



FERRIS STATE UNIVERSITY

STUDENT GOVERNMENT

Mandate of Internal Assessment

Article I The Internal Assessment Division

Section 1 Division Members

The Division of Internal Assessment shall consist of five members of Student Government Association, not including the Director of Internal Assessment. All Division of Internal Assessment members shall be appointed by the Internal Assessment Director and approved by the Student Government President.

The Dean of Student Life will act as advisor, but will not be required to attend Internal Assessment meetings.

Three voting Internal Assessment members, not including the Internal Assessment Director, will constitute quorum. Majority voting will be required to pass any recommendations or motions made within Internal Assessment. Any recommendation resulting in disciplinary action taken against any General Assembly member must receive unanimous approval from Internal Assessment members. All ties will be broken by the Internal Assessment Director.

Section 2 Powers of Internal Assessment

The Division will oversee the conduct of all Members and ensure the proper execution of the Constitution and Governing Document as well as all other Documents of the General Assembly. It will be noted, and serve as a guideline for all actions of this Division.

The Division will oversee the election process during the spring semester of each academic year as stated in this Document.

The Division will make recommendations to the General Assembly and take action under the powers granted by the General Assembly.

The Division will assist the President by making a recommendation, regarding each Member, as to the appropriate scholarship award for each Member at the completion of each Semester. This recommendation will be based on the review of each Member by the Division.

The President will award, without recommendation by the Division, the scholarship for the Members and Director of the Division.

The Division will determine, by unanimous consent, the award of the President based on review, at the completion of each semester.

Article II The Director of Internal Assessment

Section 1 Executive Powers

The Director will only cast a vote in the case of a tie.

The Director will make recommendations to the General Assembly at the discretion of the Division; the Director will hold the right to veto any recommendation of the Division.

Section 2 Legislative Powers

All recommendations and actions must be approved by the Director. If the Director does not approve a recommendation, then a unanimous vote of the Division may pass it and a Member within the Division may present it to the General Assembly without the Director's approval. In the event of a veto, the Director would be allowed to express his or her reason for vetoing the recommendation to the General Assembly during the presentation.

All forms, documents, and other papers issued by the Internal Assessment Division will be considered a legally binding contract. All Members will be held to the terms of such documents at the discretion of the Division. Questions of compliance will be addressed by the Director.

Article III Meetings

Section 1 Rules of Order

The Division will meet regularly while the General Assembly is in session. Parliamentary Procedure, as defined by the most current edition of Robert's Rules of Order, will be used to hold order at all meetings at the discretion of the Director.

The time and location of each regular Internal Assessment meeting for each semester will be announced by the Internal Assessment Director.

All Division Members must attend all regular Internal Assessment meetings. One unexcused absence will be allowed each semester, as determined by the Internal Assessment Director. After two unexcused absences, action may be taken by the Internal Assessment Director to remove the truant member from the Division.

Article IV Normal Functions

Section 1 Enforcement

The Division will be responsible for enforcing the rules and guidelines set forth by the Constitution, Governing Document, and all other Documents of the General Assembly and its Divisions.

The Division will execute all orders by the President regarding matters of Internal Assessment unless a unanimous vote of the Division is cast to the contrary.

The Division will execute all orders by the General Assembly regarding matters of Internal Assessment.

The Division will review all candidates for any “selective attendance” function attended by Members of the General Assembly. The Division will review all Members who have expressed interest in attending the event. The Division will then recommend to the Cabinet which Members should attend such an event. If more than one Member of Cabinet vies for attendance, the recommendation will be made to the General Assembly for approval.

Section 2 Recommendation Review

The Division will review any recommendation made to the General Assembly, by another Division that has been called into question for reasons of ethics, validity, accuracy, or other appropriate matters deemed worthy by the Director or General Assembly.

Section 3 Member Review

The Division will ensure that each Member is compliant with the duties and responsibilities of his or her Office. Review of Members, regardless of Office, will occur no less than each semester.

Members will be accountable for at least the following: adherence to the Constitution, Governing Document, and all other Documents of the General Assembly or its Divisions; maintaining a sufficient grade-point average to retain membership; attendance at required meetings; completion of assigned tasks, such as office hours; and any other duty or responsibility assigned by the General Assembly or its Divisions.

Graduate students can be waived of either internal or external committee requirements pending approval after a meeting with the Director of Internal Assessment at the beginning of each academic semester. The Director will then present the case to the members of Internal Assessment to approve or disapprove the graduate student's request for exemption.

The Members of the Division, including the Director, will be reviewed no less than once per Academic year by the Cabinet.

All recommendations based on review by the Division, favorable and otherwise, will be delivered to both the President and advisors for review and action.

Section 4 Potential-Member Process

A potential member will submit a Student Government Member Application.

RSO Representatives need the signature of their RSO President on the application and to collect signatures from 9/10ths of all active members or 50, if more than 50 people are active.

College Senators need a signature from a faculty member within their respective college and to collect 50 signatures from students within their college on the membership application. If there are no open seats for the college, the prospective Senator will be placed on the ballot for the general election of the following year.

Finance Division members will complete a Student Government Member Application without the required signature sheet. After the application process, potential members will go through an interview process with the Director of Finance or designee(s).

After the third meeting and the completion of the application, the member will interview with a member of the Internal Assessment Division.

After the personal interview, the Division will review, and make recommendation to the General Assembly, all candidates vying for a Seat on the General Assembly or who wish to seek election to the General Assembly.

Section 5 Membership Transition

A member must submit a letter of intent to the Director of Internal Assessment to renew their membership for another term. A RSO representative must include the RSO's current president signature.

If a member would like to change membership status, the member must submit a letter of intent and a new Student Government Member Application. Once the Director of Internal Assessment receives documentation, it will be reviewed by and approved by the Internal Assessment Division. If not approved, the General Assembly will vote on the member's status. If the member does not submit the proper forms within three general assembly meetings, the member must go through potential member review.

If a Senator candidate wishes to serve from a College other than the College in which the Candidate is currently enrolled, proof of the intention to transfer Colleges must be presented to the Director of Internal Assessment for evaluation and will be approved and voted on by the Internal Assessment committee. A candidate found to be transferring to a different College may, only if running for Office from that College, vote as if from that College, and therefore forfeit the right to vote from the College in which he or she is currently enrolled.

Article V Election Functions

Section 1 Presidential Candidates

Presidential Candidates must have been active Members of the General Assembly for at least the two full semesters prior to the election. This does not include semesters where Student Government does not regularly meet, or is otherwise inactive. An active semester shall be defined as a semester in which there are 7 or more meetings of the General Assembly.

Presidential Candidates must collect no less than two hundred Student signatures, representing at least five Academic Colleges, to be placed on the ballot.

Section 2 Rules of Election

The Division will draft, and present to the General Assembly, the rules and timeline of elections no later than 31 January each spring semester. The Division will be responsible for the execution of such rules as approved by the General Assembly.

All rules of election not specified in this document must be specified within the rules and timeline of elections presented to the General Assembly to be binding, but are at the discretion of the Division.

If the Director of Internal Assessment is running for any position other than re-election to the Office of RSO Representative or Senator, the President will appoint a Director of Internal Assessment *pro tempore*, with the consent of the General Assembly, to oversee the election functions of the Division.

Section 3 Required General Election Regulations

Votes will be cast, by secret ballot, by Students of Ferris State University on the date(s) set forth by the Division.

The voting will be held through OrgSync portal and administrated through the Center for Leadership, Activities, and Career Services office (CLACS.) The CLACS office will administer the election as a third party and facilitate the resources. The role of the CLACS office is to hold an effective voting process.

If two or more candidates present themselves to run for the Office of President, a debate between the candidates must be scheduled, before the election, in a manner convenient to the attendance of Students of Ferris State University and of both candidates. If only one candidate presents himself or herself to run for the Office of President, a speech, outlining the goals and intentions of the candidate, must be scheduled, before the election, in a manner convenient to the attendance of Students of Ferris State University.

The Office of President will be filled as follows: Each Student of Ferris State University will have the ability to cast one vote. The Candidate who collects the most votes will be declared the “winner” of the election and afterward inducted to the office of President.