funds. The IRC shall also have the power to advise the Department of Residence Life on policies affecting the residence halls.

Section 2: Quorum.

A Quorum shall consist of one-half of all IRC members with voting power on roll, plus an additional member. No business shall be conducted by the IRC without a quorum present.

Section 3: Duties of the Representatives.

It shall be the duty of each representative to the IRC to represent his/her hall council at the meetings, to inform the residents of his/her hall of the activities of the IRC, to attend his/her hall council's meetings, and to be an active member of at least one IRC standing committee.

Section 4: Alternates.

In the event a representative is unable to attend an IRC meeting, it shall be his/her duty to obtain an alternate who will attend an IRC meeting, it shall be his/her duty to obtain an alternate who will attend the meeting and have voice and vote in his/her place and who will then report back to the representative and to the hall council.

ARTICLE V: Judicial.

The President of the IRA shall represent the IRA in the appeals process for disciplinary cases involving violations of residence hall policies by residents of the halls at North Carolina State University.

Chapter 2: The Residence Halls Councils

ARTICLE I: Each residence hall shall have a hall council which will constitute its government. Any group of halls which so desire may combine and form a single hall council which shall have jurisdiction over said group, provided that a majority of the residents of each hall involved agree to this merger. The hall council shall consist of the residence hall officers and other representatives chosen according to the procedures of that hall. The residence director of each hall or his/her designee shall serve as advisor to the hall council of that hall. No staff member shall have voting power at the hall council meetings unless he/she is elected an officer or representative in that hall. Each hall shall set up its own policies concerning whether or not staff members may serve as officers or representatives in that hall council.

ARTICLE II: It shall be the duty of each hall council to promote any activity, be it social, cultural, or recreational, which will contribute to the improvements of the living conditions in that hall, and to provide residents with opportunities which encourage their personal and social development.

ARTICLE III: The hall council for each hall shall have jurisdiction for that hall on any matter which is not specifically assigned to the IRC by this constitution. Each hall council shall write its own constitution which shall not be in conflict with any part of this constitution.

ARTICLE IV: Each hall council must submit a constitution and a list of officers annually to the Department of Student Development. Each hall council's constitution must be approved annually by the IRC before it will be recognized by Student Development.

PART III: ELECTIONS

Chapter I: Election of IRC Officers

ARTICLE I: Nominating Committee

The President of the IRA shall appoint a nominating committee for IRA Officers by the eighth week of the spring semester. It shall be the duty of this committee to seek and recommend candidates for offices of the IRA for the following year, and to determine potential candidates' willingness to run for office.

ARTICLE II: Nominations

Candidates for IRC offices must be nominated by an IRC member during the IRC meeting at which elections are held.

ARTICLE III: Elections

The Officers of the IRA and the IRC shall be elected by the IRC by the twelfth week of the spring semester, for the following year. Elections will be conducted by secret ballot during an IRC meeting. In order to be elected to any IRC office, a candidate must obtain a simple majority of the total vote of those representatives present at the meeting at which elections are held. In the event that no candidate receives a simple majority a run-off vote between the two candidates who obtained the most votes shall be held.

Chapter 2: Election of IRC Representatives

Each hall council shall determine how its representatives to the IRC shall be chosen by the third week of the fall semester. Their term shall last from the time they are chosen in the fall until the end of the academic year. Each IRC representative shall be a member of his/her hall council's executive board.

Chapter 3: Transition to New Officers and Members

ARTICLE I: All outgoing officers of the IRA shall meet with the newly elected officers before they take office for informal training and discussion of their positions.

ARTICLE II: The officers of the IRA shall take office during the last meeting of the IRC in the spring semester. Both old and new members shall be present at this meeting.

ARTICLE III: The first IRC meeting of the academic year shall be held by the third week of classes. The complete new council shall attend this meeting.

Chapter 4: Elections Procedures

The right of each hall council to conduct its own elections and determine its own election procedures is recognized. These procedures shall not conflict with the guidelines outlined in this constitution.

ARTICLE I: Each election for hall council officers or representatives shall be preceded by an information meeting two weeks in advance. The purpose of this meeting is to let residents know about the openings.

ARTICLE II: Campaigning for hall council offices shall be conducted in a fair and ethical manner. No candidate or representative of any candidate shall offer favors or material goods to residents in return for votes, make threats, or make slanderous or libelous statements against another candidate in order to obtain votes.

ARTICLE III: No campaigning of any form shall take place within 25 feet of any polling place during an election. It shall be the responsibility of the candidate to remove any such signs before voting begins.

ARTICLE IV: The president of each hall council shall appoint an impartial elections board to oversee elections procedures for that hall. It shall be the responsibility of this board to ensure that only eligible persons vote in an election, that each person votes only once, to count the votes and to publicize the results of any election.

ARTICLE V: If these policies or the policies of the individual hall council are violated in a particular election, that election may be declared invalid by that hall council. Persons wishing to contest the results of an election should present evidence to the hall council advisors, showing that the election was not carried out properly. It shall be the responsibility of the advisor to ensure that this information is presented to the hall council for consideration.

PART IV: THE CONSTITUTION

Chapter 1: Ratification

This constitution shall go into effect when approved by two-thirds (2/3) majority of IRC members present at the meeting at which the ratification vote is held, and the Department of Student Development, and the Department of Residence Life.

Chapter 2: Amendments

Any amendments to this constitution must be approved by a two-thirds (2/3) majority of the IRC members present at a meeting at which the vote on the amendment is held, and the Departments of Student Development and Residence Life. Any proposed amendment shall be submitted in written form to IRC members at least one meeting prior to the meeting at which it is to be voted upon.

Chapter 3: Initiative

Any Resident of any hall who feels that a constitutional change needs to be discussed by the IRC may cause the council to consider the action by contacting the IRC Secretary and being placed on the agenda of an IRC Meeting.

PART V: BY-LAWS TO THE IRA CONSTITUTION

Chapter 1: Committees

ARTICLE 1: Committees shall be formed for the purpose of improving the efficiency of the IRC and providing an opportunity for responsibility and leadership among the members of the organization. Each IRC member is required to be an active member of at least one standing committee. Any residence hall student may serve as a member of an IRC Committee. All committees shall have a chairperson who shall be appointed by the IRC President.

ARTICLE 2: Duties of the committee chairperson

It shall be the duty of the chairperson of any IRC committee to appoint members of his/her committee, subject to the approval of the IRC, to inform members of the date, time, and place of all committee meetings, to preside over those committee meetings, and to insure that all business delegated to his or her committee is carried out, and to present an oral report to the IRC of any business conducted by the committee since the previous IRC meeting, as well as a written report (including a list of members in attendance) to the secretary of the IRC.

ARTICLE III: Standing Committees

The chairpersons of all standing committees shall be appointed by the President of the IRC at or before the first IRC meetings to the fall semester. The chairperson shall appoint other committee members before the next regularly scheduled IRC meeting. The executive committee shall be an exception.

Section 1: Executive Committee

The Executive Committee shall consist of the officers of the IRC and the IRC Advisor. This committee shall meet on call between regularly scheduled IRC Meetings to handle urgent matters and to plan the agenda for the next IRC meeting. The committee shall also have the power to approve petty cash expenditures of less than one hundred (100) dollars.

Section 2: Finance Committee

The chairperson of the finance committee shall be the treasurer of the IRA, who shall appoint at least four other committee members, with at least one from each area of campus. The finance committee

shall prepare the IRC budget for each semester and submit it for approval at the second IRC meeting of the semester. This committee shall also prepare any budget adjustments which shall be approved by the council. In addition, this committee shall recommend to the IRC distributions of residence hall support fund monies, to be approved by the council.

Section 3: Committee Action

Committee Action shall be responsible for organizing the annual spring banquet where the changeover of each year's executive boards occurs, planning the spring and fall retreats, initiating community social programs, and working on special projects which the IRC President delegates to them. The annual banquet for committee action shall be voted on at the second IRC meeting of each semester.

Section 4: Publicity Committee

The Publicity committee shall conduct all publicity for the IRC as directed by the council or the President of the IRC.

Section 5: WOLFSTOCK Committee

The WOLFSTOCK Committee shall be responsible for planning of the spring concert held by the residence halls. The chairperson(s) must be approved by the IRC. Its goal is to provide a concert easily accessible to residents while maintaining monetary self sufficiency.

Section 6: Constitution Committee

The Constitution Committee shall establish criteria for the approval of hall council constitutions and, during each fall semester, approve each hall constitution as required in Part Two, Section Two, Article Five. In addition, it shall be responsible for the revision of this IRC constitution during the spring semester of each school year.

ARTICLE IV: Special Committees

Special Committees may be appointed at any time for any specific purpose. The president of the IRC shall appoint the chairpersons of these committees. In turn, the chairperson shall appoint members to the committee, subject to the approval of the IRC.

Chapter 2: IRC Advisor

The IRC Advisor shall be appointed by the Director of Residence Life. If the IRC desires a new advisor, it shall consult with the Director of Residence Life.

Chapter 3: Qualifications of Officers and Council Members

ARTICLE I: All officers of the IRC and all representatives to the IRC shall be residents of the halls of North Carolina State University and shall be students in good academic standing.

ARTICLE II: No person shall hold more than one IRA office at a given time.

ARTICLE III: If any officer of the IRC is disqualified for reasons other than academic difficulty or losing his/her space in the lottery, he/she shall not be eligible to run for any IRA Office during his/her stay at the University.

Chapter 4: Replacement of Officers

ARTICLE 1: The President of the IRC shall appoint a replacement whenever a vacancy occurs in any other IRA office, subject to the approval of the IRC.

ARTICLE 2: If the President is disqualified, the Vice-President shall assume the office of President and make appointments as needed.

ARTICLE 3: If both the President and the Vice-President are disqualified, an election will be held to replace the vacant posts.

Chapter 5: Reasons for Replacement

ARTICLE I: Any officer of the IRA and any representative to the IRC shall be disqualified if he/she fails to maintain good academic standing with the University during his/her term of office, fails to fulfill the duties of his/her office or moves out of the residence halls.

ARTICLE II: Any member of the IRC who fails to attend three IRC meetings without an alternate shall be subject to disqualification and replacement. Written notice from the IRC Secretary shall be given to that Hall Council's Advisor after the second such absence. If a hall fails to have any representative at six meetings during the academic year, that hall council shall be subject to revocation of all funding from IRC, except for monies appropriated to that hall council from the residence hall support fund. Revocation must be approved by a (2/3) two-thirds majority vote of those IRC members present.

ARTICLE III: Any member of the IRC may initiate impeachment proceedings against an IRA Officer. A two-thirds majority of all IRC members is necessary to impeach an officer.

Chapter 6: Additional Positions

ARTICLE I: NCC

The National Communications Coordinator (NCC) shall be appointed by the President of the IRA at the end of each spring semester for the following year. The NCC shall serve as the University's official representative to the North Carolina Association of Residence Halls (NCARTH), South Atlantic Association of College and University Residence Halls (SAACURH), and the National Association of College and University Residence Halls (NACURH), as well as handle all communication between the IRC and these associations. The NCC shall have voice, but not vote at all IRC meetings unless he/she is an elected hall council representative to the IRC.

ARTICLE II: NRHH

Section 1: The National Residence Hall Honorary Liaison shall attend all IRC meetings and act as a liaison between the NRHH and the IRC. He/She shall have voice but not vote at IRC meetings unless he/she is an elected representative to the IRC.

Section 2: IRC may nominate individuals of the IRA for NRHH membership.

ARTICLE III: IRC Liaison to the Department of Housing and Residence Life.

The liaison is responsible for communicating IRC hall facility and programming concerns to the appropriate official within the Department, and IRC inserts into the "Housing and Residence Life Bulletin" (pink sheets). This person is to have the same responsibilities and privileges as the committee chairperson with voice but not vote at all meetings, unless they are an elected representative to the IRC.

ARTICLE IV: Pinball Representative

The Pinball Representative shall act as the liaison between the vendor, the Department, and each hall council. He/she is responsible for maintaining communication with the halls/areas about the Pinball machines and also for informing the vendor of any requested machine changes, vandalism, and any other information regarding their location and/or maintenance. This is in addition to working with the vendor and upholding the IRC and University contract with said vendor.

CHAPTER FIVE: THE STUDENT BODY DOCUMENT SYSTEM

PART 1 THE STUDENT DOCUMENTS

Section 1: General

The Student Body Documents shall be a three-volume publication including all official materials of the various student government organizations, in full or in summary, as stated in the definition of each volume.

Section 2: Volume I

Volume One of The Student Body Documents shall be a letter-sized, paperback covered volume which shall be readily available to any member of the University Community.

Contents of Volume I shall be:

1. Student Body Constitution
2. Statutes
3. University Policy Statements

A new edition of Volume I shall be prepared each time a change is made in the contents, but no more than once in an academic year. Each edition shall be dated on the cover. Past editions shall be replaced in sufficient quantity for distribution to any member of the University community upon request.

Section 3: Volume II

Volume Two of The Student Body Documents shall be a letter-sized, paperback covered volume which shall be made readily available to any member of the University community.

Contents of Volume II shall be:

- A. The constitutions of the School Councils
- B. The constitutions of the Residence Area Councils
- C. The Student Media Authority Statutes and the Student Media Authority Charters
- D. The charters of the lower-level Judicial Boards

A new edition of Volume II shall be prepared each time a change is made in the contents, but no more than once in an academic year. Each edition shall be dated on the cover. Past editions shall be replaced by the next Fall registration period following the change, or as soon as possible following the date.

Section 4: Volume III

Volume Three of The Student Body Documents shall be a letter-sized, paperback covered volume which shall be readily available to any member of the University community.

Contents of Volume III shall be:

- A. Complete copies of all legislation passed by the Student Senate during an academic year.
- B. Summary copies of all legislation introduced and not passed by the Student Senate, and summaries of all major motions made in the Student Senate.
- C. Complete copies of all minutes of the Student Senate
- D. Summary reports of all activities and actions taken, including operating budgets, of the subordinate legislative bodies and the Student Body Media .
- E. Annual reports of activities of the Student Senate Standing Committees, the Student Services Boards, any Study Commissions, and any other advisory bodies.
- F. Executive Position Papers, Executive Orders, and the Annual Report of the Student Body President.

- G. Special Reports given by or to the Student Government organizations.
- H. Major orations given by Student Government officials.

The contents of Volume III shall be collected annually and placed on reserve in the library, Student Government office, and Harris Hall. Additional copies of the volume will be kept in the student government office and made available for use by the University community upon request."

Section 5: Editorial Supervision

Publication of The Student Body Documents shall be under the supervision of the Chair of the Student Senate Standing Committee on Campus and Community Affairs, who shall have the assistance of the Senate Secretary and other personnel as needed. Volumes I, II shall be printed in sufficient copies for distribution to all officials of the Student Body Government and to all residence units, and to other offices as needed. Volume III shall be maintained in sufficient copies prior to binding so that copies may be distributed to the Student Development Office, the Student Body Judicial Board, the D.H. Hill Library, the Student Body Government office, and other offices as needed.

PART 2 PUBLISHING OF LEGISLATION

Section 1: Printing of Legislation

All legislation printed for debate in the Senate shall be printed in sufficient copies for distribution to all members of the Senate and to any other interested parties. Printing of "First Reading" and "Second Reading" legislation shall be in the least expensive manner available, preferable of a short term nature. Printing of final version legislation shall be of a permanent nature.

CHAPTER SIX: ELECTION PROCESS

PART 1 ELECTION BOARD

Section 1: Membership

The Election Board shall consist of the following members:

- A. A Chair appointed by the Student Body President and approved by the Student Senate.
- B. Seven other members appointed by the Student Body President and approved by the Student Senate.
- C. The term of office of all Election Board members shall be one year ending at the end of the Spring semester.
- D. No candidate for an elective office may serve as a member of the Election Board.

Section 2: Duties

The duties of the Election Board are as follows:

- A. The administration of the election rules;
- B. The administration of elections;
- C. The safe-keeping of ballots as required; the Election Board Chair;
- D. The administration of the meeting of all candidates will be run by the Election Board Chair;
- E. The safe-keeping of all records of the elections;
- F. Running an elections headquarters the night of Spring elections with the assistance of the IRC, IFC, and each of the School Councils.

Section 3: Communication

The Election Board shall effect liaison with:

- A. Division of Student Affairs

- B. Student Senate Government Operations Committee
- C. Other offices of Student Government.

Section 4: Election Board Procedure

- A. The Election Board shall elect its vice chair from its membership before Fall elections.
- B. The Elections Committee will rule on all violations.
- C. The schedule of dates of elections, including the dates referred to herein, shall be established by the Election Board, subject to approval by the Student Senate.
- D. The Election Board shall procure ballots. Those ballots shall contain:
 - 1. Heading listing instructions.
 - 2. Names in order of drawing.
 - 3. The printed ballots shall be checked by the Election Board, and kept until the elections.
- F. At the time of filing the Elections Board will ascertain, in writing, all campus organizations with which a candidate is affiliated. Using this information, the Elections Board shall, under contract, allow campus organizations to operate the polls. These organizations shall be chosen by the Elections Board on the basis of nonaffiliation with candidates. The Elections Board shall determine the amount these organizations shall receive from the appropriated amount set in the budget.
- G. The Elections Board shall establish places and times for polls that are deemed necessary other than the mandatory polls. For any required run-offs, no less than two polls shall be established. The two poll locations shall be those locations from the primaries with the highest voter turnout. The time will be at the discretion of the Election Board.
- H. After the polls close, the ballot boxes shall be carried to the Election Headquarters. The boxes shall be opened under the supervision of the Election Board Chair.
 - I. After the votes have been counted, the Election Board shall certify the results.
- J. Any candidate may request in writing a recount within forty-eight hours of the closing of the polls. The request shall be presented to the Election Board Chair or the Student Body President and must be honored for the election to be valid.
- K. Write-in votes shall be counted in the primary only.

PART 2 PROCEDURES

Section 1: Nominations

- A. All candidates must be in good standing with the University. Candidates for the Senate must be enrolled in the school from which they seek election.
- B. The candidates will run for the classification they will be that semester in the Fall election, and or the classification they will be in the Fall semester during the Spring Election. Any candidate that is three hours or less from next classification will run in the next classification.
- C. Any student qualified to become a candidate may, during the period precluded for nominations, complete the nomination sheet, giving full and accurate information.
- D. Any candidate who will be a senior, graduate student, or eligible for graduation must sign a statement that he/she will remain a full-time student during his/her term of office (included in the nominations sheet).
- E. No candidate may run for more than one Student Government office (executive, legislative, or judicial), and one IRC or IFC position, and one School Council position.
- F. The All Candidates' Meeting is mandatory for all those seeking office. If it is impossible for a candidate to attend, he/she must submit, in writing, an excuse to the Chair of the Election Board no less than twenty-four hours after All Candidates' Meeting. He/She must also have an alternate at the meeting in his place. Failure to do this will result in the candidate's name being removed from the books.
- G. The Chair of the Elections Board shall be charged with responsibility of effecting a personal and official notification to candidates for elective office concerning the date, time, and location of the mandatory All Candidates' Meeting. The chair must require from each candidate a positive written confirmation of said notification. This written confirmation shall be made at the time each candidate completes his (her) nomination.

Section 2: Campus Political Sponsors

- A. A political sponsor will be defined as any student or group of students who wish to support a candidate or candidates. The political sponsor must register during the nomination period for each election in order to officially support a candidate.
- B. Expenses incurred by a sponsor shall be counted as expenses of the candidate or candidates who they are supporting. The expense of posters, banners, handouts, cards, sponsor functions, and paid advertisements shall be divided equally among the candidates concerned.

PART 3 RULES FOR ALL CANDIDATES FOR OFFICE

Section 1: Campaign

- A. No campaign materials may be distributed before the official campaign period which begins immediately following the meeting of all candidates. Any violations will result in immediate disqualification.
- B. Campaign materials must be distributed in accordance with policy on placement and distribution of posters and notices on university property. Any candidate with material in violation shall be warned on first occasion and disqualified on second offense.
- C. Each candidate is held responsible for his supporters. Posters appearing in forbidden places bearing the candidate's name or picture will be that candidate's responsibility.
- D. Decisions concerning location of posters shall be the responsibility of the Election Board in accordance with policy on placement and distribution of posters.
- E. Public Address Systems may be used only between the hours 12:00 Noon to 1:00 P.M. and 5:00 P.M. to 7:00 P.M. This campaign will not be done in such a way as to disturb classes. The Student Union P.A. will not be used for campaigning.
- F. Only material pertaining to the current election may be posted. Furthermore, no one except Election Board members may remove any material without the candidate's permission without penalty or reprimand.
- G. A sponsor holding a residence hall smoker or similar function must notify and receive permission from the House Council of the Residence Hall or Area or Assistant Area Director prior to the function.
- H. No campaigning may be done within fifty feet of the polls on election days.
- I. No Door-to-Door campaigning will be permitted for any candidates. All candidates may campaign in any common place.
- J. The use of coupons bearing monetary value as a promotional material for an election shall be prohibited.
- K. The use of campus mail for the distribution of campaign materials shall be prohibited.
- L. Candidates shall not paint over or deface any other candidates' announcements at the free expression tunnel within twenty-four hours after the original announcement is painted.
- M. No candidate may use any Student Government supplies, equipment, or offices in his/her campaign. This includes, but is not limited to: telephones, copiers, business cards, letterhead, or any other item for which student or university funds are used.
- N. The Elections Board shall use its discretion in issuing warnings or disqualifying candidates for failure of candidates to conduct themselves in a manner appropriate to student leaders.
- O. Interpretation and enforcement of election rules shall be the responsibility of the Elections Board.

Section 2: Campaign Expenses

- A. For executive officers of Student Government there will be a limit of \$100.00 for regular election, and \$50.00 for run-off election. For all other offices there will be a limit of \$50.00 for regular election, and \$20.00 for run-off election.
- B. All candidates must submit an itemized list of all expenses on the official expense sheet within twenty-four hours after the primary as well as any run-off election. These expense sheets shall be turned in at the Student Government Office in the Student Center to a Student Government secretary. All receipts must be submitted.

- C. Services or materials donated by someone who does not normally charge for such services or materials shall be listed on the official expense sheet. Time, services, or materials donated by someone who does normally charge shall also be listed on the official expense sheet. The "fair market value" (as determined by the Elections Board) for such time, service, or material which are donated and for which the donor does not normally charge shall be counted toward the spending limit. The amount of donations cannot exceed half the total expenses for a candidate in a particular race.
- D. Political party contributions will be included with the candidate's expenses. If the political party represents more than one candidate, the total expenses will be divided among the candidates.

PART 4 DETERMINATION OF WINNERS

Section 1: Primary

- A. Any candidate for Student Government office (executive, legislative, or judicial) who receives more than fifty percent (50%) of the votes shall win his/her election.
- B. If no candidate receives more than fifty percent (50%) of the votes, there shall be a run-off primary.

Section 2: Run-off Primaries

- A. For Major office races (Student Body President, Student Senate President, Student Chief Justice, Student Body Treasurer and Student Center President), a run-off primary shall consist of at least the top two candidates. If the third place candidate's vote percentage is within five (5) percentage points of the second place candidate, the third place candidate shall also be in the run-off primary. This process shall continue until the total vote percentages of the run-off candidates reaches or exceeds fifty percent (50%).
- B. Additional run-off primaries shall be held, if necessary, to arrive at a winner.
- C. For Student Senate a run-off primary shall be conducted as follows: If there are N seats available and there are more than N candidates, the top N-1 vote-getters shall be declared winners. There will be run-off if and only if the final seat has two candidates with the same vote totals. If there is only one seat available, the run-off process shall be the same as for Major offices.

Section 3: Primary and Run-off Primary Procedures

- A. The primary election shall be held on two consecutive work days. Any subsequent run-off elections shall be conducted in the same manner as the primary election.

Section 4: Appeals Process

- A. Any candidate may file an appeal of the election results with the Student Government Office between 8:00 A.M. and 5:00 P.M. on the day following a primary or run-off election. Appeals may be submitted only to a Student Government secretary.
- B. The Student Body Chief Justice must confirm in writing that an appeal has been properly filed. In the event a candidate for Chief Justice submits an appeal, the Student Senate President must confirm in writing that the appeal has been properly filed. If an appeal is properly filed, a hearing before the Elections Board shall be held prior to any scheduled run-off elections.
- C. If a candidate for any office other than Student Body Chief Justice wishes to appeal the decision of the Elections Board, he/she may appeal to the Judicial Hearing Board. In a hearing before this Board, the candidate shall be the plaintiff and the Elections Board shall be the defendant. This hearing must be held prior to any scheduled run-off elections. The Judicial Hearing Board's decision is final and not subject to appeal.
- D. If a candidate for Student Body Chief Justice wishes to appeal the decision of the Elections Board, he/she may appeal to an Election Appeals Board. This Board shall be composed of one student senator from each Senate standing committee and the Student Senate Advisor.

The Board shall be chaired by the Chair of the Senate Government Operations Committee. The Chair shall vote only to create or break a tie. The Chair of each Senate standing committee shall nominate a member of his/her committee to serve on this Board. In the event a committee does not have a Chair, the Student Senate President shall nominate a member from that committee. All nominees are subject to approval of the Student Senate. Nominations and Senate approval shall occur during each Fall semester prior to Fall Break. If a member of the Board is a candidate for any office in the election under appeal, he/she shall not be eligible to serve on the Board, and a new nominee shall be selected according to the same procedures outlined in this subsection. If the appellant challenges the impartiality of a member of the Board, the remaining members of the Board shall vote to determine that member's eligibility. The Election Appeals Board, shall meet prior to any scheduled run-off elections. In a hearing before this Board, the candidate shall be the plaintiff and the Elections Board shall be the defendant. The Election Appeals Board's decision is final and not subject to appeal.

PART 5 COUNCILS

Section 1: Inter-Residence Council

- A. The Inter-Residence Council shall conduct elections for its executive officers according to procedures set forth by that body not in conflict with these statutes.
- B. The Inter-Residence Council may conduct elections for officers in each of the residence halls if they so desire.
- C. The Inter-Residence Council may request assistance from the Elections Board in conducting elections within two weeks before elections.
- D. The expenses concerning the Inter-Residence Council's officer elections shall be governed by the Council.
- E. The Inter-Residence Council may also govern expense limits pertaining to residence hall elections if they so desire.

Section 2: Inter-Fraternity Council

- A. The Inter-Fraternity Council shall conduct elections for its executive officers according to procedures set forth by the body not in conflict with these statutes.
- B. The Inter-Fraternity Council may conduct other elections under their jurisdiction if they so desire.
- C. The Inter-Fraternity Council may request assistance from the Election Board in conducting elections within two weeks before elections.
- D. The election expenses pertaining to Inter-Fraternity Council and any other elections under their jurisdiction may be governed by that Council.

Section 3: School Councils

- A. Each of the school councils shall conduct elections of its executive officers according to its own procedures if not in conflict with these statutes.
- B. Each of the school councils may conduct other elections under their jurisdiction if so desired.
- C. Each of the school councils may request assistance from the Election Board in conducting elections within two weeks before elections.
- D. Each of the school councils may govern election expenses of any election under their jurisdiction.

Section 4: Senior Class Council

- A. The Senior Class Council shall conduct elections for its executive officers according to procedures set forth by that body not in conflict with these statutes.
- B. The Senior Class Council may conduct other elections under their jurisdiction if they so desire.
- C. The Senior Class Council may request assistance from the Election Board in conducting elections within two weeks before elections.
- D. The election expenses pertaining to the Senior Class Council shall be the same as set forth in these documents for the office of senator.

Section 5: Appeals

- A. Appeals must be submitted to the office of the Chief Justice within seventy-two hours after an election.
- B. The Student Body Judicial Board will be the final judge in all appeals.

PART 6 REFERENDUMS

Section 1: Initiation

A referendum may be requested by the president of the student body, a majority of the Student Senate, or by a petition signed by five (5) percent of the student body.

Section 2: Implementation

The Chair of the Election Board shall, upon proper request for a referendum, place such a referendum on the next regularly scheduled campus election, unless deemed urgent by two-thirds of the Student Senate, in which case a special referendum vote will be taken. The eligible voters in a referendum vote would be any franchised student deemed affected by the referendum as prescribed by the Election Board. The results of the referendum will be given to the office of the Student Body President who shall implement the referendum using any facilities of the Student Government.

CHAPTER SEVEN: FINANCES

SECTION 1: Budget

- A. It shall be the responsibility of the Student Body Treasurer and the duty of the Finance Committee to annually propose a tentative budget to the Student Senate. The Committee shall make thorough investigations and hold open meetings before making detailed recommendations concerning the amount of and manner in which the student body funds are to be expended for Student Government and for other co-curricular activities.
- B. The budget for the following academic year must be approved by a majority vote by the last Student Senate meeting of that year.
- C. The budget may be amended by the Student Senate by a majority vote. The student body budget shall operate on a fiscal year that shall begin the first day of the first summer session. The fiscal year for a budget shall close at the close of the last business day before the new budget comes into effect. Bills incurred on a budget shall be accepted by the Student Body Treasurer for a period of one month after the budget has been closed.

SECTION 2 -- Appropriations

- A. An appropriation bill may be presented for consideration to the Student Senate by any Senator or any Senate Committee.
- B. An appropriation bill may be presented by the Finance Committee to the Student Senate at the request of an individual or interest group outside the Senate if it is deemed wise and in the best interest of the student body by the Finance Committee, after the Committee has investigated the issue thoroughly. All investigations shall be made in keeping with the open meeting law of North Carolina.
- C. Every organization that administers any student body funds must supply the Finance Committee with a full and complete budget of all anticipated revenues and expenditures for each bill submitted. This budget must be submitted by a deadline to be set by the Student Body Treasurer.

SECTION 3 -- Standard Travel Procedures For Students at NCSU

- A. All student organizations or committees which receive any appropriations from the Student Senate shall be subject to the same regulations and the same allowances for travel.
- B. It shall be the duty of the Student Body Treasurer to enforce these regulations.

- C. The travel allowances shall be determined by the Student Senate Finance Committee and approved by a two-thirds majority vote of the Student Senate every year.
- D. Only actual expenditures shall be authorized and the figures approved are the absolute maximum.
- E. Copies of the maximum travel allowances shall be made available to any student organization requesting this information.

SECTION 4 -- Disbursement of Student Body Funds

- A. The Student Body Comptroller shall be responsible for the administration of the annual budget as approved or amended by the Student Senate.
- B. It shall be the duty of the Student Body Comptroller to personally approve all expenditures in accordance with the annual budget. He/She shall have the power to delegate this responsibility.
- C. The amount of an appropriation in excess of the actual expenditures shall remain in student body funds and shall be available for budgeting as part of the General Fund.
- D. Any remaining funds at the end of fiscal year shall be re-budgeted as part of the General Fund for the following year.
- E. No personal loans or salary advancements of any type shall be made from the General funds of Student Government without 2/3 prior approval of the Student Senate.

SECTION 5 -- Accountability of Funds Received

- A. Receipts of all actual expenditures funded by the Student Senate must be submitted to the Student Body Treasurer within one week after all expenditures are made.
- B. Failure to submit receipts may lead to freezing of funds (see SECTION 10) or other actions by the Student Body Treasurer or Student Body Comptroller.

SECTION 6 -- Transfer of Funds

- A. The Finance Committee, along with the Student Senate, shall have the authority to transfer appropriations from one account to another within the general appropriation of any activity or Board.
- B. Any organization or department desiring a transfer of appropriation shall submit to the Student Body Treasurer a written statement detailing the transfer and the reason for it.
- C. All transfers from one account to another shall be requests in the form of Financial Legislation.
- D. The Student Body Treasurer shall make any adjustment of accounts in keeping with the decision of the Finance Committee and the Student Senate.

SECTION 7 -- Contract for Services

- A. The Student Body Treasurer shall be empowered to let contracts to the lowest bidder for services which cannot practically be performed by the Board or Division of Student Government.
- B. The specific services which shall be afforded the student body in this manner shall be at the decision of the Student Senate.
- C. The organizations submitting bids shall be approved by the Student Body Treasurer on the basis of the judged ability of that organization to perform the service in the best interest of the student body.

SECTION 8 -- Student Government Loan Fund

- A. There shall be a Student Government Loan Fund administered by the Financial Aid Office which shall serve the purpose of providing short-term loans for students.
- B. The source of the funds for this Loan Fund shall be the returns from the Union Lost and Found Auctions, donations, and gratuity from student body funds as necessary.
- C. The loan shall be periods of thirty days not to extend beyond the end of a term of graduation. A one percent service charge shall be paid at the time of receipt of the loans. It is recommended to the administering agent that the loans be limited to one hundred dollars.

SECTION 9 -- Freezing Funds

The Student Body Comptroller and Student Body Treasurer shall, upon the request of the Finance Committee, temporarily freeze the funds of any student organization receiving student body funds if a discrepancy is discovered through an audit of the organization's accounting records. The funds shall remain frozen until the Student Body Treasurer has determined that the discrepancy has been resolved or until the Student Body Judicial Board has ruled to unfreeze the funds.

The Student Body Comptroller is required to withhold student funds from any organization which discriminates on the basis of race, religion, or sex in its requirements for membership or participation in its activities. In the event an organization loses its funding under this provision, the decision of the Treasurer can be appealed to the Judicial Board for final ruling.

SECTION 10 -- Auditing

- A. The Student Body President shall nominate a Student Auditor to be recommended to the Student Senate for its approval. This recommendation must be made by the middle of the fall semester of each academic year. If the candidate is not approved by a majority of the Student Senate, the Student Body President will continue to nominate individuals until the Student Senate approves a candidate.
- B. The nominee must meet the minimum requirements to be a Student Senator, but needs not be a Senator to be eligible for the position. The nominee may not be associated with the office of the Student Body Treasurer.
- C. An Audit Board will be composed of the chairperson of each Senate Standing Committee except the Student Body Treasurer. The Vice Chair of the Finance Committee will serve as a non-voting director of the Audit Board. This Board will oversee the activities of the Student Auditor.
- D. It shall be the responsibility of the Student Auditor to audit the Student Government financial records at the end of each semester and report the findings to the Student Senate.
- E. The Student Auditor shall have the authority to review the financial records of Student Government or the financial records of any organization that receives money from the student body funds at any time.
- F. The Student Auditor must audit appropriate records if so directed by the Audit Board.
- G. The Student Auditor shall report his findings to the Audit Board.

SECTION 11 -- Publications Review

In the event that the Student Government wishes to sell advertising for any publication it produces, the following guidelines shall apply.

Subsection One - Maintenance of Finances

- A. Funds for production of the publication shall be kept in a separate checking account. The signatures of the Student Body Treasurer, Student Body Comptroller, and the director of the publication shall be maintained on the account. All account transactions shall require two signatures.
- B. The account may be allowed to maintain a sufficient reserve to allow enough capital for easy production of future issues of the publication and expansion of the publication. This amount shall be established by the Finance Committee.
- C. Funds in excess of the reserve and of the required funds for the issue in production shall be available for allocation by the Student Senate.
- D. The Finance Committee shall review the operations of the publication at least twice a semester. The director of the publication may request the Committee to review the amount for reserve or the general operations at any time.
- E. The Student Senate may overrule these actions of the Finance Committee by a majority vote.

- F. The publication's director shall maintain the financial records of the publication. He shall also establish a standard advertising rate schedule. The Treasurer's office shall perform all billing duties and maintenance of invoices for uncollected advertising revenues.
- G. If approved by the Finance Committee and the publication's director, the funds may be invested outside the checking account.

Subsection Two - Salaries

- A. Persons selling advertisements shall be paid seven percent (7.0%) commission.
- B. The director of the publication shall be paid \$10.00 for each issue produced plus five percent (5.0%) of that issue's profit.
- C. Profit shall be defined as the collected receipts in excess of the publication's production cost.
- D. The Finance Committee may adjust the guidelines.

CHAPTER EIGHT: STUDENT ESCORT SERVICE

GENERAL FUNCTION AND OPERATION

SECTION 1: General Function

The Student Escort Service shall be funded with the intention of providing an ongoing escort system at N.C. State University.

A. MEMBERSHIP

The membership of the Student Escort Service shall consist of all qualified volunteers who successfully complete a screening and training program as designated by the presiding officers.

1. QUALIFICATIONS

The student shall be in good standing with the University and must meet any other qualification standards as stated in the Constitution of the Student Escort Service.

2. EVALUATION

All volunteers must undergo and complete in a satisfactory manner a complete background review by the appropriate authorities.

3. TRAINING

Each volunteer must undergo an approved training course as defined by the Student Escort Services Constitution.

B. OFFICERS

From the membership of the Student Escort Service, the Student Body President shall appoint officers with the approval of the Student Senate.

PRESIDENT

President whose duties shall include:

- a. the continuance of the Student Escort Service to the satisfaction of the Board of Directors
- b. to serve as the chief executive officer of the Student Escort Service
- c. to oversee the operations of the Student Escort Service members
- d. to facilitate the induction and recruitment of volunteers
- e. schedule meetings for the organization
- f. to submit a bi-semester report to the Board of Directors
- g. appoint any necessary officers for the successful operation of the Student Escort Service.

TREASURER

The Treasurer shall:

- a. serve as the chief financial officer for the Student Escort Service
- b. prepare an annual budget for the consideration of the Board of Directors

- c. maintain adequate financial records
- d. maintain an inventory of equipment and supplies
- e. perform duties as designated by the President.

C. BOARD OF DIRECTORS

The Board of Directors (BOD) shall consist of the following members:

- a. The Student Body President or his designee
- b. Student Senate President
- c. Student Senate Environment Committee Chair
- d. Student Senate Services Committee Chair
- e. Inter-Residence Council President
- f. Student-at-large as appointed by the Student Body President
- g. President of the Student Escort Service
- h. Treasurer of the Student Escort Service
- i. Treasurer of the Student Body.

There shall be three non-voting advisory positions:

- a. Department of Public Safety representative
- b. Department of Housing and Residence Life representative
- c. Department of Student Development representative

The Duties of the Board of Directors shall consist of:

- a. The guidance and maintenance of the Student Escort Service
- b. The initiation of meeting at least bi-semesterly to review the Student Escort Service
- c. The approval of the budget as submitted by the Student Escort Service
- d. The submission of the Student Escort Service annual budget as approved by the BOD to the Student Senate.
- e. The revision of any budget rejected by the Student Senate
- f. The performance of personnel dismissals as deemed necessary
- g. The execution of any activities mandated as per the Constitution of the Student Escort Services
- h. The formation and revision of the SES Constitution
- i. To submit a semesterly report to the Student Senate.

D. DISMISSAL OF PERSONNEL

A member or officer of the service shall be subject to dismissal if he/she:

- a. violates the Constitution of the Student Escort Service (SES)
- b. engages in unethical conduct which is detrimental to the purpose of any policy of the SES
- c. any other offense which the BOD deems appropriate. Dismissal by the BOD shall require a two-thirds (2/3) majority of the voting membership.

E. BUDGETARY PROCESS

1. It shall be the responsibility of the Treasurer of the SES to submit an annual budget to the BOD.
2. The BOD shall then forward their recommended budget to the Student Senate for their approval. This approval shall consist of a majority vote of the Student Senate.
3. If the budget is not ratified by the Student Senate, it shall be sent back to the BOD for their consideration.

Revised
September 1990



North Carolina State University

Department of Student Development
Division of Student Affairs

Box 7314, Harris Hall
Raleigh, NC 27695-7314
(919) 515-2441
FAX: (919) 515-2376



September 1, 1992

Dear Campus Organization Advisor:

Every fall the Department of Student Development asks the registered student organizations to update their files, and, by so doing, renew their registration. To do this all the organization needs to do is complete the enclosed campus organization information form and have someone return it in person to 2007 Harris Hall. We ask that it be returned in person so that we may give your organization a copy of the Student Handbook and the Student Code of Conduct. These booklets should be picked up when the updated form is returned.

By doing this the group retains privileges granted to it by its status as a registered student organization of North Carolina State University. These include access to campus meeting rooms, the opportunity to apply for Student Senate funds, and the privileges of soliciting on campus as outlined in the University solicitation policy.

We will be producing an official list of registered groups for those University offices who need to be able to verify the status of these groups, so we would like to have the updates within the next two weeks. Please help us by urging your group's officers to quickly update their file or by updating it yourself.

We appreciate your help. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "RSBjr".

Robert S. Bryan, Jr.
Associate Director
Student Development

RSBjr:rsm

Enclosure

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

DIVISION OF STUDENT AFFAIRS

DEPARTMENT OF STUDENT DEVELOPMENT
HARRIS HALL
Box 5072
RALEIGH, N. C. 27650
TELEPHONE (919) 737-2441

August 18, 1980

TO:

~~Dr. Hayward~~ Joe Gordon
Student Government

FROM: Larry W. Gracie, Director of Student Development

RE: University Policies and Student Organization Recognition

A file of all officially recognized student organizations is kept in this Office. It includes the names of current officers, a copy of the organization's constitution, and name of the faculty adviser. Each fall we publish a directory of these recognized student organizations and send a copy of it to many offices on campus.

In an effort to keep our files up to date, we ask that you complete the attached form (Campus Organization Information) and return it to us by September 12, 1980. We have you listed as the current president of your organization. If you are not the current president, please call us (737-2441) and give us the name of the current president so that we can contact him. If an organization does not respond to this request for updated information, it will be assumed that the organization is either inactive or defunct, and it will lose its status as a recognized student organization. This means that you may not use any University facilities for meetings or other events, nor may you obtain any monies from University sources including the Student Senate.

I have also enclosed for your information the University policies regarding solicitation, posting posters, and use of the free expression tunnel. Additionally, I have enclosed a copy of the North Carolina law and NCSU Student Law regarding hazing. The University policy on hazing is consistent with these statutes. Hazing is a very serious matter, and I trust that your organization will not condone or engage in such activities.

Please make members of your organization aware of these policies and feel free to come by and discuss them with me in 212 Harris Hall at any time.

LWG:bm

Enclosures: Hazing Statute and Student Law
Solicitation Policy
Solicitation Permit
Tunnel Policy
Poster Policy
Organization's Officer List
Return Envelope

N
C

Student Government

U

Box 5217

Raleigh, N.C. 27607

919-737-2797

Office of the Student Body Treasurer

July 21, 1980

Mr. Thomas J. Carr
Asst. Vice President and Director of Auxiliary Enterprises
Western Michigan University
Kalamazoo, Michigan 49008

Dear Mr. Carr,

I am the newly elected Student Body Treasurer at North Carolina State University. Throughout my years as a student at this University, vandalism has been escalating problem. With the influence of my new position, I would like to initiate a program designed to reduce the acts of vandalism.

As I understand from information in my files, you have helped organize a policy that rewards conscientious students who report the acts of vandalism that they have witnessed. I would like to request from you detailed information about this vandalism policy. In fact, I have a few specific questions for you:

1. Who provides the funding for the reward program?
2. How much money is appropriated yearly for the program?
3. How was the first budget for the program figured?
4. How many rewards have been issued to date?
5. Has the program been a success in curbing vandalism at Western Michigan?
6. Does the program have weaknesses?
7. Have students been caught up in the legalistic aspects of the program?

I would appreciate your attention to this request at your earliest convenience. My aim is to get a similar program in the works by October.

Thank you for your advice in this matter.

Sincerely yours,
Steve Rea
Steve Rea

North Carolina State University

SBA Lib

10-2 Stafford
for please return
A Long

Thanks
SR

September 19, 1978

MEMORANDUM

TO: J. L. Barbour, Supervisor
Central Stores

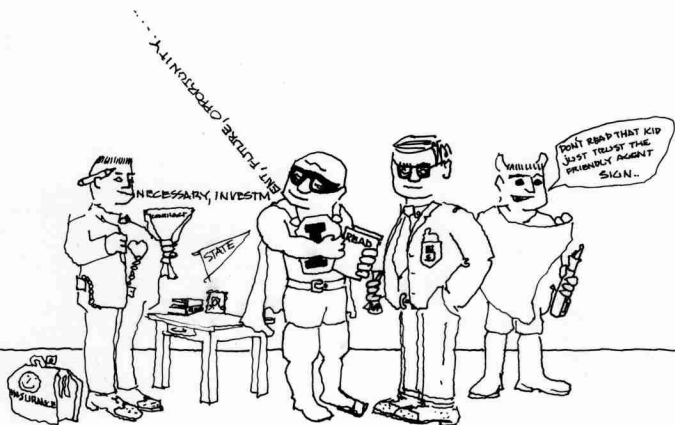
FROM: Jeff Mann, Director
Student Development

RE: Authorization to Purchase

Please remove from your records Blas Arroyo as Student Government President
and add Tommy Hendrickson. Thank you for your attention to this request

JM:mj

LIFE



INSURANCE??

INTRODUCTION

State students have been complaining for years about being high-pressured into buying life insurance policies that they did not really need or want.

Seniors and graduate students especially are approached annually by numerous salesmen trying to sell them everything from cars to encyclopedias. Unfortunately, many students know nothing of their insurance needs and fall prey to the few unethical insurance agents who are more interested in commissions than in providing a service to their clients.

Students have reported that they have mistakenly bought policies when they thought that they were merely applying for them. Many students have signed insurance documents without realizing what they actually say.

In this brochure these are some suggestions and definitions to help students protect themselves from unethical agents and to better understand the complicated business of buying insurance. It should be emphasized that the unethical agent is a small minority of the salesmen and the majority of agents and their companies are entirely reputable.

INSURANCE AGENTS AND THE INTERVIEW

While the majority of insurance agents are ethical and reputable, there are some who will take advantage of unknowing students. When an agent is totally unfamiliar to you, try to find out the experiences of others who have dealt with him.

Beware of the salesman who tries to get you to buy a policy at the first meeting. An ethical agent will discuss your personal needs first and then recommend a policy. An ethical agent will also be glad to sign his name to the brochure that outlines the policy and give you time to compare it with other policies.

Beware also an agent who sells only one type of policy or one who does not explain the policy and alternatives to it. An agent who stresses the "gimmicks" or talks more about low costs than the benefits should be suspected too.

Accept as fact only what is printed in the brochure describing the policy, and do not sign an application to "see if you qualify."

Report any irregularities in policies or approach to the N. C. Insurance Commission.

(These rules of conduct are based on remarks of an insurance agent who is also a graduate student here at State.)

LIFE INSURANCE IN GENERAL

BY DR. J. W. WILSON

Assistant Professor of Economics

Life insurance is basically a wager. The insurance company is betting that the insured will *not* die over the period of coverage. The insured bets with his insurance premium; the company pays off if it loses. The odds are based on

mortality tables that life insurance actuaries calculate on the basis of sophisticated mathematical statistics and the experience of life expectancies.

Fortunately—and unfortunately—buying insurance is not as simple as placing a wager. There is seemingly an infinite number of different kinds and combinations of policies. This allows an individual great flexibility in choosing exactly the type coverage *needed*—but even to the college graduate the choice is bewildering because of the multiplicity of types of coverage. The definition of *life insurance* from *The McGraw-Hill Dictionary of Modern Economics* clearly explains the basic concepts of personal insurance coverage.

“Life insurance—a contract between an individual and an insurance company to protect the family of the insured individual against the risk of his death and loss of income. The policy, or contract, provides that if premiums are paid in accordance with the policy, the insuring company will make a cash payment or the equivalent, in the event of the death of the insured, to a designated beneficiary or beneficiaries. Payments are also provided for if the insured reaches a certain age. Life insurance is available in many different forms, the principal ones being term insurance and straight life insurance. In *term insurance*, each year stands by itself. Each person in a group, for example, of persons aged 40, is charged a certain premium, which is determined by the mortality statistics for that group. The premiums increase as age increases. In addition, the insurance is payable at death provided death occurs within a specified period. *Straight life insurance* sets a constant yearly premium to be paid until death, the size of the premium varying with the age at which the person became insured. The premiums are payable until death.”

Term and straight life policies are straightforward wagers, but there are several variations of each type. Term policies may be classified generally as:

- (1) straight term—specific number of years on constant premium basis
- (2) long term—for specific period such as:
 - (a) term-to-expectancy
 - (b) term-to-age 65
- (3) renewable term—may be renewed at expiration without evidence of insurability
- (4) convertible term—may be converted to permanent or endowment insurance
- (5) decreasing term—premium remains constant, coverage decreases yearly

Straight life insurance is really a special case of the classification of insurance called *whole life*, the other principal classification being limited payment life insurance where premiums are paid over a specified period, e.g. 15 years. Generally whole life policies may be classified by the period over which premiums are to be paid. In addition to the “pure” insurance, some types of whole life combine savings plans and cash value at retirement age. Variations on the whole life concept of insurance include:

- (1) continuous-premium whole life, and
- (2) single-premium life

Another important functional type of life insurance is the *endowment* policy.

Endowment offers insurance protection for a specified period (say until age 65) and if the insured lives to the end of the period he is entitled to the face amount of the policy—in lump sum or installments until death.

The cost to be incurred of these different policies varies widely depending on the amount of straight insurance coverage, the amount of savings involved, and of course, the age of the insured at the time of purchase. Another cost variable, which generally favors college graduates, is the preferred risk category which amounts to a special policy for persons whose health, occupation, and habits qualify them as better than standard risk.

Now the big question—What are your insurance needs? There are no typical needs. Needs vary with each individual situation and are complicated by the uncertainties of the future, and of course, as time goes by individual needs change. *The principal function of life insurance is the guarantee of income to dependents.* If you have no one dependent on you, you have little need for life insurance protection. On the other hand if you are the head of a household with small children your requirements are for a guarantee of an income stream for your wife's needs in raising the children and meeting their educational needs. If your parents are nearing retirement without adequate savings to meet their economic needs, you might consider them partially dependent on you for support and calculate this into your overall insurance requirement.

In order to assess your insurance needs here are some other important considerations:

- (1) Does the wife have a skill or profession which will allow her to earn an adequate income or will she have to go back to school and learn an occupation? (Whether the children are now pre-school age and would require a sitter or nursery school would also be important.)
- (2) How much income would be provided over what specific periods from Social Security? This has been subject to significant changes and will continue to change in the future. Changes in the Social Security provisions changes your insurance needs.
- (3) How much life insurance is (will be) provided under the group plan by your employer? Odds say you will change jobs several times and different employers and different group plans affect your insurance needs.

This discussion boils down to the hard fact that there are many complex considerations in any decision to buy life insurance. Obviously you need an expert to assist you in your planning and periodic re-evaluation of your insurance needs. Ideally a well qualified insurance agent or agency truly interested in your needs can be found to provide a lifetime of personal service to you. Although you want your insurance to be with a reputable company, the agent and his personal interest in you is significantly more important than the company. Choose an insurance agent in the same way you would choose your doctor, lawyer, dentist, stock broker, or architect.

CONCLUSIONS

1. DO compare insurance policies.
2. DO read any policy carefully before signing anything.

3. DO seek advice from others who know insurance and who have had experience in purchasing policies.
4. DO NOT purchase any policy that you do not fully understand.
5. DO NOT buy a policy until you have checked the alternatives to that type of coverage.
6. DO NOT buy a policy unless you are sure that it satisfies your needs and wants.
7. DO NOT buy a policy because a friend or campus leader has it.
8. DO NOT sign any application or policy blanks that have not been filled in.

Signing a life insurance policy is not the same as purchasing the policy. If you develop any doubts about the policy you need only to refuse to accept it and the policy becomes null and void.

Contact the N. C. Insurance Commissioner if you feel that an agent has misrepresented his policy or used an unethical sales approach.

GLOSSARY

(Reprinted by permission from the Life Insurance Fact Book 1966 published by the Institute of Life Insurance)

Accidental Death Benefit A provision added to an insurance policy for payment of an additional benefit in case of death by accidental means. It is often referred to as "Double Indemnity."

Actuary A person professionally trained in the technical aspects of insurance and related fields, particularly in the mathematics of insurance such as the calculation of premiums, reserves, and other values.

Agent A sales and service representative of an insurance company. Life insurance agents may also be called life underwriters.

Annuitant The person during whose life an annuity is payable, usually the person to receive the annuity.

Annuity A contract that provides an income for a specified period of time, such as a number of years or for life.

Annuity Certain A contract that provides an income for a specified number of years, regardless of life or death.

Application A statement of information made by a person applying for life insurance. It is used by the insurance company to determine the acceptability of the risk and the basis of the policy contract.

Assignment The legal transfer of one person's interest in an insurance policy to another person.

Automatic Premium Loan A provision in a life insurance policy authorizing the company to pay automatically by means of a policy loan any premium not paid by the end of the grace period.

Beneficiary The person named in the policy to receive the insurance proceeds at the death of the insured.

Broker A sales and service representative who handles insurance for his clients, generally selling insurance for various kinds and for several companies.

Business Life Insurance Life insurance purchased by a business enterprise on the life of a member of the firm. It is often bought by partnerships to protect the surviving partners against loss caused by the death of a partner, or by a corporation to reimburse it for loss caused by the death of a key employee.

Cash Surrender Value The amount available in cash upon voluntary termination of a policy before it becomes payable by death or maturity.

Claim Notification to an insurance company that payment of an amount is due under the terms of a policy.

Convertible Term Insurance Term insurance which can be exchanged, at the option of the policyholder and without evidence of insurability, for another plan of insurance.

Credit Life Insurance Term life insurance issued through a lender or lending agency to cover payment of a loan, installment purchase or other obligation, in case of death.

Declination The rejection by a life insurance company of an application for life insurance, usually for reasons of the health or occupation of the applicant.

Deferred Annuity An annuity providing for the income payments to begin at some future date, such as in a specified number of years or at a specified age.

Deferred Group Annuity A type of group annuity providing for the purchase each year of a paid-up deferred annuity for each member of the group, the total amount received by the member at retirement being the sum of these deferred annuities.

Deposit Administration Group Annuity A type of group annuity providing for the accumulation of contributions in an undivided fund out of which annuities are purchased as the individual members of the group retire.

Disability Benefit A provision added to a life insurance policy for waiver of premium, and sometimes payment of monthly income, if the insured becomes totally and permanently disabled.

Divided Addition An amount of paid-up insurance purchased with a policy dividend and added to the face amount of the policy.

Double Indemnity An accidental death benefit providing for additional payment of an amount equal to the face of the policy in case of death by accidental means.

Endowment Insurance Insurance payable to the insured if he is living on the maturity date stated in the policy, or to a beneficiary if the insured dies prior to that date.

Expectation of Life (Life Expectancy) The average number of years of life remaining for persons of a given age according to a particular mortality table.

Extended Term Insurance A form of insurance available as a nonforfeiture option. It provides the original amount of insurance for a limited period of time.

Face Amount The amount stated on the face of the policy that will be paid in case of death or at the maturity of the contract. It does not include dividend additions, or additional amounts payable under accidental death or other special provisions.

Family Income Policy A life insurance policy, combining whole life and decreasing term insurance, under which the beneficiary receives income payments to the end of a specified period if the insured dies prior to the end of the period, and the face amount of the policy either at the end of the period or at the death of the insured.

Family Policy A life insurance policy providing insurance on all or several family members in one contract, generally whole life insurance on the husband and smaller amounts of term insurance on the wife and children, including those born after the policy is issued.

Fraternal Life Insurance Life insurance provided by fraternal orders or societies to their members.

Grace Period A period (usually 31 days) following the premium due date, during which an overdue premium may be paid without penalty. The policy remains in force throughout this period.

Group Annuity A pension plan providing annuities at retirement to a group of persons under a single master contract, with the individual members of the group holding certificates stating their coverage. It is usually issued to an employer for the benefit of employees. The two basic types are deferred and deposit administration group annuities.

Group Life Insurance Life insurance issued, usually without medical examination, on a group of persons under a single master policy. It is usually issued to an employer for the benefit of employees. The individual members of the group hold certificates stating their coverage.

Individual Policy Pension Trust A type of pension plan, frequently used for small groups, administered by trustees who are authorized to purchase individual level premium policies or annuity contracts for each member of the plan. The policies usually provide both life insurance and retirement benefits.

Industrial Life Insurance Life insurance issued in small amounts, usually not over \$500, with premiums payable on a weekly or monthly basis. The premiums are generally collected at the home by an agent of the company.

Insurability Acceptability to the company of an applicant for insurance.

Insurance Examiner The representative of a state insurance department assigned to participate in the official audit and examination of the affairs of an insurance company.

Insured The person on whose life an insurance policy is issued.

Lapsed Policy A policy terminated for nonpayment of premiums. The term is sometimes limited to a termination occurring before the policy has a cash or other surrender value.

Legal Reserve Life Insurance Company A life insurance company operating under state insurance laws specifying the minimum basis for the reserves the company must maintain on its policies.

Level Premium Insurance Insurance for which the cost is distributed evenly over the period during which premiums are paid. The premium remains the same from year to year, and is more than the actual cost of protection in the earlier years of the policy and less than the actual cost in the later years. The excess paid in the early years builds up the reserve.

Life Annuity A contract that provides an income for life.

Life Insurance in Force The sum of the face amounts, plus dividend additions, of life insurance policies outstanding at a given time. Additional amounts payable under accidental death or other special provisions are not included.

Limited Payment Life Insurance Whole life insurance on which premiums are payable for a specified number of years or until death if death occurs before the end of the specified period.

Mortality Table A statistical table showing the death rate at each age, usually expressed as so many per thousand.

Mutual Life Insurance Company A life insurance company without stockholders whose management is directed by a board elected by the policyholders. Mutual companies, in general, issue participating insurance.

Nonforfeiture Option One of the choices available to the policyholder if he discontinues the required premium payments. The policy value, if any, may be taken in cash, as extended term insurance or as reduced paid-up insurance.

Nonparticipating Insurance Insurance on which the premium is calculated to cover as closely as possible the anticipated cost of the insurance protection and on which no dividends are payable.

Ordinary Life Insurance Life insurance usually issued in amounts of \$1,000 or more with premiums payable on an annual, semiannual, quarterly, or monthly basis. The term is also used to mean straight life insurance.

Paid-Up Insurance Insurance on which all required premiums have been paid. The term is frequently used to mean the reduced paid-up insurance available as a nonforfeiture option.

Participating Insurance Insurance on which the policyholder is entitled to receive policy dividends reflecting the difference between the premium charged and actual experience. The premium is calculated to provide some margin over the anticipated cost of the insurance protection.

Permanent Life Insurance A phrase used to cover any form of life insurance except term; generally insurance, such as whole life or endowment, that accrues cash value.

Policy The printed document stating the terms of the insurance contract that is issued to the policyholder by the company.

Policy Dividend A refund of part of the premium on a participating life insurance policy reflecting the difference between the premium charged and actual experience.

Policy Loan A loan made by an insurance company to a policyholder on the security of the cash value of his policy.

Policy Reserves The amounts that an insurance company allocates specifically for the fulfillment of its policy obligations. Reserves are so calculated that, together with future premiums and interest earnings, they will enable the company to pay all future claims.

Preauthorized Check Plan A plan by which a policyholder arranges with his bank and insurance company to have his premium payments drawn, usually monthly, from his checking account.

Premium The payment, or one of the periodical payments, a policyholder agrees to make for an insurance policy.

Premium Loan A policy loan made for the purpose of paying premiums.

Rated Policy An insurance policy issued at higher than standard premium rate to cover the extra-risk involved in certain cases where the insured has impaired health or a hazardous occupation.

Reduced Paid-Up Insurance A form of insurance available as a non-forfeiture option. It provides for continuation of the original insurance plan, but for a reduced amount.

Renewable Term Insurance Term insurance which can be renewed at the end of the term, at the option of the policyholder and without evidence of insurability, for a limited number of successive terms. The rates increase at each renewal as the age of the insured increases.

Revival The reinstatement of a lapsed policy by the company upon receipt of evidence of insurability and payment of past due premiums with interest.

Settlement Option One of the ways, other than immediate payment in a lump sum, in which the policyholder or beneficiary may choose to have the policy proceeds paid.

Stock Life Insurance Company A life insurance company owned by stockholders who elect a board to direct the company's management. Stock companies, in general, issue nonparticipating insurance, but may also issue participating insurance.

Straight Life Insurance Whole life insurance on which premiums are payable for life.

Supplementary Contract An agreement between a life insurance company and a policyholder or beneficiary by which the company retains the cash sum payable under an insurance policy and makes payments in accordance with the settlement option chosen.

Term Insurance Insurance payable to a beneficiary at the death of the insured provided death occurs within a specified period, such as five or ten years, or before a specified age.

Underwriting The process by which an insurance company determines whether or not and on what basis it will accept an application for insurance.

Waiver of Premium A provision that under certain conditions an insurance policy will be kept in full force by the company without further payment of premiums. It is used most often in the event of total and permanent disability.

Whole Life Insurance Insurance payable to a beneficiary at the death of the insured whenever that occurs. Premiums may be payable for a specified number of years (limited payment life) or for life (straight life).

Student Government would like to express its appreciation to the students and faculty, especially Dr. J. W. Wilson, Bob Spann, and Jim Walker, who made this brochure possible. Compiling and editing were done by Merry Chambers and Whitfield Lee.

NORTH CAROLINA STATE UNIVERSITY
STUDENT BODY DOCUMENTS
1994 - 1995



STUDENT BODY CONSTITUTION
STUDENT BODY STATUTES
SPORTS CLUB AUTHORITY
STUDENT MEDIA AUTHORITY CONSTITUTION
INTER-RESIDENCE ASSOCIATION CONSTITUTION

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STUDENT BODY CONSTITUTION

We the students of North Carolina State University, desiring to preserve within the University an atmosphere of free discussion, inquiry, and self-expression, to insure the personal freedom and general welfare of the Student Body, and to continue in our tradition of responsible self-government, do hereby establish this constitution of the North Carolina State University Student Body.

FRANCHISE AND CITIZENSHIP

All students who are regularly enrolled in the University and who have paid the full student activities fee shall be entitled to vote in the Student Body Elections and to participate in Student Body Government.

ARTICLE I EXECUTIVE Student Body Officers

SECTION ONE -- Authority -- The executive power of the Student Body shall be vested in the Student Body President, who shall have the assistance of the Student Senate President and the Student Body Treasurer.

SECTION TWO -- Elections -- The Student Body Officers shall be elected for a one-year term by a majority of those voting in the Student Body Elections. The Student Body Officers shall be chosen from the Student Body at large. Each officer shall at the time of the election be a student in good standing, and be regularly enrolled in the University. Furthermore, the Student Body Officers must remain enrolled in the University, and also remain students in good standing for their entire term in office. Requirements for Student Body Offices shall be listed in the Student Body Statutes.

SECTION THREE -- Student Body President -- The Student Body President shall:

- A. be chief executive officer of the Student Body;
- B. represent the Student Body in dealings with the students of other universities, the faculty, and the administration;
- C. appoint officers necessary for the operation of Student Body Government during Summer Sessions;
- D. enforce and administer all acts passed by the Student Senate;
- E. have the power to veto any Student Senate act within ten days of receipt from the Student Senate President;
- F. address the Student Senate at such times as they may invite him/her to do so or at such times as he/she may request the Senate President to let him do so, recommend that the Student Senate President present legislation, and present an annual report of the year's Student Government activities following the elections;
- G. call and preside at meetings of the Student Body;
- H. make appointments to fill vacated elective offices, unless otherwise specified in the Student Body Constitution or Student Body Statutes subject to the approval by a two-thirds majority of the Student Senate.
- I. serve as an ex-officio member of the Student Media Authority.
- J. serve as a voting member of Advisory Board to the President of the UNC System and as a voting member of the UNC Association of Student Governments.

SECTION FOUR -- Student Senate President -- The Student Senate President shall:

- A. serve as presiding officer at all Student Senate meetings and serve as a non-voting ex-officio member of the Senate;
- B. forward all legislation within two days of its passage to the Student Body President for his/her review;
- C. call all meetings of the Student Senate;
- D. assist the Student Body President in the performance of his/her duties;

- E. succeed to the Student Body Presidency in the event of the vacating of that office;
- F. exercise the powers of the Student Body President if he/she is prevented from exercising his powers;
- G. coordinate the activities of the Council System;
- H. appoint the Chairs of the Student Senate Standing Committees.

SECTION FIVE -- Student Body Treasurer -- The Student Body Treasurer shall:

- A. be the chief financial officer of the Student Body;
- B. serve as a non-voting ex-officio member of the Student Media Authority;
- C. serve as an ex-officio member of the Senate, but as a non-voting member on financial matters;
- D. have the power to examine the financial records of any Student Government body that has the power to determine a budget of required University activities fees, or any organization that receives funds under Student Body Budget.
- E. serve as Senate Financial Committee Chair;
- F. serve as consultant for all Senate Finance bills;
- G. be responsible for all office coordination;
- H. be responsible for all receipts from organizations and clubs receiving funding from the Student Senate and Sports Club Authority;

SECTION SIX -- Student Body Comptroller -- The Student Body Comptroller shall:

- A. prepare and submit to the Student Senate an annual Student Body Budget;
- B. keep a record of all allocations and expenditures of Student Body funds;
- C. approve all disbursements of Student Body funds;
- D. submit to the Student Senate, upon request, a written report of the state of the treasury;
- E. be responsible for all accounting work;
- F. serve as consultant for all bank dealings;
- G. serve as consultant for all Business Office affairs;
- H. serve as a non-voting ex-officio member of the Student Senate.

The Student Body Comptroller shall be appointed by the Student Body President and Student Body Treasurer subject to the approval of the Student Senate by a no-confidence vote of two-thirds of the Student Senate.

SECTION SEVEN -- Student Body Chief Justice-- The Student Body Chief Justice shall:

- A. be responsible for the operation of the Judicial Affairs Office and the Student Judicial Boards;
- B. effect liaison between Student Senate, Student Development Office, Executive Cabinet, and the various parts of Student Judicial System;
- C. assist Student Body President in performance of duties;
- D. serve as Chair of judicial proceedings;
- E. organize selection of all judicial board members;
- F. administer the coordination of Judicial Programs;
- G. be a voting member of Sports Club Authority.

Candidates for election as Chief Justice must have served at least two full semesters on the Student Integrity Board or as an Assistant to the Chief Justice.

The Executive Cabinet

SECTION ONE -- Cabinet Composition -- The Executive Cabinet shall consist of the Student Body President, the Chief Justice, the School Council Presidents, the President of the University Student Center, and the Chairman of the Student Media Authority Authority.

SECTION TWO -- Cabinet powers and duties -- The Executive Cabinet shall:

- A. advise the Student Body President on any matters of student policy or on any student programs and services;
- B. serve as an executive liaison for the Council system, the Student Senate, and the Student

Body Officers.

SECTION THREE -- Cabinet Officers -- The presiding officer shall be the Student Body President.

Student Body Commissions

SECTION ONE -- Commission composition -- Each Commission shall be administered by a Chairman and such other personnel as authorized by Executive Order. All commission members shall be appointed by the Student Body President.

SECTION TWO -- Commission powers and duties -- Each Student Body Commission shall:

- A. initiate surveys and hearings on student problems within its jurisdiction;
- B. Prepare reports for the Student Senate or the Student Body President and the Student Senate President.

Lines of Succession

SECTION ONE -- If the Student Body President is removed or leaves office for any reason he/she shall be replaced by the Student Senate President.

SECTION TWO -- If the Student Senate President is removed or leaves office for any reason he/she shall be replaced by the Student Senate President Pro Tempore.

SECTION THREE -- If the Student Body Treasurer is removed or leaves office for any reason he/she shall be replaced by the Vice-Chair of the Finance Committee. However, a special election shall be held thirty (30) days after the vacation of this position to elect a new Student Body Treasurer, unless the spring election falls within this thirty (30) day period.

ARTICLE II LEGISLATIVE

The Student Senate

SECTION ONE -- Student Senate -- The supreme legislative power for the Student Body shall be vested in the Student Senate.

SECTION TWO -- Student Senate composition -- The Student Senate shall be composed of fifty-eight to sixty-four Senators who shall represent each of the schools and colleges of the University and special students. All senators shall, at time of their election, be a student in the University in good standing. Further, Senators must remain enrolled students in the University and in good standing for their entire term. Every senator elected by a School Student Body shall at the time of his/her election be enrolled in that School or College.

SECTION THREE -- Student Senate apportionment -- Senators shall be apportioned among the schools, colleges, and recognized programs according to percentage of enrollment, as specified in the Student Body Statutes.

SECTION FOUR -- Student Senate vacancies -- Vacancies created by the resignation or removal of a duly elected senator shall be filled by an alternate, who shall be the nominee with the next highest total vote count in the previous election. If all such qualified alternates successively vacate this seat, the Student Senate President shall appoint, if possible, a new alternate from the same School or College.

SECTION FIVE -- Student Senate powers and duties -- The Student Senate shall:

- A. accredit its own membership;
- B. establish its own meeting times;

- C. establish its own rules of procedure which shall be included in the Student Body Statutes;
- D. enact all legislation necessary and proper to promote the general welfare of the Student Body, and to govern student election;
- E. enact by a two-thirds majority vote the Student Body Statutes;
- F. provide for the compilation and publication of Student Body Documents in order that the Student Body may be informed;
- G. approve an Annual Student Body Budget for the Student Body funds;
- H. allocate Student Body funds;
 - 1. to agencies of Student Body Government;
 - 2. to such co-curricular activities registered with the Office of Student Development as it shall deem compatible with the general welfare of the Student Body, provided that all funds appropriated for use but not expended during a given year shall remain in the Student Body Funds;
- I. confirm or reject appointments of the Student Body President, by a two-thirds vote in the case of appointments to fill vacated elective offices, and by a majority vote for all other regular appointments except such minor appointments as the Student Senate shall deem proper not to require approval;
- J. override a presidential veto by a two-thirds vote of the Student Senators present;
- K. try all impeachments and suspend or remove from office by a three-fourths majority vote any elected or appointed official for malfeasance in office if (1) that individual has been elected by the student body or (2) that individual has been approved by the Student Senate through a constitutionally specified majority;
- L. elect from the senators, at the beginning of each annual session and at whatever other times the office shall be vacant, a Student Senate President Pro Tem who shall preside over the Senate whenever the Student Senate President is unable to do so, and who shall succeed to that office if it becomes vacant;
- M. elect additional Student Media representatives as specified in Section Two, Subsection B, 2 of the Student Media Authority Code of Ethics.

SECTION SIX -- Student Senate Officers -- The Student Senate President shall be the presiding officer of the Senate. The Student Senate shall select from its membership such other officers as may be necessary for its successful operation.

SECTION SEVEN -- Student Senate Standing Committees -- The concerns of the Student Senate shall be investigated and legislation shall be formulated by the Student Senate Standing Committees. The specific area of concern and the specific duties of each Standing Committee shall be as chartered in the Student Body Statutes. Special and Ad Hoc Committees shall be formed by the Student Senate in the event that a matter of concern is not within the jurisdiction of the Standing Committees.

The School and College Councils

SECTION ONE -- School Councils -- Each of the several schools of the University shall form Student Government organizations known as School or College Councils. Every School and College Council shall select representatives according to the guidelines drafted by the particular School Council. Each department in the school shall have the right to send student representatives to the school council if they so desire. The number of representatives from each department shall be left to the discretion of the School or College Council.

Each School Council shall establish a separate constitution which does not conflict with any part of this Constitution. Each School and College Council's constitution and subsequent amendments to that constitution must be ratified by two-thirds of the vote in a referendum of the School or College's enfranchised students.

SECTION TWO -- School and College Councils powers and duties -- The School and College Councils shall:

- A. determine policies within their Schools or Colleges, provided that such policies do not conflict with this constitution or with the policies and programs determined by the Student Senate;
- B. determine and approve an annual budget of the respective School's or College's activities fees;
- C. consider such matters concerning the Student Senate as they deem appropriate;
- D. bring any matters before the Student Senate through the senators from their School or College.

The Residence Area Councils

SECTION ONE -- Residence Area Councils -- Each of the Campus Residence Areas shall form student government organizations known as Residence Area Councils, which shall include representation from each residence unit within that Area. The campus residence areas shall be: Fraternity Area, the Residence Hall Area, the E.S. King Village Area, and Off Campus.

Each Residence Area Council shall establish a separate constitution which does not conflict with any part of this Constitution.

SECTION TWO -- Residence Area Councils powers and duties -- Legislative power for Residence Areas shall be vested in the Inter-Fraternity Council, the Inter-Residence Council, the E.S. King Village Council and Off Campus.

Each Residence Area Council shall:

- A. evaluate conditions within their area and sponsor any necessary actions to insure the welfare of the area residents;
- B. determine policies and programs for their areas, provided that such policies do not conflict with this Constitution or with the policies and programs determined by the Student Senate;
- C. determine and approve an annual budget for any fees assessed residents within their area;
- D. encourage the development of governments and constitutions in the residence units under their jurisdiction;
- E. bring matters before the Student Senate through the appropriate Standing Committee.

The Sports Club Authority

SECTION ONE -- The Sports Club Authority -- The Sports Club Authority shall allocate any funds to the Sports Clubs recognized by the Student Senate and Student Development in such a manner as to serve the needs and wishes of the student body. The composition of this Board, and the Statutes concerning its function shall be delineated in the Student Body Statutes.

SECTION TWO -- Sports Club Authority Powers and Duties -- The Sports Club Authority shall have control over funds, held in the Student Government Account, containing any money which shall be appropriated for use by recognized Sports Clubs as defined in Section One.

ARTICLE III JUDICIAL The Student Body Code

SECTION ONE -- Judicial System authority -- The Judicial System is authorized to protect the rights of the Student Body and to insure the acceptance of responsibilities through procedures which shall be detailed in the Student Body Statutes.

SECTION TWO -- Basic Code -- The Student Body Code prescribes that university students must not lie, cheat, or steal, nor exhibit behavior which does not reflect the standards of the Student Body.

SECTION THREE -- Rules of Conduct -- The Student Body Statutes may contain particular rules and regulations within the framework of the basic code which shall constitute the rules of conduct.

SECTION FOUR -- Rights of the Respondent -- No respondent person shall be denied the right:

- A. to presumption of innocence until proven guilty as charged, with clear and convincing evidence;
- B. to due notice of the charge and reasonable time to prepare an adequate defense;
- C. to face and examine his/her complainant and any witnesses against him/her;
- D. to present any testimony or witnesses in his/her defense;
- E. to receive defense assistance from a student or a faculty member of his/her choice, or to receive defense assistance from the Judicial Affairs Office;
- F. to appeal any hearing to the Office of Student Affairs on the basis of violation of these rights.

SECTION FIVE -- Rights of the Complainant -- No Complainant shall be denied the right:

- A. to a reasonable time to prepare an adequate case;
- B. to present any testimony or witnesses in presenting his/her case;
- C. to receive assistance from a student or faculty member of his/her choice; or to receive assistance from the Judicial Affairs office;
- D. to a fair and equitable hearing;

The Judicial Board System

SECTION ONE -- Judicial Board System -- The Judicial Board System shall be composed of the Student Integrity Board and the Student Faculty Board.

SECTION TWO -- Judicial Board Charters -- Each Board of the Judicial System shall be chartered in the Student Body Statutes. Each charter shall contain specifications detailing Board jurisdiction, composition, qualifications for election, and rules of procedure.

SECTION THREE -- Judicial Board Membership -- No member of the Student Body Judicial Board may be a Student Body Officer, or Senator, or may hold another position within the Judicial System. Members of the Student Body Judicial Board shall be selected through the process detailed in the Student Code of Student Conduct.

SECTION FOUR -- Judicial Board Officers -- Each Board shall, at its first meeting, elect from the Board a Chairman, a Clerk or Recorder, and any other officers necessary for the successful operation of the Board.

The Judicial Affairs Office

SECTION ONE -- Judicial Affairs Office powers and duties -- The Judicial Affairs Office shall:

- A. conduct investigations for Student Body Judicial Boards;
- B. offer assistance of a Student Representative to any defendant desiring such assistance for Student Body Judicial Board proceedings;
- C. assume responsibility for the records of the Student Body Judicial Board,
- D. assume such other responsibilities as may be detailed in the Student Body Statutes.

SECTION TWO -- Judicial Affairs Office composition -- The Judicial Affairs Office shall be composed of:

- A. The Student Chief Justice;
- B. staff members appointed by the Student Body Chief Justice with approval of the Student Senate.

The Chief Justice

SECTION ONE -- Chief Justice -- The Chief Justice shall be elected by the Student Body at large.

Candidates for election as Chief Justice must have served on the Academic Integrity Board or as an assistant to the Chief Justice for at least two full semesters.

SECTION TWO -- Power and duties -- The Chief Justice shall:

- A. be responsible for the operation of the Judicial Affairs Office and the Student Judicial Boards;
- B. effect liaison between the Student Senate, the Student Development Office, the Executive Cabinet, and the various parts of the Student Judicial System;
- C. assist the Student Body President in the performance of his duties;
- D. serve as chair of judicial proceedings;
- E. organize selection of all judicial board members;
- F. administer with the Coordinator of Judicial Programs;
- G. serve as a voting member of the Sports Club Authority.

SECTION THREE -- Line of Succession -- If the Chief Justice is removed or leaves for any reason he/she shall be replaced by his/her Executive Assistant. However, a special election shall be held thirty (30) days after the vacation of this position to elect a new Chief Justice unless the spring election date falls within this thirty (30) day period.

ARTICLE IV STUDENT BODY STATUTES

The Student Body Statutes shall be the by-laws of the Constitution and shall require passage by a two-thirds majority vote of the Student Senate.

ARTICLE V AMENDMENTS TO THE STUDENT BODY CONSTITUTION

All amendments to this Student Body Constitution shall require a two-thirds majority vote of those students voting in the Student Body Referendum following:

- A. a two-thirds majority vote of the Student Senate, or
- B. a petition signed by fifteen percent of all University enfranchised students

VOLUME II
THE STUDENT BODY STATUTES
INTRODUCTION

Purpose and Scope

The Student Body Statutes are the by-laws of the Student Body Constitution. Each item of the Student Body Statutes requires passage by a two-thirds majority of the Student Senate.

The Statutes supersede any conflicting customs and documents existing prior to the adoption of the Student Body Constitution.

The Statutes expand upon provisions of the Constitution and detail procedures for implementing Constitutional provisions.

Numbering System

The Student Body Statutes are arranged into chapters, roughly paralleling the Articles of the Constitution. Other chapters are added as needed to cover areas and topics not covered in the Constitution.

CHAPTER ONE: EXECUTIVE PROCESS

PART 1 STUDENT BODY OFFICERS

SECTION ONE -- Prerequisites for Office

- A. Student Body President
 - 1. The Student Body President shall be chosen from the Student Body at large.
- B. Student Senate President
 - 1. Candidates for election as Student Senate President must have served at least the majority of one legislative session in the Student Senate or as Student Body Treasurer.
- C. Student Body Treasurer
 - 1. The Student Body Treasurer shall be chosen from the Student Body at large.
- D. Student Body Comptroller
 - 1. The Student Body Comptroller must have successfully passed Accounting 260 or 265 or a test given by Student Government.
- E. Student Body Chief Justice
 - 1. The Student Body Chief Justice must be chosen from the Student Body at Large.

SECTION TWO -- Appointments

- A. The Student Body President shall have the power to make appointments for the successful operation of the Student Body.
 - 1. The following appointments shall require two-thirds majority vote approval of the Student Senate.
 - a. appointments to fill vacated elective offices.

2. The following appointments shall require simple majority vote approval of the Student Senate:
 - a. Student Body Commission Chair.
 - b. Chancellor's Committees: Student Chairs and members.
 - c. Special and ad hoc Committee Chairs.
 3. The following appointments shall not require Student Senate approval:
 - a. Presidential Assistants
 - b. Presidential Secretary
 - c. Administrative staff.
- B. The Student Senate President shall have the power to make appointments for the successful operation of the Student Senate. Any appointment made by the Student Senate President shall require a simple majority vote by the Senate.
- C. The Student Body Treasurer shall have the power to make the following appointments without the Student Senate approval:
1. Assistants to the Treasurer
 2. Administrative staff

CHAPTER TWO: LEGISLATIVE PROCESS

PART 1 SENATE

SECTION ONE -- Apportionment

- A. Seats of the Student Senate shall be appropriated to schools, colleges, and recognized programs by the percentage of University student body enrollment. This apportionment shall occur every three (3) years. However, if the Government Operations Committee in conjunction with the Student Senate President feel that sufficient reasons exist for a re-appropriation, an exception may be made to reapportion the Student Body Senate outside of a mandated year.
- B. If the percentage of the student body enrollment is less than is required for one (1) seat on the Senate, the school, college, or recognized program must receive one (1) seat on the Student Body Senate.
- C. Enrollment of full-time students shall constitute total enrollment for apportionment purposes. The following shall be considered Schools and Colleges of the University:
- College of Agriculture and Life Sciences (with Ag. Institute)
 - School of Design
 - College of Education
 - College of Engineering
 - College of Forest Resources
 - College of Humanities and Social Sciences
 - College of Lifelong Education
 - College of Management
 - College of Physical and Mathematical Sciences
 - College of Textiles
 - Graduate School
 - College of Veterinary Medicine
- The following programs should also be considered for apportionment purposes:
- University Transition Program
 - University Undesignated Program
- D. Enrollment figures shall be obtained from the "Enrollment Report for the Fall Semester" prepared by the Planning and Research Office in Student Affairs.

SECTION TWO -- Senate Officers and Committee Chairs

OFFICERS

The Senate shall elect from its membership a Pro Tempore, Secretary, and Historian, each of whom shall have full voting privileges. Each officer shall be responsible for fulfilling the outlined duties of their position.

A. Pro Tempore

1. presides over meetings of the Senate in the President's absence or when the President steps down from the chair;
2. represents the Senate in an official capacity when the President is unable to do so;
3. serves as Faculty Senate Liaison; attends all Faculty Senate meetings that are open to the public and submits a written summary of the Faculty Senate's activities to the Student Senate; if unable to attend a specific meeting, finds an alternate from the Student Senate; although unable to vote at Faculty Senate meetings, expresses Student Senate views upon approval of the Faculty Senate chair;
4. fulfills all other duties as outlined elsewhere in the Student Body Documents.

B. Secretary

1. maintains all minutes and attendance records of the Senate;
2. distributes all bills to the Senate and prepares a final copy of legislation considered;
3. fulfills all other duties as outlined elsewhere in the Student Body Documents.

C. Parliamentarian

1. insures that the Senate follows Roberts Rules of Order, Newly Revised, and procedures outlined in the Student Body Documents.

D. Historian

1. keeps an accurate record of all corrected minutes and bills, filed, passed, or considered;
2. prepares the Student Government Yearbook, which contains all corrected minutes, bills passed, and the Student Body Documents.

COMMITTEE CHAIRS

The Senate President shall appoint committee chairs who shall serve for the duration of the academic year and have full voting privileges. Each committee chair shall be responsible for: coordinating committee meetings, insuring that minutes are taken of meeting discussions and submitted for distribution to the Senate, providing for the review of legislation submitted relating to the committees' charge, and addressing issues of importance as requested by the Senate President. Other specific responsibilities are detailed in Chapter 2 Part 2 of the Student Body Statues.

Other positions necessary for the operation of the Student Senate shall be appointed by the Student Senate President with the approval of the Student Senate.

SECTION THREE -- Student Senate Operating Rules

A. Order of Business:

Business shall be handled in the following order:

1. Call to Order
2. Roll Call
3. Reading of the minutes of the previous meeting
4. Reports:
 - a. President
 - b. Treasurer
 - c. Chief Justice
 - d. Senate President
 - e. Standing Committees
 - f. Special Committees

- g. Senator Comments
- 5. Unfinished Business
- 6. New Business
- 7. Announcements
- 8. Roll Call
- 9. Adjournment

B. Quorum:

One half of the actual membership of the Student Senate shall constitute a quorum. Any business conducted without a quorum must be ratified at a later time by the Senate with a quorum present.

C. Absences:

No member of the Senate shall be absent from a session of the Senate and/or his/her Committee(s).

Three (3) unexcused or six (6) total absences during one academic year from Senate meetings constitute grounds for impeachment.

An excused absence will be defined by the following:

- 1) Any absence from Senate meetings for which a written excuse is submitted to and approved by the Government Operations Committee within two (2) weeks of the absence.
- 2) Any absence from Senate meetings for which an alternate is specified in advance and is present at the Senate meeting.

Anyone not present when attendance is called will be charged with one-half (1/2) excused absence only if a written excuse is submitted to and approved by the Government Operations Committee within two (2) weeks.

Any unexcused absence will be defined as any absence that is not specified as excused. Anyone not present when attendance is called shall be charged with a one-half (1/2) unexcused absence unless said absence meets the stipulated criteria to be considered excused.

Attendance shall be taken at the beginning and end of every Senate meeting.

No person shall be charged with more than one (1) absence, excused or unexcused, for one (1) Senate meeting.

Excused Committee meeting absences shall not count toward the six (6) total absences. Excused committee absences shall be determined by the Committee Chair. Unexcused committee meeting absence shall constitute one (1) unexcused Senate absence.

The Secretary of the Student Senate is enjoined with the tallying of absences from Committee and Senate meetings, and reporting his/her findings to the Government Operations Committee and other officials deemed necessary.

Validity of excuses shall be ruled on by the Government Operations Committee for Senate meeting absences, and by the respective Committee Chair(s) for Committee meeting absences. Rulings mad by either the Government Operations Committee or Committee Chairs regarding absences may be appealed to the Student Senate.

D. Alternates:

Alternates shall be drawn from members of the respective Schools and Colleges. They must be appointed either by the absent senator prior to the meeting or by the Student Senate President during the meeting. The alternate's eligibility shall be determined by the Student Senate President during the roll call. If an alternate is obtained, the alternate shall have full voting privileges and shall serve as an excuse for the absence of the senator, provided the senator submits a written

statement to the Government Operations Committee within two (2) weeks of the meeting affirming that his appointment of the alternate was prior to the meeting in question. Alternates appointed by the Student Senate President shall not excuse a senator's absence.

E. Impeachment Proceedings:

The following procedures shall be adopted for all cases of impeachment of an elected or appointed student official (an appointed student official elected by the Student Body at large, and approved by the Student Senate shall be defined as a student, appointed by a Student Government Official elected by the Student Senate).

1. Grounds for Impeachment:
 - a. committing a criminal act
 - b. failure to fulfill or carry out duties
 - c. misuse of Student Government funds
 - d. grounds noted elsewhere in these Statutes or Constitution
2. Procedure for Impeachment:
 - a. Impeachment allegations can be brought forth in petition form by:
 - 1) Ten (10) student senators (other than Committee Chairs);
 - 2) Five percent (5%) of the student body enrollment;
 - 3) Five (5) of the Judicial Board members or two (2) of the Chief Justice's Aides (only in reference to the Chief Justice);
 - 4) Student Senate Secretary (only in reference to absence related impeachment of student senators).
 - b. Charges must state explicitly and by example evidence of malfeasance in office (any findings of a judicial board may be entered as charges against Student Body officials, if included in the "Impeachment Allegation" Petition).
 - c. Copies of this petition must be filed with the Student Government Office, Student Development, the NCSU Student Senate Government Operations (G.O.) Committee, and mailed to the accused at this time. This petition must contain the charges for impeachment.
 - d. For student senators in non-absence related impeachment:
 - 1) The Government Operations Committee Chair shall call a committee meeting to ascertain the credibility of the charges. In the event the charges are against the Government Operations Committee Chair, the Student Senate President or his/her delegate shall chair the committee for the impeachment process.
 - 2) If the charges are judged to be insufficient for Senate consideration, the G.O. Committee may opt for a censure or reprimand of the senator, or complete dismissal of the charges. A censure or reprimand by the G.O. Committee may, in writing by the accused, be appealed to the Student Senate within ten (10) days after notification of the action. An appeal shall follow the same procedure as an impeachment trial. The G.O. Committee, by a two-thirds (2/3) majority vote, may elect to reduce or strike individual charges, but may not add new charges.
 - 3) If the charges are judged to be sufficient for impeachment, the petition, as well as a written G.O. Committee report, shall be forwarded to the open Senate for consideration.
 - 4) The Student Senate President shall then contact the accused senator personally and notify him/her of the date of the Senate meeting for the impeachment.
 - e. For student senators in reference to absence related impeachment:
 - 1) The accused shall have ten (10) business days to respond to the mailed petition. Such a response must be in writing and submitted to the Student Government office, at which time copies of the response shall be given to Student Development, the NCSU Government Operations committee, the Student Senate Secretary, and the Student Senate President. If after these ten (10) business days no response is given by the accused, he or she is immediately impeached and removed from office. There shall be no appeal from such removal from office.

- 2) If a response is received by the accused within ten (10) business days and a request for an appeal is made, the Student Senate shall conduct an impeachment trial.

For the Student Body President, Student Senate President, Student Body Treasurer, Chief Justice and appointed student officials (see definition above for appointed student officials):

- 1) The G.O. Committee Chair shall immediately call a meeting of the NCSU Student Senate Committee Chairs (excluding the Treasurer, but including the Vice-Chair of the Finance Committee) and notify the accused and the accuser(s) of this meeting.
 - 2) The meeting shall be called to order by the G.O. Committee Chair who shall serve as chair of this, the "Investigation Committee." The accuser(s) shall present their charges and evidence to the committee. The accused shall then be allowed time to refute the allegations, and questioning shall follow.
 - 3) The purpose of the "Investigation Committee" is to establish if there is sufficient grounds for the NCSU Student Senate to convene for impeachment.
 - 4) If the accused is not present at this committee meeting, the charges shall be judged sufficient for Senate consideration, and an admission of the charges brought against him/her (unless the absence is verifiable, unavoidable and excused by the G.O. Committee Chair).
 - 5) If the charges are judged insufficient for impeachment, the committee may opt for a censure or a reprimand of the official, or complete dismissal of the charges (a censure or reprimand by this committee may be appealed, in writing by the accused, to the Student Senate within ten (10) days after notification of the action -- an appeal shall follow the same procedure as an impeachment trial). The "Investigation Committee," by a two-thirds (2/3) majority vote, may elect to reduce or strike, individual charges, but may not add new charges.
 - 6) If the charges are judged sufficient for Senate consideration, the findings of the "Investigation Committee" and the charges shall be forwarded to the Senate President for inclusion in the next scheduled Senate meeting. The Student Senate President shall personally contact the accused and inform him/her of the Senate meeting which will serve as the impeachment trial.
- f. The proceedings for impeachment trial (Senate consideration of charges) shall be as follows:
- 1) the trial shall come under Unfinished Business in the Orders of the Day;
 - 2) if the charges are against the Student Body President, Student Senate President, Student Body Treasurer, Chief Justice or an appointed student official (see definition), then the Student Senate President Pro Tem shall conduct the trial;
 - 3) the accuser(s) shall state reasons to justify malfeasance and offer evidence;
 - 4) the accused shall immediately be allowed to answer the allegations and present evidence in his behalf;
 - 5) the accusers shall then be allowed an opportunity to present witnesses, (provided their testimony pertains to the charges) with a cross-examining period provided to the accused;
 - 6) the accused shall then be allowed an opportunity to present witnesses (provided their testimony pertains to the charges) with a cross-examining period provided to the accusers;
 - 7) the accusers, then the accused, shall be allowed to make final remarks;
 - 8) after deliberation, those bringing charges or those being charged (if senators) shall be re-admitted to the Senate chamber where upon a vote shall take place without further debate;
 - 9) voting shall be by voice vote unless a second vote or roll call vote is preferred by a majority of the body. (If the accused is a member of the Student Senate, his vote in his absence shall be taken as a negative vote for impeachment.)
 - 10) a three-fourths (3/4) majority vote is necessary for impeachment conviction pursuant to the Student Body Constitution;
 - 11) if an impeachment conviction is made, removal from office shall be immediate.

- 12) if an impeachment conviction is not made, a censure or reprimand may be handed down to an officer by a two-thirds (2/3) majority vote of the Senate; a censure or reprimand shall immediately take effect.
- g. An elected or appointed official cannot be impeached twice on the same or similar charges. (This judgement is subject to a majority vote by the Senate when impeachment proceedings are brought.)
- h. A person, after being removed from office due to impeachment, shall be ineligible to run in Student Body elections, accept an appointment by a Student Body Officer, or act as an alternate in Student Senate or Standing Committee meetings indefinitely. One year after impeachment, the impeached may make an appeal that the period of ineligibility be reduced in length of time. By a two-thirds majority vote of the Senate, the period of ineligibility may be reduced as appropriate. Under no circumstances, however, may the period of ineligibility be less than one year in length.

F. Conduct of Business:

1. **Obtaining Recognition.** A senator must be seated, have his/her hand raised and respectfully address the chair in order to be recognized. No senator shall speak further until recognized by the chair.
2. **Recognition for Extending Courtesies.** Courtesies of the floor and galleries shall be extended only by the chair.
3. **Debate Limits.** Debate shall consist of eight (8) minute rounds with affirmative and negative having equal time (four minutes each). It shall require a two-thirds (2/3) vote in the affirmative to extend or limit rounds of debate.
4. **Speaking Limits.** No senator will be allowed to speak more than twice on a motion.
5. **Yielding.** Any senator who has obtained the floor may yield to another senator pursuant to Robert's Rules of Order, Newly Revised.
6. **Amendments.** After the first full round of debate is completed, any senator may offer an amendment to the pending motion. A senator must be in his/her seat and recognized by the chair before offering an amendment.
7. **Motion to Close Debate.** The motion to close debate shall be in order only after two full rounds of debate have been completed.
8. **Referral to Committee.** The chair reserves the right to refer any legislation on the floor to a Standing Senate Committee or a Conference Committee. Members of a Conference Committee shall be appointed by the chair, and the Conference Committee's charge shall be determined by the chair. Any senator may move to refer pending legislation to a Standing Senate Committee. Such a motion shall require a simple majority vote in the affirmative to pass.
9. **Voting.** No senator may vote unless he/she is in the Chamber when the question is put.

G. Legislation:

1. The presiding officer shall refer all legislation not introduced by a Standing Committee to an appropriate Standing Committee. Once the legislation is presented to the floor, it is the property of the entire Student Senate, and therefore the committee may make any changes which it considers pertinent to the legislation even if the original changes are made contrary to the author's original intent.
2. All legislation must be approved by a majority of the members of the Standing Committee to which it is assigned before it may be moved onto the floor of the Senate. Only the Committee Chair or a member of the Committee may move adoption of the legislation, and at such time the result of the Committee shall be announced.

3. The Standing Committee Chair or person bringing the revised bill onto the floor of the Senate shall give not only the committee vote, but also a fair, adequate, and complete report of the discussion of the committee in reviewing and revising the bill.
4. This report shall contain both the views of those voting for and of those voting against bringing the revised bill out of Committee.
5. Any member of the committee reviewing the bill may rise after the formal report on the bill has been given, to correct or add to this report if he feels that it is necessary.
6. The author of the bill shall then be allowed to give a concise explanation of the bill. A period of questioning shall be to the point and refrain from debate. The presiding officer shall have the duty to question relevancy of the author's comments and Senator's questions.
7. No bill may remain in Committee over sixty days without specific approval of the Student Senate President, nor may it remain in Committee after being brought out by a two-thirds vote of the Student Senate.
8. A bill remaining in Committee sixty days without Student Senate President approval shall be introduced to the Senate as a whole for consideration at the next meeting following the sixty-day period, unless the academic year during which the bill was introduced has ended, whereupon the bill dies.
9. If a bill fails in committee, the state of the bill shall be reported to the Senate. The Senate may then bring the bill on the floor by a two-thirds (2/3) majority vote.
10. Except in the case of emergency legislation, all bills must be read twice, once on each of two separate meetings, in order to be passed. Emergency legislation shall be legislation which must of necessity be acted upon at the current session of the Student Senate.
11. Copies of emergency legislation shall be distributed at the first meeting after passage.

H. Orientation of Senators:

A meeting of new senators shall be held as soon as possible after all general elections for the purpose of acquainting the new senators with Student Senate procedure.

Attendance at this meeting shall be mandatory for all new senators, unless excused by the Student Senate President, and open to all other interested persons.

I. Finance Packet:

The Treasurer shall submit a Finance Packet detailing the procedures for allocating funds to approved student clubs and organizations. This Finance Packet must be submitted to the Student Senate for immediate consideration by the second meeting following Spring Elections. The Finance Packet must be approved by a majority vote of the Student Senate. The approved packet will serve as the policy for distribution of funds for the coming academic year.

J. Roll Call Votes:

Any senator or alternate serving as member may call for a roll call vote on any piece of legislation if no objections to a roll call vote are voiced. If objections are voiced a vote will be taken to determine the desire of the Senate. A one-third (1/3) affirmative vote for a roll call will constitute grounds for such a vote.

A roll call vote will be taken by the Secretary of the Senate by calling the roll of the Senate and recording the yeas, nays and abstentions.

K. Senator Comments:

During this time senators are allowed one minute to share concerns, opinions, suggestions, etc. A senator is allowed to yield his time to another senator. All matters not covered by these Statutes or the Constitution shall be governed by parliamentary laws as set forth in Robert's Rules of Order, Newly Revised.

PART 2 STUDENT SENATE STANDING COMMITTEES

SECTION ONE -- General Functions

Standing Committees shall be responsible for preparing and considering legislation. This shall be facilitated through investigations and/or hearings within their designated areas of concern. Committees may initiate projects and activities within their areas of responsibility. All committees shall effect liaison with each other when concerns of mutual interest arise. Committees shall meet on the regular basis as called by the Committee Chair. A report of each committee meeting shall be submitted for distribution at the next regularly scheduled Senate meeting.

SECTION TWO -- Committee Titles and Charges

A. Academics

The Committee on Academics is intended to improve the academic climate of learning and,

- 1. Shall be responsible for formulating statements concerning, but not limited to:
 - a. University and College educational policies.
 - b. The courses and curricula of the Colleges.
 - c. NCSU Libraries.
 - d. The Department of Registration and Records.
 - e. The distribution of government funds for education.
- 2. Shall:
 - a. Insure that there is an acceptable method of evaluating teacher effectiveness and that the results are made available to students.
 - b. Strive towards improving that amount and distribution of government funds for scholarship and student aid.
- 3. Should effect liason with:
 - a. The Faculty Senate Academic Policy Committee.
 - b. The Provost's Office.
 - c. The Teaching Effectiveness and Evaluation Committee.

B. Finance

The Committee on Finance is intended to insure the fair distribution of Student Government Funds and,

- 1. Shall:
 - a. Produce a Student Government budget for approval by a majority vote of the Senate as detailed in Chapter Eight, Section One of the Student Body Statutes.
 - b. Oversee the appropriation of all Student Government funds.
 - c. Review and make recommendations to the Senate concerning all Finance and Program Bills.
 - d. Submit a Finance Packet detailing the procedures for allocating funds to approved student clubs and organizations. The Finance Packet must be approved by a majority vote of the Student Senate. The approved packet will serve as the policy for distribution of funds for the coming academic year.
 - e. Maintain records concerning the appropriation of College Council funds to student organizations.

C. Government Operations

The Committee on Government Operations is intended to insure the fair and effective operation of all areas of Student Body Government as outlined by the Constitution and Student Body Statutes and,

1. Shall be responsible for evaluating and proposing revision of:
 - a. Student Senate operating rules.
 - b. Rules on absenteeism and recall of members.
 - c. Election rules and procedures.
 - d. The Student Body and Constitution and Statutes.
 - e. The Student Code of Conduct.
2. Shall:
 - a. Accept and execute letters of resignation.
 - b. Execute impeachment proceedings as outlined in Chapter Two, Section 3, Subsection E of the Student Body Statutes.

D. Diversity

The Committee on Diversity is intended to increase the understanding between all cultural groups and all student groups and organizations, and,

1. Shall be responsible for formulating statements concerning, but not limited to:
 - a. Student-related policies and practices of the University involving discrimination.
 - b. The free expression of ideas and beliefs.
 - c. The African-American Cultural Center.
 - d. The Women's Center.
2. Shall:
 - a. Address the cultural differences that are experienced by all students of the University.
 - b. Review past and present efforts which have been initiated to address cultural differences.
 - c. Promote the free expression of diverse beliefs and ideas.
 - d. Coordinate the Outstanding Person Award.

E. Services

The Committee on Services is intended to improve the quality and to increase the awareness of services provided to all students and,

1. Shall be responsible for formulating statements concerning, but not limited to:
 - a. The Department of Public Safety.
 - b. The Physical Plant Division.
 - c. Campus planning, construction, buildings, and grounds.
 - d. Parking and transportation.
 - e. The Student Health Services.
 - f. The Counseling Center.
 - g. University Dining and other campus food services.
 - h. Campus stores.
 - i. The Career Planning and Placement Center.
 - j. Campus media services.
 - k. Environmental protection on-campus.
2. Shall:
 - a. Supervise the annual "Nightwalk" and prepare a report for Physical Plant.
 - b. Develop policy concerning the Student Legal Services.

F. Special Projects

The Committee on Special Projects is intended to promote a sense of fellowship among the Senators, and,

1. Shall:

- a. Plan Senate retreats.
- b. Coordinate Feed Raleigh.
- c. Develop and coordinate additional community service activities.
- d. Assist other standing committees with major projects as resources allow.

G. Student Life

The Committee on Student Life is intended to improve the living climate of the University and,

1. Shall be responsible for formulating policy concerning student seating and ticket distribution for NCSU basketball and football events.
2. Shall be responsible for formulating statements concerning, but not limited to:
 - a. All athletic activities of the University.
 - b. Department of Physical Education.
 - c. Department of Housing and Residence Life.
 - d. Inter-Residence Life Council.
 - e. Inter-Fraternity Council.
 - f. National PanHellenic Council.
 - g. Panhellenic Council.

H. Student Relations

The Committee on Student Relations is intended to develop and maintain two-way communication between the Student Senate and the Student Body and,

1. Shall:

- a. Promote the Student Senate among the Student Body.
- b. Create and distribute informational materials concerning Student Senate.
- c. Maintain Student Senate bulletin boards.
- d. Compile a Student Senate report for inclusion in a student government newsletter, that is approved by the Senate.
- e. Provide a report following each Senate meeting to campus media.
- f. Insure Senate Contact with each College Council.

All Committees shall be responsible for the performance of any other duties that may be assigned by the Student Senate President.

CHAPTER THREE: SPORTS CLUB AUTHORITY

SECTION ONE -- MEMBERSHIP

The Sports Club Authority shall consist of the following members:

- A. Student Body President
- B. Student Senate President
- C. Student Body Treasurer
- D. Student Senate Athletics Committee Chairperson
- E. Student Chief Justice
- F. Senator-at-large, appointed by Student Senate President
- G. Student-at-large, appointed by Student Body President

There shall be two non-voting advisory positions:

- A. Director of Student Development
- B. Sports Club Director, Intramural Department

SECTION TWO -- DUTIES

The duties of the Sports Club Authority are as follows:

- A. To uphold the charge given them in the Student Body Constitution.
- B. To allocate to the Sports Club Authority any and all funds derived for the purpose of sports clubs funding from the Student Government.
- C. To hold a minimum of one meeting per semester excluding summer school.

SECTION THREE -- LIAISONS

The Sports Club Authority shall effect liaison with:

- A. Alumni Association
- B. Athletics Council
- C. Athletics Committee of the Student Senate
- D. Department of Athletics
- E. Recreational Sports Program
- F. Student Development
- G. Other Officers of Student Government

SECTION FOUR -- SPORTS CLUB AUTHORITY PROCEDURE

- A. The Student Body Treasurer shall be the treasurer of the Sports Club Authority.
- B. The Chairperson and Secretary shall be elected from the general membership.
- C. The Sports Club Authority shall institute operating rules for itself.
- D. The Sports Club Authority shall have the final decision making power for any appropriations under their jurisdiction.
- E. The Sports Club Authority shall require proof of insurance from each club to be funded. The definition of insurance is left to the discretion of the Authority.
- F. Money may be allocated only to sports clubs that are registered with the Student Government, Student Development, and the Intramural-Recreational Sports Program which participate in intercollegiate competition.
- G. A verbal report of each meeting shall be made to the Student Senate by one of the members of the Sports Club Authority.
- H. All money allocated by the Sports Club Authority to intramural-sponsored sports clubs will be given to the intramural office to be administered by them.

CHAPTER FOUR: STUDENT MEDIA AUTHORITY CODE OF CONDUCT AND STATUTES

Preamble: Code of Ethics

The student media are valuable in establishing and preserving an atmosphere of free and responsible discussion and intellectual exploration within the University community. To that end, the Student Media Authority exists to ensure that the code of ethics is followed. If such a goal is to be reached, freedom of inquiry and expression are guaranteed and, of equal importance, corollary responsibilities must be exercised by student editors and managers to provide reliable and responsible journalism. Such responsibilities include the avoidance of libel, obscenity, undocumented allegations, undue harassment, and unwarranted attacks on personal integrity.

SECTION ONE -- Student Media Authority jurisdiction -- All Media which are supported in whole or in part by funds from University Student Media Fees shall be defined as Student Body Media and shall be under the jurisdiction of the Student Media Authority.

SECTION TWO -- Student Media Authority composition -- Representation of the Media Authority shall be:

- A. one representative from each Student Body Media, chosen as stipulated in the Student Media Statutes.
- B. Student Body Representatives shall be elected at-large to equal one more than the total representation from the Student Body Media;
Student Body Representatives at-large shall be elected by a majority of those students voting in the Student Body Elections. Members must not be members of the Student Senate or of a Student Body medium. In the event that conditions call for the election of an additional Representative at-large in the interim between Student Body Elections, the Student Senate shall elect the needed Representative;
- C. The President of the Student Body as an ex officio member.
- D. The Treasurer of the Student Body as a non-voting ex officio member.

SECTION THREE -- Student Media Authority powers and duties -- The Student Media Authority shall:

- A. Update and determine the Charters for each student body medium.
- B. Select the publication's editors and the radio station manager, provided that all such appointments be made in sessions open to the Student Body.
- C. Determine an annual media budget for the student media and for the Student Media Authority.
- D. Determine and update when necessary, these Media Statutes.
- E. Determine and update when necessary, the Documents of Policy.
- F. Approve contracts for services.
- G. Approve the transfer of funds to and from the Media's Reserve.

SECTION FOUR -- Student Media Authority Officers -- The Student Media Authority shall elect from the Student Body Representatives a Student Media Chair, who shall serve as a presiding officer.

The Student Media Statutes

The Student Media Statutes shall be the by-laws of this Article of the Constitution and shall require passage by a two-thirds majority vote of the Student Media Authority every year and shall not require passage by the Student Senate.

Each Student Body Media Charter must be entered in the Student Media Statutes. The Student Media Statutes shall be considered a part of the Student Body Documents and shall be available for the information of the Student Body.

STUDENT MEDIA STATUTES

The Student Media Statutes are not a part of the Student Body Statutes and are not subject to approval by the Student Senate, but due to the important subject and for informational purposes, they should be included in the Student Body Documents.

PREAMBLE: Code of Ethics

The student media are valuable in establishing and preserving an atmosphere of free and responsible discussion and intellectual exploration within the University community. To that end, the Student Media Authority exists to ensure that the code of ethics is followed. If such a goal is to be reached, freedom of inquiry and expression are guaranteed and, of equal importance, corollary responsibilities must be exercised by student editors and managers to provide reliable and responsible journalism. Such responsibilities include the avoidance of libel, obscenity, undocumented allegations, undue harassment, and unwarranted attacks on personal integrity.

1.0 PURPOSE AND SCOPE

1.1 The Student Media Statutes are the by-laws of the Student Media Authority (Article V) of most recent Student Body Constitution.

1.2 These Statutes are to expound upon the provisions of the Constitution and to detail procedures for implementing the media processes for the student body.

1.3 No part of these Statutes may be in conflict with the provisions of the Student Body Constitution.

2.0 THE STUDENT MEDIA AUTHORITY

2.1 Jurisdiction -- The jurisdiction of the Student Media Authority shall be defined in the Student Body Constitution and shall not be altered without specific amendment to that document (Article V, Section 1).

2.2 Composition -- There shall be four categories of Representatives and Advisors on the Student Media Authority.

2.21 Media Representatives -- Each Student Body Publication shall have one voting representative on the Authority. This Representative shall be the Editor/Manager or his designated Alternate.

2.22 Student Body Representatives -- Student Body Representatives shall be elected at large from all eligible students at the University to surpass the total representation from the Media by one.

2.23 The President of the student body will serve as a non-voting ex-officio member.

2.24 Advisors -- There shall be at least three nonvoting representatives to serve as Advisors of the Student Media Authority. They shall be present to counsel the various members of the Authority. They shall be as follows:

2.241 There shall be one consultant from the Department of Student Development.

2.242 Up to three non-voting representatives from the faculty.

2.243 One budget consultant from the administration.

2.244 The Technician General Manager will serve as a non-voting ex-officio member of the board.

2.25 Vacancies

2.251 In the event of a vacancy by an at-large member, the Student Body President shall within thirty days appoint a replacement subject to approval by the Student Senate.

2.252 In the event of a vacancy by an Editor/ Manager, the Media Authority shall within thirty days select a new Editor/Manager using the method described in

Section 2.7.

2.253 Interim Manager/Editors - In the event of a vacancy by an Editor/Manager the Media Authority shall appoint by simple majority an interim Editor/Manager, if necessary.

2.26 Removal from Office or Membership of the Board

2.261 Should allegations of malfeasance or misfeasance be brought against an Editor/ Manager or member-at-large by any person in the student community, a subcommittee appointed by the Chair will review and investigate the charge, including continual absenteeism.

2.262 The subcommittee shall make a recommendation and the Authority will vote on the question of the person's removal. Two-thirds majority will carry the vote.

2.3 Powers and Duties -- The Student Media Authority shall:

2.31 Update and determine the Charters for each student body publication.

2.32 Select the Publication Editors and the Radio Station Managers provided that all such appointments be announced to the Student Body.

2.33 Determine an annual media budget for the student media and for the Student Media Authority.

2.34 Determine and update, when necessary, the Media Statutes.

2.35 Determine and update, when necessary the Documents of Policy.

2.36 Approve contracts for services.

2.37 Approve the transfer of funds to and from the Media's Reserve.

2.4 Student Media Authority Officers

2.41 Chair - The Student Media Authority shall, at the first meeting of the regular academic year, elect a chair. He/She shall be one of the at-large Representatives and shall preside over all regular and called meetings of the full Student Media Authority.

2.42 Clerk - There shall be a Clerk provided by the Student Media Authority to take roll and keep the minutes of all sessions. He/She shall have copies of the last meeting's minutes and shall keep permanent copies of the latest Student Body Constitution and Media Statutes, along with Robert's Rules of Order, for the use by the Chair of the Authority. The Clerk is not a voting member.

2.5 Meetings -- The Student Media Authority shall meet at least once a month during the regular University school year, from September to April. No fewer than four meetings will be held per semester.

2.6 Student Media Authority Operating Rules -- The Authority shall follow these operating procedures:

2.61 Order of Business

2.611 Call to order by the Chair

2.612 Roll Call

2.613 Review of the minutes of the previous session

2.614 Reports

2.6141 Chair

2.6142 Editors/Managers, alphabetically by publication

2.6143 Special Committees

2.62 Quorum - A quorum shall consist of at least two-thirds of the Authority's voting membership. No official business may be conducted if there is not a quorum present.

2.621 Another necessary condition for conducting official business is that at least 1/2 of the voting members present must be At-Large members.

2.63 Proxies - A proxy shall be designated in writing by an absent representative and shall have full voting privileges at the meeting in question.

2.631 An Editor/Manager must designate a member of his publication to serve as proxy.

2.64 Conduct of Business

2.641 Except when raising privileged questions, no member of the Authority, nor an advisor, shall speak until recognized by the presiding officer. Persons other than members or advisors of the Authority may speak only with the consent of the Chair or designated presiding officer. The decision of the presiding officer or Chair may be appealed by a three-fourths vote of the Authority present.

2.642 Only members and proxies may introduce motions.

2.643 The Clerk shall state all motions in full after each revision or introduction.

2.644 At the request of the Chair, every motion or amendment shall be submitted to the Clerk in writing.

2.645 A media representative may not vote on topics solely related to that individual's media group. The representative may speak on the subject, but cannot make motions related to the topic. These topics include selection of Editor or Manager, determining annual budget, approval of service contracts, approving transfer of funds to and from reserve, and updating and determining Charters for their student body publication.

2.65 Summer Meetings

2.651 Summer Chair - A Chair shall be elected from those returning or new at-large members at the last meeting of the academic year. This person shall serve to contact members of the board in the event of a summer meeting. He/She shall be available to Student Development as a student voice in matters concerning the Media through the summer months.

2.652 At the request of any three members of the Authority, a meeting between the first day of exams of the Spring semester and Registration Day of the Fall semester shall be held.

2.653 The meeting time and place should be told to all members of the Authority and shall be delayed until an attempt has been made to contact all members.

2.654 All members shall either attend or give notice that they will be unable to attend. A reasonable amount of time must be given to allow members to reach the meeting place.

2.66 Any procedural matters not covered by these Statutes or the constitution are governed by parliamentary law as set forth in Robert's Rules of Order.

2.7 Election of Editor/Managers

2.71 Election of Editors/Managers for the following year shall take place at the March Student Media meeting.

2.72 At the February meeting, all current Editors/Managers shall be advised to inform their staffs of elections at a March Student Media Authority meeting. All potential candidates for offices shall meet the following requirements.

2.721 He/She must have been a member of that publication for at least two full semesters.

2.722 He/She must have at least a 2.0 average.

2.723 He/She must have at least two full semesters remaining as an undergraduate student.

2.724 He/She must be a full-time student.

2.725 Any or all these requirements may be disregarded at the discretion of the Media Authority.

2.73 During the March meeting, applicants shall appear before the Authority and shall answer questions pertaining to their qualifications. After the question and answer period, all non-members shall leave the room, and only Advisors, Editors/Managers, and Representatives shall remain for the selection of the Editors/Managers for the next school year with the exception of the Technician General Manager who shall state his/her views on the Technician EIC position and leave. The selection shall be alphabetically by publication.

2.74 The Editors/Managers with the exception of the Technician Editor-in-Chief who will take office on April 1, shall take office at the last April meeting of that year, and the outgoing Editors/Managers shall lose their vote as members of the Authority as of that date. Continuing Editors/Managers shall have one vote.

2.75 In the case of the Agromeck being delivered in the Fall, the outgoing Editor shall lose his/her vote as of the last April meeting but shall remain as a non-voting member (ex-officio) of the Media until the distribution of the first printing of the Agromeck.

2.76 The outgoing at-large members shall relinquish their votes the last day of exams for that semester.

2.77 The President shall relinquish his/her seat and the new President shall acquire his/her seat at the time specified in the Student Body Constitution.

3.0 STUDENT MEDIA CHARTERS

3.1 General

3.11 All student media shall be chartered. Each charter shall require a two-thirds (2/3) vote of the Student Media Authority for initial ratification or modification.

3.12 Each media shall review its charter each year, bringing proposed modifications before the Authority for approval at the regular January meeting.

3.2 Agromeck

The Agromeck shall present a picture and word record of the year's events utilizing the artistic talents of the University community. The Agromeck publication and distribution shall be as early as possible in the second semester.

3.3 Technician

The newspaper shall report events of interest to the University community with emphasis on those of interest to students, shall function as a meeting place for campus opinions through letters and guest-written material, and shall maintain an unfettered editorial opinion voice. The Technician shall be a periodical of frequency between weekly and daily, with the specific format and frequency to best suit staff and budgetary capabilities.

3.4 Windhover

Windhover shall present a magazine of written and visual art representing student, faculty, employee, and alumni creativity of North Carolina State University. The content of the magazine will emphasize literary arts, i.e., poetry, fiction, drama, and essays; and the visual arts, i.e., photography, painting, sculpture and line works. The format of the magazine shall be without advertisements; specific content and format shall be left to the discretion of the Editor.

3.5 WKNC-FM

The campus student-operated radio station shall present musical and other forms of entertainment, and supplement the newspaper with instantaneous coverage. Whenever appropriate, the station shall engage campus and other figures of student interest for discussion and debate programs. In short, WKNC-FM shall compliment, through its unique format, the functions of the other student media.

4.0 STUDENT MEDIA FINANCE

4.1 Annual Student Media Budget

- 4.11 The Director of Student Development shall work with the incoming and outgoing Editors/Managers and Administrative Budget Consultant as a Budget committee to propose a tentative budget to the Student Media Authority during the first regular meeting in April.
- 4.12 The tentative and final budgets of the various media organizations must be approved by a majority vote of the Authority. The budget may be amended by a majority vote.
- 4.13 In preparing the annual budget, the Budget Committee shall allow adequate reserve for contingencies. The reserve fund shall function primarily to maintain monies in the case of emergency, (i.e., such as equipment malfunctions that necessitate major repairs or purchasing new equipment). It shall also serve to augment media organization budgets if necessary.
- 4.14 Revenue monies in the annual budget shall be funds received from student body student media fees, and funds that the Student Body Media shall authorize to be collected in its name.
- 4.15 New budgets tentative or final, shall be effective as of September 1 of each school year. If the final budget is approved after that date, the budget shall be retroactive to that date.
- 4.16 Any and all adjustments relating to old budgets shall be respectively credited to old budgets. Examples are radio equipment, purchase costs and yearbook printing charges.
- 4.17 The tentative budget will be approved at the April meeting of the Student Media Authority with final approval granted by the end of the following September. It will be presented in the following format and made available to the Board members at least three days prior to the April meeting:

<u>PRIOR YEAR EXPENDITURES</u>	<u>CURRENT YEAR BUDGET</u>	<u>CURRENT YEAR ESTIMATE</u>	<u>BUDGET REQUEST</u>
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INCOME:

EXPENSES:

4.2 Appropriations

- 4.21 An appropriations motion may be presented for consideration to the Student Body Media Authority by any Representative, proxy, or ex-officio member.
- 4.22 Appropriations made from the Media Organizations Reserve fund must be approved by a two-thirds majority vote. All other appropriations must be approved by a simple majority vote.

4.3 Contracts for Services

- 4.31 The Student Body Media Authority shall be empowered by a majority vote to accept contracts for services (see section 4.4 for printing services).

4.4 Printing

Procedures for acquiring printing services shall follow university procedures unless specifically waived by the Student Media Authority.

4.41 Printing services costing less than \$1,500 may be purchased without submitting a requisition. Payment for these services may be made on Payment Authorizations with appropriate invoices attached. Invoices should specify the service acquired, the name and address of the vender, and the cost.

4.42 Printing services costing between \$1,500 and \$5,000 may be acquired by sending a completed purchase requisition to the University Purchasing Office. Three vendors should be noted on the requisition with the preferred vendor clearly indicated either on the requisition or in a transmittal memorandum.

4.43 Printing services costing \$5,000 or more must be acquired through University Purchasing. Contact the Director of University Purchasing to develop specifications and prepare a "Request for Proposals." Allow a minimum of eight weeks for this process.

4.5 Purchasing

Procedures for purchases shall follow university procedures - unless specifically waived by the Student Media Authority.

4.51 Supply items costing less than \$500 may be purchased without submitting a requisition. Payment for these items may be made on Payment Authorizations with appropriate invoices attached. If the item is on state contract, it must be purchased from the contract vendor. University Purchasing will provide information on contract and non-contract items.

4.52 Items costing between \$500 and \$5,000 may be acquired by sending a completed purchase requisition to the Purchasing Department. On requisitions for non-contract items with values from \$500 to \$5,000, Purchasing will send a request for quotation to prospective vendors.

4.53 For items not on state contract costing \$5,000 or more contact the Director of University Purchasing.

4.6 Surplus disposal

Surplus property disposal procedures shall follow university guidelines.

5.0 QUALIFICATIONS FOR MEDIA STAFF MEMBERS

5.1 The student media are paid for by the student fees and are headed by full-time students. While participation in their operation by all those connected with University is invited, it is desirable that the dedication displayed by the staff is to the publication itself and not simply to privileged access to the equipment and facilities. Therefore, use of media authority property is limited to staff members who access it within the scope of their responsibilities or to those with written permission of the editorial managers. No media property may be removed from the offices for the purpose, explicit or incidental, of use by those other than currently enrolled students. No keys to the media facilities may be issued, sold, or lent to those other than enrolled students and contracted employees of the media (except for University officials and maintenance personnel).

5.2 Non-students may be employed by the media with payroll restrictions but, as outlined above, shall not have access to student media property except as authorized by the media manager/editor.

5.3 If a staff member is a full-time or part-time student at the beginning of the semester, but subsequently withdraws, that person shall lose his/her status as a regular staff member effective the date of the loss of student status. All above restrictions will then be applicable.

5.31 It is the duty of the staff members to report to the Editor their student status. If a staff member has been found negligent of this duty, or if the member has in any manner concealed or misrepresented that status, he/she shall be banned from involvement in the student media for the remainder of the current semester and the regular semester following. If the ban is imposed in the spring, it shall be in effect for

the summer semesters in addition to the regular fall semester.

5.4 These restrictions may be waived by a 2/3 vote of the Student Media Authority.

6.0 DOCUMENTS OF POLICY

6.1 Description - The Publications Documents of Policy shall contain listings and descriptions of policies which deal with operational responsibilities common to the student media. As of their inception they preempt all previously accepted resolutions and acts of the Student Media Authority concerning official policy.

6.21 The Documents of Policy are based on dicta from two areas:

6.211 Details of university, state, and federal policies concerning the Student Media.

6.212 Policies and procedures developed and instituted by the Student Media.

6.22 Documents of Policy shall contain dated records of all resolutions passed by the Student Body Media during the preceding year, including Resolutions of Suspension (see Section 6.33).

6.3 Implementation and Modification

6.31 Proposed changes and addition to the Policy Documents shall require a simple majority vote of the Student Media Authority.

6.32 Amendments to the Documents Policy shall be effective as of the date of their inception, unless otherwise stated in the provisions of the amendment.

6.33 Suspension

6.331 Suspension of a specific policy shall be possible in exceptional cases. The appropriate vehicle for suspension shall be a Resolution of Suspension and shall require a simple majority vote of the Student Media Authority.

6.332 A Resolution of Suspension shall outline the specific issue and shall contain a clear explanation of why the situation warrants an exception to standard policy. Included in the Resolution shall be:

6.3321 A listing of all parties and/or policies to be covered by the suspension.

6.3322 The length of time during which the suspension will have effect. No suspension shall have effect beyond the first meeting of the next incoming Student Media Authority or April of the current school year, whichever comes last.

6.4 Publications

6.41 The Documents of Policy shall be published by the last day of classes in April of each year by the Student Media through the Documents Subcommittee.

6.411 The Chair shall appoint the members of the subcommittee at the first October meeting of the Authority.

6.412 The Subcommittee shall consist of four voting members of the Authority of which at least two are at-large members of the authority.

6.42 The Documents of Policy are public records. Copies shall be made available to the student body through the Department of Student Development. Copies shall be provided to the Archives of D.H. Hill Library, the Student Government Offices, and all incoming members of the Student Media Authority.

CHAPTER FIVE: CONSTITUTION FOR THE INTER-RESIDENCE ASSOCIATION

PREAMBLE

We, the students of North Carolina State University Residence Halls, recognizing the need for unity of purpose and action, desiring sound communication among the individual residence halls and other organizations of this university, do hereby establish this constitution to govern the inter-Residence Association, in order to represent effectively the students of the residence halls within this university community and to stimulate an environment in which each student may fully develop his or her individuality and capabilities through academic excellence and social consciousness.

PART I: NAME AND MEMBERSHIP

Chapter 1: Name

The name of the organization shall be the Inter-Residence Association of North Carolina State University, hereinafter referred to as IRA.

Chapter 2: Membership

All students living in the residence halls of this university are members of IRA.

PART II: GOVERNMENT

Chapter 1: The Inter-Residence Council

ARTICLE I: The Inter-Residence Council, hereinafter referred to as IRC, is the governing body of the IRA. It performs three roles, which are the executive, legislative, and judicial.

ARTICLE II: The executive branch is composed of officers of IRA, namely a President, Vice-President, Secretary, and Treasurer. All of these officers shall serve as both IRA and IRC officer.

ARTICLE III: Powers and Duties of the Officers of IRA.

Section 1: President

It shall be the duty of the IRA President to preside at all IRC meetings, to appoint the chairperson of any committee subject to the approval of the IRC, to see that all elections are conducted properly and in accordance with this constitution, to represent the IRA before any other organization or person and to vote in the event of a tie at the IRC meetings.

Section 2: Vice-President

It shall be the duty of the Vice-President of the IRA to act as President in the President's absence, to succeed the President in the event of his/her resignation, to see that all IRC meetings are conducted according to the Parliamentary procedure adopted by the IRC, to act as coordinator among all appointed committees, to serve as an ex-officio member of all committees and to be knowledgeable of the IRC Constitution. He/she shall also have voice and vote at all IRC meetings and shall act in the best interest of the IRA as a whole.

Section 3: Secretary

It shall be the duty of the Secretary of IRA to keep and publish the roll and minutes of all IRC meetings, to make available to all members of the council, upon request and sufficient notice, any paper or record of the IRC, to notify all members of the council of the time, date, and place for IRC meetings and any changes thereof, and to conduct any necessary correspondence for the

council. He/She shall also have voice and vote in all IRC meetings and shall act in the best interest of the IRA as a whole.

Section 4: Treasurer

It shall be the duty of the treasurer of the IRA to be responsible for and to keep records of all funds and expenditures of the IRC, to co-sign all IRC checks with the IRC Advisor, to present a report at each IRC meeting of the State of the Treasury, to prepare a final written report at the end of the academic year summarizing all activities and transactions of the treasury during that year, and to serve as chairperson of the finance committee. He/She shall also have voice and vote at all IRC meetings and shall act in the best interest of the IRA as a whole.

ARTICLE IV: The Legislative Branch

The Legislative Branch shall be composed of the representatives from each residence hall council, and shall be called the Inter-Residence Council. Each Residence Hall Council shall have one representative on the IRC.

Section 1: Powers of the Legislature.

The legislative branch shall have the power to exercise legislation on matters which involve the interests of two or more residence halls to approve the budget of the IRA and to approve any expenditures of IRA funds. The IRC shall also have the power to advise the Department of Residence Life on policies affecting the residence halls.

Section 2: Quorum.

A Quorum shall consist of one-half of all IRC members with voting power on roll, plus an additional member. No business shall be conducted by the IRC without a quorum present.

Section 3: Duties of the Representatives.

It shall be the duty of each representative to the IRC to represent his/her hall council at the meetings, to inform the residents of his/her hall of the activities of the IRC, to attend his/her hall council's meetings, and to be an active member of at least one IRC standing committee.

Section 4: Alternates.

In the event a representative is unable to attend an IRC meeting, it shall be his/her duty to obtain an alternate who will attend an IRC meeting, it shall be his/her duty to obtain an alternate who will attend the meeting and have voice and vote in his/her place and who will then report back to the representative and to the hall council.

ARTICLE V: Judicial.

The President of the IRA shall represent the IRA in the appeals process for disciplinary cases involving violations of residence hall policies by residents of the halls at North Carolina State University.

Chapter 2: The Residence Halls Councils

ARTICLE I: Each residence hall shall have a hall council which will constitute its government. Any group of halls which so desire may combine and form a single hall council which shall have jurisdiction over said group, provided that a majority of the residents of each hall involved agree to this merger. The hall council shall consist of the residence hall officers and other representatives chosen according to the procedures of that hall. The residence director of each hall or his/her designee shall serve as advisor to the hall council of that hall. No staff member shall have voting power at the hall council meetings unless he/she is elected an officer or representative in that hall. Each hall shall set up its own policies concerning whether or not staff members may serve as officers or representatives in that hall council.

ARTICLE II: It shall be the duty of each hall council to promote any activity, be it social, cultural, or recreational, which will contribute to the improvements of the living conditions in that hall, and to provide residents with opportunities which encourage their personal and social development.

ARTICLE III: The hall council for each hall shall have jurisdiction for that hall on any matter which is not specifically assigned to the IRC by this constitution. Each hall council shall write its own constitution which shall not be in conflict with any part of this constitution.

ARTICLE IV: Each hall council must submit a constitution and a list of officers annually to the Department of Student Development. Each hall council's constitution must be approved annually by the IRC before it will be recognized by Student Development.

PART III: ELECTIONS

Chapter I: Election of IRC Officers

ARTICLE I: Nominating Committee

The President of the IRA shall appoint a nominating committee for IRA Officers by the eighth week of the spring semester. It shall be the duty of this committee to seek and recommend candidates for offices of the IRA for the following year, and to determine potential candidates' willingness to run for office.

ARTICLE II: Nominations

Candidates for IRC offices must be nominated by an IRC member during the IRC meeting at which elections are held.

ARTICLE III: Elections

The Officers of the IRA and the IRC shall be elected by the IRC by the twelfth week of the spring semester, for the following year. Elections will be conducted by secret ballot during an IRC meeting. In order to be elected to any IRC office, a candidate must obtain a simple majority of the total vote of those representatives present at the meeting at which elections are held. In the event that no candidate receives a simple majority a run-off vote between the two candidates who obtained the most votes shall be held.

Chapter 2: Election of IRC Representatives

Each hall council shall determine how its representatives to the IRC shall be chosen by the third week of the fall semester. Their term shall last from the time they are chosen in the fall until the end of the academic year. Each IRC representative shall be a member of his/her hall council's executive board.

Chapter 3: Transition to New Officers and Members

ARTICLE I: All outgoing officers of the IRA shall meet with the newly elected officers before they take office for informal training and discussion of their positions.

ARTICLE II: The officers of the IRA shall take office during the last meeting of the IRC in the spring semester. Both old and new members shall be present at this meeting.

ARTICLE III: The first IRC meeting of the academic year shall be held by the third week of classes. The complete new council shall attend this meeting.

Chapter 4: Elections Procedures

The right of each hall council to conduct its own elections and determine its own election procedures is recognized. These procedures shall not conflict with the guidelines outlined in this constitution.

ARTICLE I: Each election for hall council officers or representatives shall be preceded by an information meeting two weeks in advance. The purpose of this meeting is to let residents know about the openings.

ARTICLE II: Campaigning for hall council offices shall be conducted in a fair and ethical manner. No candidate or representative of any candidate shall offer favors or material goods to residents in return for votes, make threats, or make slanderous or libelous statements against another candidate in order to obtain votes.

ARTICLE III: No campaigning of any form shall take place within 25 feet of any polling place during an election. It shall be the responsibility of the candidate to remove any such signs before voting begins.

ARTICLE IV: The president of each hall council shall appoint an impartial elections board to oversee elections procedures for that hall. It shall be the responsibility of this board to ensure that only eligible persons vote in an election, that each person votes only once, to count the votes and to publicize the results of any election.

ARTICLE V: If these policies or the policies of the individual hall council are violated in a particular election, that election may be declared invalid by that hall council. Persons wishing to contest the results of an election should present evidence to the hall council advisors, showing that the election was not carried out properly. It shall be the responsibility of the advisor to ensure that this information is presented to the hall council for consideration.

PART IV: THE CONSTITUTION

Chapter 1: Ratification

This constitution shall go into effect when approved by two-thirds (2/3) majority of IRC members present at the meeting at which the ratification vote is held, and the Department of Student Development, and the Department of Residence Life.

Chapter 2: Amendments

Any amendments to this constitution must be approved by a two-thirds (2/3) majority of the IRC members present at a meeting at which the vote on the amendment is held, and the Departments of Student Development and Residence Life. Any proposed amendment shall be submitted in written form to IRC members at least one meeting prior to the meeting at which it is to be voted upon.

Chapter 3: Initiative

Any Resident of any hall who feels that a constitutional change needs to be discussed by the IRC may cause the council to consider the action by contacting the IRC Secretary and being placed on the agenda of an IRC Meeting.

PART V: BY-LAWS TO THE IRA CONSTITUTION

Chapter 1: Committees

ARTICLE 1: Committees shall be formed for the purpose of improving the efficiency of the IRC and providing an opportunity for responsibility and leadership among the members of the organization. Each IRC member is required to be an active member of at least one standing committee. Any residence hall student may serve as a member of an IRC Committee. All committees shall have a chairperson who shall be appointed by the IRC President.

ARTICLE 2: Duties of the committee chairperson

It shall be the duty of the chairperson of any IRC committee to appoint members of his/her committee, subject to the approval of the IRC, to inform members of the date, time, and place of all committee meetings, to preside over those committee meetings, and to insure that all business delegated to his or her committee is carried out, and to present an oral report to the IRC of any business conducted by the committee since the previous IRC meeting, as well as a written report (including a list of members in attendance) to the secretary of the IRC.

ARTICLE III: Standing Committees

The chairpersons of all standing committees shall be appointed by the President of the IRC at or before the first IRC meetings to the fall semester. The chairperson shall appoint other committee members before the next regularly scheduled IRC meeting. The executive committee shall be an exception.

Section 1: Executive Committee

The Executive Committee shall consist of the officers of the IRC and the IRC Advisor. This committee shall meet on call between regularly scheduled IRC Meetings to handle urgent matters and to plan the agenda for the next IRC meeting. The committee shall also have the power to approve petty cash expenditures of less than one hundred (100) dollars.

Section 2: Finance Committee

The chairperson of the finance committee shall be the treasurer of the IRA, who shall appoint at least four other committee members, with at least one from each area of campus. The finance committee shall prepare the IRC budget for each semester and submit it for approval at the second IRC meeting of the semester. This committee shall also prepare any budget adjustments which shall be approved by the council. In addition, this committee shall recommend to the IRC distributions of residence hall support fund monies, to be approved by the council.

Section 3: Committee Action

Committee Action shall be responsible for organizing the annual spring banquet where the changeover of each year's executive boards occurs, planning the spring and fall retreats, initiating community social programs, and working on special projects which the IRC President delegates to them. The annual banquet for committee action shall be voted on at the second IRC meeting of each semester.

Section 4: Publicity Committee

The Publicity committee shall conduct all publicity for the IRC as directed by the council or the President of the IRC.

Section 5: WOLFSTOCK Committee

The WOLFSTOCK Committee shall be responsible for planning of the spring concert held by the residence halls. The chairperson(s) must be approved by the IRC. Its goal is to provide a concert easily accessible to residents while maintaining monetary self sufficiency.

Section 6: Constitution Committee

The Constitution Committee shall establish criteria for the approval of hall council constitutions and, during each fall semester, approve each hall constitution as required in Part Two, Section Two, Article Five. In addition, it shall be responsible for the revision of this IRC constitution during the spring semester of each school year.

ARTICLE IV: Special Committees

Special Committees may be appointed at any time for any specific purpose. The president of the IRC shall appoint the chairpersons of these committees. In turn, the chairperson shall appoint members to the committee, subject to the approval of the IRC.

Chapter 2: IRC Advisor

The IRC Advisor shall be appointed by the Director of Residence Life. If the IRC desires a new advisor, it shall consult with the Director of Residence Life.

Chapter 3: Qualifications of Officers and Council Members

ARTICLE I: All officers of the IRC and all representatives to the IRC shall be residents of the halls of North Carolina State University and shall be students in good academic standing.

ARTICLE II: No person shall hold more than one IRA office at a given time.

ARTICLE III: If any officer of the IRC is disqualified for reasons other than academic difficulty or losing his/her space in the lottery, he/she shall not be eligible to run for any IRA Office during his/her stay at the University.

Chapter 4: Replacement of Officers

ARTICLE 1: The President of the IRC shall appoint a replacement whenever a vacancy occurs in any other IRA office, subject to the approval of the IRC.

ARTICLE 2: If the President is disqualified, the Vice-President shall assume the office of President and make appointments as needed.

ARTICLE 3: If both the President and the Vice-President are disqualified, an election will be held to replace the vacant posts.

Chapter 5: Reasons for Replacement

ARTICLE I: Any officer of the IRA and any representative to the IRC shall be disqualified if he/she fails to maintain good academic standing with the University during his/her term of office, fails to fulfill the duties of his/her office or moves out of the residence halls.

ARTICLE II: Any member of the IRC who fails to attend three IRC meetings without an alternate shall be subject to disqualification and replacement. Written notice from the IRC Secretary shall be given to that Hall Council's Advisor after the second such absence. If a hall fails to have any representative at six meetings during the academic year, that hall council shall be subject to revocation of all funding from IRC, except for monies appropriated to that hall council from the residence hall support fund. Revocation must be approved by a (2/3) two-thirds majority vote of those IRC members present.

ARTICLE III: Any member of the IRC may initiate impeachment proceedings against an IRA Officer. A two-thirds majority of all IRC members is necessary to impeach an officer.

Chapter 6: Additional Positions

ARTICLE I: NCC

The National Communications Coordinator (NCC) shall be appointed by the President of the IRA at the end of each spring semester for the following year. The NCC shall serve as the University's official representative to the North Carolina Association of Residence Halls (NCARTH), South Atlantic Association of College and University Residence Halls (SAACURH), and the National Association of College and University Residence Halls (NACURH), as well as handle all communication between the IRC and these associations. The NCC shall have voice, but not vote at all IRC meetings unless he/she is an elected hall council representative to the IRC.

ARTICLE II: NRHH

Section 1: The National Residence Hall Honorary Liaison shall attend all IRC meetings and act as a liaison between the NRHH and the IRC. He/She shall have voice but not vote at IRC meetings unless he/she is an elected representative to the IRC.

Section 2: IRC may nominate individuals of the IRA for NRHH membership.

ARTICLE III: IRC Liaison to the Department of Housing and Residence Life.

The liaison is responsible for communicating IRC hall facility and programming concerns to the appropriate official within the Department, and IRC inserts into the "Housing and Residence Life Bulletin" (pink sheets). This person is to have the same responsibilities and privileges as the committee chairperson with voice but not vote at all meetings, unless they are an elected representative to the IRC.

ARTICLE IV: Pinball Representative

The Pinball Representative shall act as the liaison between the vendor, the Department, and each hall council. He/she is responsible for maintaining communication with the halls/areas about the Pinball machines and also for informing the vendor of any requested machine changes, vandalism, and any other information regarding their location and/or maintenance. This is in addition to working with the vendor and upholding the IRC and University contract with said vendor.

CHAPTER SIX: THE STUDENT BODY DOCUMENT SYSTEM

PART 1 THE STUDENT DOCUMENTS

Section 1: General

The **Student Body Documents** shall be a three-volume publication including all official materials of the various student government organizations, in full or in summary, as stated in the definition of each volume.

Section 2: Volume I

Volume One of **The Student Body Documents** shall be a letter-sized, paperback covered volume which shall be readily available to any member of the University Community.

Contents of Volume I shall be:

1. Student Body Constitution
2. Statutes
3. University Policy Statements

A new edition of Volume I shall be prepared each time a change is made in the contents, but no more than once in an academic year. Each edition shall be dated on the cover. Past editions shall be replaced in sufficient quantity for distribution to any member of the University community upon request.

Section 3: Volume II

Volume Two of **The Student Body Documents** shall be a letter-sized, paperback covered volume which shall be made readily available to any member of the University community.

Contents of Volume II shall be:

- A. The constitutions of the School Councils
- B. The constitutions of the Residence Area Councils
- C. The Student Media Authority Statutes and the Student Media Authority Charters
- D. The charters of the lower-level Judicial Boards

A new edition of Volume II shall be prepared each time a change is made in the contents, but no more than once in an academic year. Each edition shall be dated on the cover. Past editions shall be replaced by the next Fall registration period following the change, or as soon as possible following the date.

Section 4: Volume III

Volume Three of **The Student Body Documents** shall be a letter-sized, paperback covered volume which shall be readily available to any member of the University community.

Contents of Volume III shall be:

- A. Complete copies of all legislation passed by the Student Senate during an academic year.
- B. Summary copies of all legislation introduced and not passed by the Student Senate, and summaries of all major motions made in the Student Senate.
- C. Complete copies of all minutes of the Student Senate
- D. Summary reports of all activities and actions taken, including operating budgets, of the subordinate legislative bodies and the Student Body Media .
- E. Annual reports of activities of the Student Senate Standing Committees, the Student Services Boards, any Study Commissions, and any other advisory bodies.
- F. Executive Position Papers, Executive Orders, and the Annual Report of the Student Body President.
- G. Special Reports given by or to the Student Government organizations.
- H. Major orations given by Student Government officials.

The contents of Volume III shall be collected annually and placed on reserve in the library, Student Government office, and Harris Hall. Additional copies of the volume will be kept in the student government office and made available for use by the University community upon request."

Section 5: Editorial Supervision

Publication of **The Student Body Documents** shall be under the supervision of the Chair of the Student Senate Standing Committee on Campus and Community Affairs, who shall have the assistance of the Senate Secretary and other personnel as needed. Volumes I, II shall be printed in sufficient copies for distribution to all officials of the Student Body Government and to all residence units, and to other offices as needed. Volume III shall be maintained in sufficient copies prior to binding so that copies may be distributed to the Student Development Office, the Student Body Judicial Board, the D.H. Hill Library, the Student Body Government office, and other offices as needed.

PART 2 PUBLISHING OF LEGISLATION

Section 1: Printing of Legislation

All legislation printed for debate in the Senate shall be printed in sufficient copies for distribution to all members of the Senate and to any other interested parties. Printing of "First Reading" and "Second Reading" legislation shall be in the least expensive manner available, preferable of a short term nature. Printing of final version legislation shall be of a permanent nature.

CHAPTER SEVEN: ELECTIONS PROCESS

PART 1 ELECTION BOARD

Section 1: Membership

The Election Board shall consist of the following members:

- A. A Chair appointed by the Student Body President and approved by the Student Senate.
- B. Seven other members appointed by the Student Body President and approved by the Student Senate.
- C. The term of office of all Election Board members shall be one year ending at the end of the Spring semester.
- D. No candidate for an elective office may serve as a member of the Election Board.

Section 2: Duties

The duties of the Election Board are as follows:

- A. Administrating the election process;
- B. The safe-keeping of election results as required;
- C. Administrating the meeting of all candidates will be run by the Election Board Chair;
- D. The advertising and publicizing of elections.

Section 3: Communication

The Election Board shall effect liaison with:

- A. Student Body
- B. Department of Student Development
- C. Student Body President
- D. Student Senate Government Operations Committee
- E. Department of Registration and Records
- F. Other offices of Student Government.

Section 4: Election Board Procedure

- A. The Election Board shall elect its vice chair from its membership before Fall elections.
- B. The Election Board will rule on all violations.
- C. The Election Board will produce a schedule of dates.
- D. The Election Board shall procure ballots. Those ballots shall contain:
 1. Heading listing instructions.

2. Names in order of drawing.
- E. The printed ballots shall be checked by the Election Board, and kept until the elections.
- F. Write-in votes shall be counted in the general election only.

PART 2 PROCEDURES

- A. All candidates must be in good standing with the University. A student in good standing is defined as being a student who is not presently under a penalty or probation such as Academic Warning I or II and including all forms of Judicial probation, suspension or expulsion. Candidates for the Senate must be enrolled in the school from which they seek election.
- B. The candidates will run for the classification they will be that semester in the Fall election, and or the classification they will be in the Fall semester during the Spring Election. Any candidate that is three hours or less from next classification will run in the next classification.
- C. Any student qualified to become a candidate may, during the nomination period, complete the nomination sheet, giving full and accurate information.
- D. Any candidate who will be a senior, graduate student, or eligible for graduation must sign a statement that he/she will remain a full-time student during his/her term of office (included in the candidates packet).
- E. No candidate may run for more than one Student Government Major Office (executive, legislative, judicial, or student center).
- F. A student holding any office with IRC, IFC, Panhellenic, National Pan-Hellenic, Student Media Authority, Senior Class Council, or School/College Council may hold office and a Student Government Major Office simultaneously for no longer than 30 days after being sworn into their respective office.
- G. The All Candidates' Meeting is **mandatory** for all those seeking office. If it is impossible for a candidate to attend, he/she must submit, in writing, an absence form to the Chair of the Election Board no less than twenty-four hours before the All Candidates' Meeting. He/She must also have an alternate at the meeting in his/her place. Failure to do this will result in the candidate's name being removed from the books.
- H. The Chair of the Elections Board shall be charged with responsibility of effecting an official notification to candidates for elective office concerning the date, time, and location of the mandatory All Candidates' Meeting. The chair must require from each candidate a positive written confirmation of said notification. This written confirmation shall be made at the time each candidate completes his/her nomination.

PART 3 RULES FOR ALL CANDIDATES FOR OFFICE

Section 1: Campaign

- A. NO CAMPAIGN MATERIALS (flyers, posters, handbills, formal speeches, sandwich boards, expression tunnel painting, etc.) may be distributed prior to the ALL CANDIDATES' MEETING.
- B. Campaign materials must be distributed in accordance with University policies and the Student Government election rules.
- C. Each candidate is held responsible for his/her supporters. Posters appearing in prohibited locations bearing the candidate's name or picture will be that candidate's responsibility.
- D. No one except Elections Board members may remove any material without the candidate's permission prior to the election.
- E. A sponsor holding a residence hall smoker or similar function must notify and receive written permission from the Area Director which must be turned in to the elections board at least 24 hours before the function.
- F. No door-to-door campaigning will be permitted for any candidates. All candidates may campaign in any common place.
- G. A campaign expense sheet must be submitted following each election. The sheet will be submitted to a Student Government secretary by 5:00 P.M. on the day following the general

election and by 5:00 P.M. on the day following the run-off election (if applicable). This sheet must be turned in even if no money was spent.

- H. Any alternative campaign idea not addressed must be approved by a majority vote of the Elections Board. These do not include: Free Expression Tunnel painting, posters, handbills, sandwich boards, smokers, or speech making.

NOTE: For further explanation of the Poster/Sandwich Board/ Handbills or Painting Policies, Elections Policy Enforcement or Election Appeals, see Chapter Six Appendix (Student Government Elections Packet).

Section 2: Campaign Expenses

- A. For executive officers of Student Government and Senior Class Candidates there will be a limit of \$125.00 for regular election, and \$50.00 for run-off election. For all other offices there will be a limit of \$50.00 for regular election, and \$20.00 for run-off election.
- B. A campaign expense sheet must be submitted following each election. The sheet will be submitted to a Student Government secretary by 5:00 P.M. on the day following the general election and by 5:00 P.M. on the day following the run-off election (if applicable). This sheet must be turned in even if no money was spent.
- C. Time, services, or materials donated by someone who does normally charge shall also be listed on the official expense sheet. The amount of such donations cannot exceed half the total expenses for a candidate in a particular race.

PART 4 DETERMINATION OF WINNERS

Section 1: General Election

- A. Any candidate for Student Government office (executive, legislative, or judicial) who receives more than fifty percent (50%) of the votes shall win his/her election.
- B. If no candidate receives more than fifty percent (50%) of the votes, there shall be a run-off election.
- C. For Student Senate, a run-off election shall be conducted as follows: If there are N seats available and there more than N candidates, the top N-1 vote-getters shall be declared winners. There will be a run-off if and only if, the final seat has two candidates with the same vote totals. If there is only one seat available, the run-off process shall be the same as for major offices.

Section 2: Run-off Elections

- A. For Major office races (Student Body President, Student Senate President, Student Chief Justice, Student Body Treasurer and Student Center President), a run-off election shall consist of at least the top two candidates.
- B. If the third place candidate's vote percentage is within five (5) percentage points of the second place candidate, the third place candidate shall also be in the run-off election, in which case, the candidate receiving the most votes shall be declared the winner.
- C. In the event of a tie between the top two candidates, a second runoff shall be held between these two candidates the following week.

Section 3: General Election and Run-off Election Procedures

- A. The General election shall be held on two consecutive work days. Any subsequent run-off elections shall be conducted in the same manner as the general election.

Section 4: Appeals Process

Appeals must be submitted on a "Student Government Elections Appeal Form" which can be obtained from a secretary in the Student Government Office. Appeals must be filed on the day following an election or a run-off election between the hours of 8:00 A.M. and 5:00 P.M.

- A. Appeals of General or Run-off Elections
1. All appeals must be turned in to a Student Government secretary personally or by the assigned alternate.
 2. The Elections Board Chair must certify that all appeals have been properly filed.

3. The Elections Board will meet on the night following the election to rule on all appeals. A quorum will consist of at least 4 members and the chair. All rulings of the board will be by a majority vote of those present.
4. The hearing will not be held any earlier than 6:00 P.M.
- B. Appeal of Elections Board Decision Regarding Appeals of General Elections
 1. All appeals must be turned in to a Student Government secretary personally or by the assigned alternate by 5:00 P.M. on the day following the Elections Board decision.
 2. All appeals must be certified by the Student Body President for proper filing.
 3. If a candidate for any office other than Student Body Chief Justice wishes to appeal the decision of the Elections Board, he/she may appeal to the Judicial Hearing Board. In a hearing before this board, the candidate shall be the complainant and the Elections Board shall be the respondent. This hearing must be held prior to any scheduled run-off elections. The Judicial Hearing Board's decision is final and not subject to appeal.
 4. If a candidate for Student Body Chief Justice or any other current member of the Judicial Branch wishes to appeal the decision of the Elections Board, he/she may appeal to a Senate Election Appeals Board. This Board will be composed of the committee chair from each Senate standing committee and the Student Senate advisor. The board will elect its chair from its membership and quorum will be all committee chairs minus two and the Student Senate advisor. In the event a committee chair is running in the election, the Student Senate President shall appoint a replacement to the board from that chair's committee. The Senate Election Appeals Board decision is final and not subject to appeal.
 5. This hearing will be heard two (2) business days after the Elections Board decision.

PART 5 COUNCILS

Section 1: Inter-Residence Council

- A. The Inter-Residence Council shall conduct elections for its executive officers according to procedures set forth by that body not in conflict with these statutes.
- B. The Inter-Residence Council may conduct elections for officers in each of the residence halls if they so desire.
- C. The Inter-Residence Council may request assistance from the Elections Board in conducting elections within two weeks before elections.
- D. The expenses concerning the Inter-Residence Council's officer elections shall be governed by the Council.
- E. The Inter-Residence Council may also govern expense limits pertaining to residence hall elections if they so desire.

Section 2: Inter-Fraternity Council

- A. The Inter-Fraternity Council shall conduct elections for its executive officers according to procedures set forth by the body not in conflict with these statutes.
- B. The Inter-Fraternity Council may conduct other elections under their jurisdiction if they so desire.
- C. The Inter-Fraternity Council may request assistance from the Election Board in conducting elections within two weeks before elections.
- D. The election expenses pertaining to Inter-Fraternity Council and any other elections under their jurisdiction may be governed by that Council.

Section 3: School Councils

- A. Each of the school councils shall conduct elections of its executive officers according to its own procedures if not in conflict with these statutes.
- B. Each of the school councils may conduct other elections under their jurisdiction if so desired.
- C. Each of the school councils may request assistance from the Election Board in conducting elections within two weeks before elections.
- D. Each of the school councils may govern election expenses of any election under their jurisdiction.

Section 4: Senior Class Council

- A. The Senior Class Council shall conduct elections for its executive officers according to procedures set forth by that body not in conflict with these statutes.
- B. The Senior Class Council may conduct other elections under their jurisdiction if they so desire.
- C. The Senior Class Council may request assistance from the Election Board in conducting elections within two weeks before elections.
- D. The election expenses pertaining to the Senior Class Council shall be the same as set forth in these documents for the major offices.

PART 6 REFERENDUMS

Section 1: Initiation

A referendum may be requested by the president of the student body, a majority of the Student Senate, or by a petition signed by five (5) percent of the student body.

Section 2: Implementation

The Chair of the Election Board shall, upon proper request for a referendum, place such a referendum on the next regularly scheduled campus election, unless deemed urgent by two-thirds of the Student Senate, in which case a special referendum vote will be taken. The eligible voters in a referendum vote would be any franchised student deemed affected by the referendum as prescribed by the Election Board. The results of the referendum will be given to the office of the Student Body President who shall implement the referendum using any facilities of the Student Government.

CHAPTER SEVEN APPENDIX

STUDENT GOVERNMENT ELECTIONS PACKET

SPRING ELECTIONS

BOOKS OPEN:	Monday two weeks before all candidates meeting.
BOOKS CLOSE:	Day before all candidates meeting.
ALL CANDIDATES' MTG:	Either Wednesday before or Wednesday after Spring Break.
GENERAL ELECTION:	Last Monday and Tuesday in March.
RUN-OFF ELECTION:	Monday and Tuesday - One week after General Election.

NOTE: Polling locations to be established as needed

POSITIONS AVAILABLE

MAJOR OFFICES: Student Body President
 Student Senate President
 Student Body Chief Justice
 Student Body Treasurer
 Student Center President

STUDENT CENTER BOARD OF DIRECTORS: Four (4) at large positions

STUDENT MEDIA AUTHORITY: Five (5) at large positions

STUDENT SENATE: (Sophomores, Juniors, Seniors)

Agriculture and Life Sciences (2,2,2)
 Engineering (4,4,4)
 Humanities and Social Sciences (2,3,2)
 Management (1,2,2)

SENIOR CLASS: President
 Vice-President

FALL ELECTIONS

BOOKS OPEN:	First Tuesday in September
BOOKS CLOSE:	Second Tuesday in September
ALL CANDIDATES' MTG:	Second Tuesday in September
GENERAL ELECTION:	Monday and Tuesday following All Candidates Meeting
RUN-OFF ELECTION:	As needed
NOTE: Polling locations to be established as needed	

POSITIONS AVAILABLE

STUDENT SENATE:

Ag and Life Sciences	3 freshmen
Design	1 at large
Education and Psychology	2 at large
Engineering	4 freshmen
Forestry	2 at large
Graduate	5 at large
Humanities and Social Sciences	2 freshmen
Lifelong Education	4 at large
PAMS	3 at large
Textiles	2 at large
University Transition	1 at large
University Undesignated	1 at large
Veterinary Medicine	1 at large

STUDENT NOMINATION FORM*(print or type)*Full Name _____
Last First Middle

Social Security # : _____ - _____ - _____ date: _____

Position Seeking: _____

CLASS TO BE REPRESENTING IN OFFICE (CIRCLE ONE)

FR. SO. JR. SR. GRAD UNDESIGNATED LIFELONG

School/College/Class (of First Major) _____

Local Address: _____

_____, NC _____
zip code

Local telephone number: _____

Permanent Address: _____

Permanent telephone number: _____

Name Preferred on the Ballot: _____

Permanent Alternate _____ Phone # _____

I, _____, candidate for an office in Student Government, will remain a full-time student at N.C. State University during my term of office. I fully understand that violation of the N.C. State Student Body Statutes will constitute grounds for disqualification or impeachment. I give permission to Student Development to check my records to determine if I am in good standing with the University (not on academic warning II or any Judicial Probation).

SIGNATURE: _____

NOTE: This form must be submitted to a Student Government Secretary by 5:00 P.M. on Tuesday, the day before the all-candidates meeting.

PERMANENT ALTERNATE FORM

There will be a **mandatory** All Candidates' Meeting the Wednesday before or the Wednesday after Spring Break at a time chosen by the Elections Board Chair in the Student Senate Chambers. Failure to attend or send your permanent alternate will result in automatic disqualification. This form must be submitted to a Student Government Secretary by 12:00 P.M. on the Wednesday of the All Candidates Meeting, if you plan to send an alternate. This alternate may also represent the candidate in any activity where the candidate is required to attend.

Each alternate will be allowed to represent only one candidate. Elections Board members may not serve as alternates.

ALTERNATE REPORT FORM

NAME: _____

OFFICE: _____

DATE: _____

I hereby authorize _____ to serve as my permanent alternate.
I understand that I will be held responsible for knowing any information given to my alternate.

CANDIDATE'S SIGNATURE: _____

ALTERNATE'S SIGNATURE: _____

STUDENT GOVERNMENT ELECTIONS CAMPAIGNING POLICY

1. NO CAMPAIGN MATERIALS (flyers, posters, handbills, formal speeches, sandwich boards, expression tunnel painting, etc.) may be distributed prior to the ALL CANDIDATES' MEETING.
2. Campaign materials must be distributed in accordance with University policies and the Student Government election rules.
3. Each candidate is held responsible for his/her supporters. Posters appearing in prohibited locations bearing the candidate's name or picture will be that candidate's responsibility.
4. No one except Elections Board members may remove any material without the candidate's permission prior to the election.
5. A sponsor holding a residence hall smoker or similar function must notify and receive written permission from the Area Director which must be turned in to the elections board at least 24 hours before the function.
6. No door-to-door campaigning will be permitted for any candidates. All candidates may campaign in any common place.
7. A campaign expense sheet must be submitted following each election. The sheet will be submitted to a Student Government secretary by 5:00 P.M. on the day following the general election and by 5:00 P.M. on the day following the run-off election (if applicable). This sheet must be turned in even if no money was spent.
8. Any alternative campaign idea not addressed must be approved by a majority vote of the Elections Board. These do not include: Free Expression Tunnel painting, posters, handbills, sandwich boards, smokers, or speech making.

Student Government Elections Campaign Materials Policy

I. Posters/Sandwich Boards/Handbills

A. WHAT

1. Posters must be no larger than 8 1/2 by 11 inches.
2. No adhesive backs or stickers of any kind.
3. Posters/Handouts/Handbills must not include coupons.
4. Sandwich boards must be no larger than 3 feet by 4 feet in size and may be displayed only FOUR days prior to either the general or run-off election.
5. With the exception of sandwich boards, no free standing signs will be allowed.
6. No banners (on or off campus).

B. HOW

1. Posters may be attached and displayed only on surfaces designated for such purposes, for example kiosks, display panels, and general use bulletin boards. If a bulletin board is designated for restricted use, no campaign materials may be posted.
2. All materials must be mounted with masking tape (from the back), push pins, or paper staples to allow removal without surface defacement.
3. ALL posters from the same individual must be at least SIX (6) FEET APART and not placed over anyone else's campaign materials.
4. Candidates are limited to three (3) posters per kiosk.
5. Handouts may be hand delivered to passersby at least fifty (50) feet from polling locations, but not in any other manner (i.e. placing handouts under car windshield wipers, "dumping", mailing them through campus mail, etc.).
6. Sandwich boards may be displayed outdoors only, beyond fifty (50) feet from polling locations.

II. PAINTING

The surface of the "free expression" tunnel (located South of Dabney Hall) may be painted within the confines of the ceiling of the tunnel. Candidates shall not paint over or deface any other candidates' announcements at the "free expression" tunnel within twenty-four hours after the original announcement is painted. No painting will be allowed at any other tunnels or locations on the campus. Candidates wishing 24-hour protection from repainting by other candidates may obtain a "Free Expression Tunnel Painting Form" from the Student Government office.

ELECTIONS POLICY ENFORCEMENT

Interpretation and enforcement of election rules will be the responsibility of the Elections Board. The members of the Elections Board will rule on all alleged campaign violations. Such rulings will occur upon a majority vote of the Elections Board. All decisions regarding disqualification and violations by the Elections Board are final and not appealable.

The following violations will result in immediate disqualification:

1. Distributing campaign materials prior to the All Candidates Meeting.
2. Using university supplies (i.e. paper, business cards, letterhead, campus mail, electronic mail, EOS log-on bulletin board, computer systems not accessible to all students, etc.).
3. Exceeding allowable campaign expenses.
4. Willfully destroying or defacing another candidate's campaign materials by a candidate.
5. Submitting false or inaccurate campaign sheets.
6. Failure to comply with Elections Board warning within 24-hours of official notice by the Elections Board Chair.
7. Committing a violation twice, after receiving a warning on the first offense.
8. Committing a violation after two separate warnings.

The following violations will result in a warning before disqualification:

1. Distributing campaign materials not in accordance with University Policy and Student Government Election rules.
2. Willfully destroying other candidates property by a candidate's supporters.
3. Displaying posters larger than 8 1/2 inches by 11 inches
4. Using adhesive backs or stickers.
5. Including coupons with handouts, handbills, or posters.
6. Displaying sandwich boards larger than 3 feet by four feet in size.
7. Displaying sandwich boards earlier than four days prior to the general or run-off election.
8. Displaying sandwich boards inside of buildings.
9. Using free-standing signs other than sandwich boards.
10. Displaying banners (on or off campus).
11. Displaying posters on surfaces not designated for such purposes (i.e. walls, doors, restricted use bulletin boards, etc.).
12. Mounting materials with things other than masking tape (from the back), push pins, or paper staples.
13. Hanging posters from the same individual closer than SIX (6) feet apart.
14. Hanging more than THREE (3) posters on a single kiosk.
15. Distributing/displaying handouts or sandwich boards within a fifty (50) foot radius of polling locations.
16. Distributing handouts or flyers in any manner other than personally by hand (i.e. placing hand-outs under car windshield wipers, "dumping", mailing them through the campus mail, etc.).
17. Failing to turn in expense sheets within 24-hours of each election.
18. Using a public address system.
19. Failing to notify and receive written permission from area director prior to a residence hall smoker.
20. Campaigning door to door.

NOTE: This list is not a complete list. The Elections Board may issue warnings for violations of other campaign policies.

It should also be noted that all violations will not result in a warning, however, blatant violations should always result in a warning.

WHAT CONSTITUTES A WARNING ?

It will be the responsibility of each candidate to check daily the Student Government office window or the Student Government kiosk in the brickyard for daily notices. These notices will contain general information for all candidates, such as reminders, and/or information for a specific candidate. If there is something for a particular candidate or group of candidates in the Student Government office, the kiosk or window is where you will be able to find out. The notices will be posted by 12:00 noon each day. If you are receiving a warning, the message board will tell you to stop by the Student Government office to pick up your mail. (All mail does not have to be a warning.) This mail must be signed out by the candidate or the candidate's previously appointed alternate by 5:00 P.M. of the same day you received the message. If your mail is a warning notice, you must sign that you received it by 5:00 P.M. or that warning automatically goes into effect at 5:00 P.M. anyway. For example: If you check the message board at 12:00 on April 3rd and it says you have mail in the Student Government office, you (or your appointed alternate), have until 5:00 P.M. on April 3rd to sign for that mail. If it's a warning, the warning automatically goes into effect at 5:00 P.M. on April 3rd, meaning the warning period automatically ends at 5:00 P.M. on April 4th. If you do not correct what you were warned for by 5:00 P.M. on April 4th, you will be disqualified. This is the only method by which you will be warned.

ELECTION APPEALS

Appeals must be submitted on a "Student Government Elections Appeal Form" which can be obtained from a secretary in the Student Government office. Appeals must be filed on the day following an election or a run-off election between the hours of 8:00 A.M. and 5:00 P.M.

I. Appeals of General or Run-off Elections

1. All appeals must be turned in to a Student Government secretary personally or by the assigned alternate.
2. All appeals must be certified, by the Elections Board Chair, that it has been properly filed.
3. The Elections Board will meet on the night following the election to rule on all appeals. A quorum will consist of at least 4 members and the chair. All rulings of the board will be by a majority vote of those present.
4. The hearing will not be held any earlier than 6:00 P.M.

II. Appeal of Elections Board Decision Regarding Appeals of General Elections

1. All appeals must be turned in to a Student Government secretary personally or by the assigned alternate by 5:00 P.M. on the day following the Elections Board decision.
2. All appeals must be certified by the Student Body President for proper filing.
3. If a candidate for any office other than Student Body Chief Justice wishes to appeal the decision of the Elections Board, he/she may appeal to the Judicial Hearing Board. In a hearing before this board, the candidate shall be the complainant and the Elections Board shall be the respondent. This hearing must be held prior to any scheduled run-off elections. The Judicial Hearing Board's decision is final and not subject to appeal.
4. If a candidate for Student Body Chief Justice or any other current member of the Judicial Branch wishes to appeal the decision of the Elections Board, he/she may appeal to a Senate Election Appeals Board. This Board will be composed of the committee chair from each Senate standing committee and the Student Senate advisor. The board will elect its chair from its membership and quorum will be all committee chairs minus two and the Student Senate advisor. In the event a committee chair is running in the election,

- the Student Senate President shall appoint a replacement to the board from that chair's committee. The Senate Election Appeals Board decision is final and not subject to appeal.**
- 5. This hearing will be heard two (2) business days after the Elections Board decision.**

FREE EXPRESSION TUNNEL PAINTING FORM

CANDIDATE'S NAME: _____

DATE: _____

I intend to paint the Free Expression Tunnel on (date) _____

at (time) _____. I am formally requesting 24 hour protection from

other candidates' painting as provided by the Student Body Statutes.

CANDIDATE'S SIGNATURE: _____

***NOTE:**

This does not compel the Elections Board or Student Government to physically prevent others from painting over your sign. However, if it can be proven that another candidate and/or his/her supporters have violated the 24-hour rule, that candidate is subject to immediate disqualification.

CAMPAIGN EXPENSE SHEET

A campaign expense sheet must be submitted following each election. The sheet will be submitted to a Student Government secretary by 5:00 P.M. on the day following the general election and by 5:00 P.M. on the day following the run-off election (if applicable). This sheet must be turned in even if no money was spent. All Expense Receipts will be submitted. Any falsification is subject to prosecution before the Judicial Board.

For all Senate Seats there will be a limit of \$50.00 for regular elections, and \$20.00 for run-off elections.

Time, service, or material, donated by someone who does not normally charge for such services shall be listed but not counted toward the limit. This time or service should be available to any candidate. The amount of donations cannot exceed half the total expenses.

Political party contributions will be included with the candidate's expenses. If the political party represents more than one candidate, the total expenses will be divided among the candidates.

Total Spent \$ _____

Total Donations \$ _____

EXPENSE WORKSHEET
(TO BE SUBMITTED WITH CAMPAIGN EXPENSE SHEET)

Posters & Handouts

Pictures: done by _____; receipt # ____; cost ____
 done by _____; receipt # ____; cost ____

Artwork: done by _____; receipt # ____; cost ____
 done by _____; receipt # ____; cost ____

Supplies: item _____; receipt # ____; cost ____
 item _____; receipt # ____; cost ____
 item _____; receipt # ____; cost ____
 item _____; receipt # ____; cost ____

Copies: # _____; receipt # ____; cost ____
 # _____; receipt # ____; cost ____
 # _____; receipt # ____; cost ____

Sandwich Boards

Supplies: item _____; receipt # ____; cost ____
 item _____; receipt # ____; cost ____

Free Expression Tunnel

Paint: Amount _____; receipt # ____; cost ____
 Amount _____; receipt # ____; cost ____

Miscellaneous

item _____; receipt # ____; cost ____
 item _____; receipt # ____; cost ____
 item _____; receipt # ____; cost ____

DONATIONS

List all people who donated materials or service.

Person	Service(s)	Estimated Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME: _____

OFFICE: _____

SIGNATURE: _____

CHAPTER EIGHT: FINANCES

SECTION 1: Budget

- A. It shall be the responsibility of the Student Body Treasurer and the duty of the Finance Committee to annually propose a tentative budget to the Student Senate. The Committee shall make thorough investigations and hold open meetings before making detailed recommendations concerning the amount of and manner in which the student body funds are to be expended for Student Government and for other co-curricular activities.
- B. The budget for the following academic year must be approved by a majority vote by the last Student Senate meeting of that year.
- C. The budget may be amended by the Student Senate by a majority vote. The student body budget shall operate on a fiscal year that shall begin the first day of the first summer session. The fiscal year for a budget shall close at the close of the last business day before the new budget comes into effect. Bills incurred on a budget shall be accepted by the Student Body Treasurer for a period of one month after the budget has been closed.

SECTION 2 -- Appropriations

- A. An appropriation bill may be presented for consideration to the Student Senate by any Senator or any Senate Committee.
- B. An appropriation bill may be presented by the Finance Committee to the Student Senate at the request of an individual or interest group outside the Senate if it is deemed wise and in the best interest of the student body by the Finance Committee, after the Committee has investigated the issue thoroughly. All investigations shall be made in keeping with the open meeting law of North Carolina.
- C. Every organization that administers any student body funds must supply the Finance Committee with a full and complete budget of all anticipated revenues and expenditures for each bill submitted. This budget must be submitted by a deadline to be set by the Student Body Treasurer.

SECTION 3 -- Standard Travel Procedures For Students at NCSU

- A. All student organizations or committees which receive any appropriations from the Student Senate shall be subject to the same regulations and the same allowances for travel.
- B. It shall be the duty of the Student Body Treasurer to enforce these regulations.
- C. The travel allowances shall be determined by the Student Senate Finance Committee and approved by a two-thirds majority vote of the Student Senate every year.
- D. Only actual expenditures shall be authorized and the figures approved are the absolute maximum.
- E. Copies of the maximum travel allowances shall be made available to any student organization requesting this information.

SECTION 4 -- Disbursement of Student Body Funds

- A. The Student Body Comptroller shall be responsible for the administration of the annual budget as approved or amended by the Student Senate.
- B. It shall be the duty of the Student Body Comptroller to personally approve all expenditures in accordance with the annual budget. He/She shall have the power to delegate this responsibility.
- C. The amount of an appropriation in excess of the actual expenditures shall remain in student body funds and shall be available for budgeting as part of the General Fund.
- D. Any remaining funds at the end of fiscal year shall be re-budgeted as part of the General Fund for the following year.
- E. No personal loans or salary advancements of any type shall be made from the General funds of Student Government without 2/3 prior approval of the Student Senate.

SECTION 5 -- Accountability of Funds Received

- A. Receipts of all actual expenditures funded by the Student Senate must be submitted to the Student Body Treasurer within one week after all expenditures are made.

- B. Failure to submit receipts may lead to freezing of funds (see SECTION 9) or other actions by the Student Body Treasurer or Student Body Comptroller.

SECTION 6 -- Transfer of Funds

- A. The Finance Committee, along with the Student Senate, shall have the authority to transfer appropriations from one account to another within the general appropriation of any activity or Board.
- B. Any organization or department desiring a transfer of appropriation shall submit to the Student Body Treasurer a written statement detailing the transfer and the reason for it.
- C. All transfers from one account to another shall be requests in the form of Financial Legislation.
- D. The Student Body Treasurer shall make any adjustment of accounts in keeping with the decision of the Finance Committee and the Student Senate.

SECTION 7 -- Contract for Services

- A. The Student Body Treasurer shall be empowered to let contracts to the lowest bidder for services which cannot practically be performed by the Board or Division of Student Government.
- B. The specific services which shall be afforded the student body in this manner shall be at the decision of the Student Senate.
- C. The organizations submitting bids shall be approved by the Student Body Treasurer on the basis of the judged ability of that organization to perform the service in the best interest of the student body.

SECTION 8 -- Student Government Loan Fund

- A. There shall be a Student Government Loan Fund administered by the Financial Aid Office which shall serve the purpose of providing short-term loans for students.
- B. The source of the funds for this Loan Fund shall be the returns from the Union Lost and Found Auctions, donations, and gratuity from student body funds as necessary.
- C. The loan shall be periods of thirty days not to extend beyond the end of a term of graduation. A one percent service charge shall be paid at the time of receipt of the loans. It is recommended to the administering agent that the loans be limited to one hundred dollars.

SECTION 9 -- Freezing Funds

The Student Body Comptroller and Student Body Treasurer shall, upon the request of the Finance Committee, temporarily freeze the funds of any student organization receiving student body funds if a discrepancy is discovered through an audit of the organization's accounting records. The funds shall remain frozen until the Student Body Treasurer has determined that the discrepancy has been resolved or until the Student Body Judicial Board has ruled to unfreeze the funds.

The Student Body Comptroller is required to withhold student funds from any organization which discriminates on the basis of race, religion, or sex in its requirements for membership or participation in its activities. In the event an organization loses its funding under this provision, the decision of the Treasurer can be appealed to the Judicial Board for final ruling.

SECTION 10 -- Auditing

- A. The Student Body President shall nominate a Student Auditor to be recommended to the Student Senate for its approval. This recommendation must be made by the middle of the fall semester of each academic year. If the candidate is not approved by a majority of the Student Senate, the Student Body President will continue to nominate individuals until the Student Senate approves a candidate.
- B. The nominee must meet the minimum requirements to be a Student Senator, but needs not be a Senator to be eligible for the position. The nominee may not be associated with the office of the Student Body Treasurer.
- C. An Audit Board will be composed of the chairperson of each Senate Standing Committee except the Student Body Treasurer. The Vice Chair of the Finance Committee will serve as a non-voting director of the Audit Board. This Board will oversee the activities of the Student

Auditor.

- D. It shall be the responsibility of the Student Auditor to audit the Student Government financial records at the end of each semester and report the findings to the Student Senate.
- E. The Student Auditor shall have the authority to review the financial records of Student Government or the financial records of any organization that receives money from the student body funds at any time.
- F. The Student Auditor must audit appropriate records if so directed by the Audit Board.
- G. The Student Auditor shall report his findings to the Audit Board.

SECTION 11 -- Publications Review

In the event that the Student Government wishes to sell advertising for any publication it produces, the following guidelines shall apply.

Subsection One - Maintenance of Finances

- A. Funds for production of the publication shall be kept in a separate checking account. The signatures of the Student Body Treasurer, Student Body Comptroller, and the director of the publication shall be maintained on the account. All account transactions shall require two signatures.
- B. The account may be allowed to maintain a sufficient reserve to allow enough capital for easy production of future issues of the publication and expansion of the publication. This amount shall be established by the Finance Committee.
- C. Funds in excess of the reserve and of the required funds for the issue in production shall be available for allocation by the Student Senate.
- D. The Finance Committee shall review the operations of the publication at least twice a semester. The director of the publication may request the Committee to review the amount for reserve or the general operations at any time.
- E. The Student Senate may overrule these actions of the Finance Committee by a majority vote.
- F. The publication's director shall maintain the financial records of the publication. He shall also establish a standard advertising rate schedule. The Treasurer's office shall perform all billing duties and maintenance of invoices for uncollected advertising revenues.
- G. If approved by the Finance Committee and the publication's director, the funds may be invested outside the checking account.

Subsection Two - Salaries

- A. Persons selling advertisements shall be paid seven percent (7.0%) commission.
- B. The director of the publication shall be paid \$10.00 for each issue produced plus five percent (5.0%) of that issue's profit.
- C. Profit shall be defined as the collected receipts in excess of the publication's production cost.
- D. The Finance Committee may adjust the guidelines.

SECTION 12 -- Finance Packet

All appropriation (finance) bills are to conform to the standards set by the Finance Committee and approved by the Student Senate in the annually revised Finance Packet.

Revised
June 1994

EXCERPTS FROM THE UNIVERSITY ALCOHOL POLICY

(A copy of the complete policy may be obtained from Student Development)

I. LEGAL CONTEXT:

The service, possession, and consumption of alcoholic beverages is regulated by North Carolina General Statutes, Raleigh City Code and University Policies. All members of the University community are obligated to obey these laws, policies and ordinances. The University does not have the right to alter the laws and ordinances or secure exemption from them. The University may be required to participate in the enforcement of the laws and ordinances.

II. DEFINITION OF UNIVERSITY JURISDICTION:

Jurisdiction of the University alcohol policy shall extend to every student currently enrolled for course work at North Carolina State University and to currently employed faculty and staff. It shall also extend to properties owned by the University or leased by the University for the University's use.

III. LEGAL REQUIREMENTS OF THE STATE OF NORTH CAROLINA:

In summary, North Carolina General Statutes as stated in the Alcoholic Beverage Control Laws provide:

A. Possession and consumption of alcoholic beverages

It is unlawful for any person less than twenty-one (21) years of age (effective September 1, 1986) to consume and possess malt beverages, unfortified wine, fortified wine, spiritous liquor and mixed beverages.

B. Sale to or purchase by underage person

1. It is unlawful for any person to sell or give any alcoholic beverage to a person less than 21 years old.
2. It is unlawful for a person less than 21 years old to purchase or possess any alcoholic beverage.
3. Aider and Abettor
 - (a) It is unlawful for any person to aid or abet another in violation of B(1) and/or B(2) above.
 - (b) It is unlawful for any person to obtain or attempt to obtain alcoholic beverages by using or attempting to use:
 1. a fraudulent or altered driver's license; or
 2. a fraudulent or altered identification document other than a driver's license; or
 3. a driver's license issued to another person; or
 4. an identification document other than a driver's license issued to another person.
 - (c) It is unlawful for any person to allow the use of his or her driver's license or any other identification document by any person who violates or attempts to violate B(2) above.
 - (d) A violation of (A) or (B), if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report the Division will revoke the person's license for a period of one year; there is no limited driving privilege.

IV. UNIVERSITY POLICIES ON USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES:

- A. Possession and Consumption of Alcoholic Beverages is prohibited: for all persons under the age of 21; in areas of classrooms being used for instructional purposes; and during athletic events.

- B. Possession and Consumption of Alcoholic Beverages is permitted by those 21 and older under the following conditions:
1. Possession and Consumption of Alcoholic Beverages in Private Rooms of University Housing Facilities:
Consistent with State Law, University policy permits possession and consumption of malt beverages, fortified and unfortified wine, spiritous liquor and mixed beverages in one's own room or the room of another person with the consent of the other person.
 2. Possession and Consumption of Malt Beverages and Unfortified Wine in Nonresidential Buildings on University Property and Areas Other Than the Private Rooms in University Housing Facilities:
The University permits such possession and consumption by persons of legal age. Possession and consumption is prohibited in the athletic facilities of the University except on such occasions as the Chancellor or his/her representative shall designate.
 3. Possession and Consumption of Spiritous Liquor, Mixed Beverages and Fortified Wine in Nonresidential Buildings on University Property and Areas Other Than Private Rooms in University Housing Facilities:
The University permits such possession and consumption by persons of legal age on such occasions as the Chancellor or his/her representative shall designate provided that such possession and consumption is undertaken pursuant to and in compliance with the provisions of an appropriate license issued by the State Board of Alcoholic Control, under pertinent provisions of the General Statutes of North Carolina.
- C. Sale of Alcoholic Beverages
The University policy, consistent with State Law, does not permit the sale of any alcoholic beverages upon University property.
- D. Use of Student Fees For Purchasing Alcoholic Beverages
The purchase of alcoholic beverages with student fees is prohibited.
- E. Acknowledgement by Registered Student Organizations
Each student organization requesting University registration through the Department of Student Development shall sign the following statement which will appear on the "Campus Organization Information" form.
- "I have read, understand, and agree that the members of the above registered student organization will abide by the policies outlined in the North Carolina State University Alcohol Policy. I further understand that University policy requires that a responsible person must be designated to ensure compliance with the University Alcohol Policy at each event where alcohol is to be served. Unless otherwise notified, it is agreed that the responsible person is the president of the above mentioned student organization. In the event that members of this organization do not comply with the policy, and their noncompliance takes place in the context of their membership in the organization, I understand that we are subject to a loss of registration."
- F. Discipline and Enforcement
1. Infractions of the University policy should be regarded as University disciplinary violations, which may (at the discretion of the University) be adjudicated at the University level in addition to being adjudicated in the court system.
 2. In circumstances where alcohol is indicated to be an ingredient of a problem, students, faculty and staff may be required to participate in an alcohol assessment program.
 3. A person who violates law or university policy while intoxicated remains fully responsible for his or her actions and the consequences thereof. The consumption of alcohol and/or the results of such consumption are never considered to compromise personal responsibility or accountability.

4. An organization not complying with the University alcohol policy will forfeit its opportunity to receive student fee support.
5. At parties or events held on property within the jurisdiction of the University, violations of the policies set forth in this document may lead to the termination of the event by either a University staff person(s) and/or a Public Safety official(s) and disciplinary action against its sponsor.
6. Intoxicated/disorderly persons will be barred from entering the University's facilities or will be evicted from the facilities according to Public Safety protocol.

V. CONSUMPTION OF ALCOHOLIC BEVERAGES ON PROPERTY OR PUBLIC VEHICULAR AREAS OF THE CITY OF RALEIGH:

It shall be unlawful for any person to consume any alcoholic beverage within the right-of-way of municipal streets, boulevards, alleys and sidewalks, in municipal parks and buildings or other property owned or occupied by the city.

VI. UNIVERSITY ALCOHOL POLICIES GOVERNING SOCIAL EVENTS:

Social functions which come under the jurisdiction of North Carolina State University must be conducted in a way that demonstrates a sensitivity to the issues relevant to alcohol consumption. These issues include, but are not limited to, the propensity of persons to develop a dependence on alcohol, the effect of alcohol on academic performance, the University's legal liability, vandalism as it relates to alcohol abuse, the rights of persons over the age of 21 to consume alcohol, and social pressure to drink created by certain social situations. The policies are designed to insure that members of the University community are capable of making informed decisions regarding alcohol, free from pressure to conform to the standards of others. The University recognizes that it cannot and should not take responsibility for every decision made about alcohol by members of the University community. Rather, what it seeks to do is create a positive environment in which to make those decisions.

POLICIES

1. The use of alcohol at social events on the campus of North Carolina State University must conform to the laws of the state of North Carolina, City of Raleigh, and the Alcohol Policies of North Carolina State University.
2. An alcohol education and training program which includes, but is not limited to the use, mis-use, and non-use of alcohol, the effects of alcohol on the body, and the cultural, social, economic and legal aspects of beverage alcohol will be made available to the University community. All departments and organizations of the University which conduct social events using alcohol are strongly encouraged to send a representative. Staff members associated with said departments and organizations shall take the responsibility of encouraging attendance and facilitating the training packages (with Student Health Services).
3. Programmers of social events must emphasize the quality of the event without advertising alcohol as the main function.
4. Departments of the University have a responsibility to examine the unique aspects of their own program and insure that any additional regulations needed concerning alcohol are in place and that students affected by those additional regulations are informed of them.
5. At each event where alcohol is to be served, a responsible person must be designated by the sponsoring organization to ensure compliance with the University Alcohol Policy, state laws and city codes. Persons who are routinely so designated and other persons who are exposed to similar legal liability, such as organization presidents and social chairs, are strongly encouraged to attend the alcohol education and training program offered by representatives of various campus departments and Student Health Services to acquaint themselves with University policies and State Law.

6. Nonalcoholic beverages and food items must be available at all social functions where alcohol is served. These items must be available at no cost, in the same general location, and of such a variety as to make them attractive additions to the alcoholic beverages provided.
7. The sponsoring group will be responsible for setting a beginning and ending time for all activities where alcohol is served.
8. Service of alcohol must be discontinued for a reasonable period of time prior to the anticipated end of the event or function.
9. Games or contests which reward the capacity to consume large amounts of alcohol or consume it quickly are prohibited. Alcoholic beverages, including kegs or cases of beer, shall not be provided as awards to individual students or campus organizations.

VII. UNIVERSITY POLICIES GOVERNING ALCOHOL USE IN ATHLETIC FACILITIES:

Athletic facilities have been identified as requiring special consideration. It is recognized that prohibition of alcohol in the University's athletic facilities does not solve all concerns about its use but prohibition potentially reduces the overall number of alcohol-related incidents within the facilities.

POLICIES:

1. Information concerning alcohol prohibition must be included in programs and other publicity material distributed at athletic events.
2. Signs indicating the University policy on alcohol use in facilities must be posted for public information in appropriate locations.
3. Methods must be developed to remind people who travel by car to the large-scale athletic events of the hazards of drinking alcohol and driving. (Example: Public service announcements on radio.)
4. Admissions personnel who work at the various athletic facilities must participate in a special alcohol awareness program established by the University.
5. Alcohol in any form is prohibited within the athletic facilities of North Carolina State University except as indicated in IV A. The athletic facilities are defined as "the inside environs of the William Neal Reynolds Coliseum, the various gymnasias and playing fields and the Carter/Finley Stadium."
6. Consistent with State Law spiritous liquor, mixed beverages and fortified wine are not permitted in Carter-Finley Stadium parking facilities; malt beverages and unfortified wine are permitted by persons of legal age in Carter-Finley Stadium parking facilities.
7. Any intoxicated/disorderly person will be barred from entering the University facility or will be evicted from the facility at the discretion of Public Safety. (Intoxicated/disorderly persons will be handled according to normal Public Safety protocol.)