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PREAMBLE

This constitution is intended to provide Haskell Students, also known as the Associated Students, a structure for unified and effective action. As a major part of that structure the constitution has created a Senate. The purpose of which is to provide a forum in that students may recognize their interest and those of the University, to learn to advocate them fairly and persuasively. Providing an organization where students may serve their interest and govern those affairs that directly and primarily affects them: promoting leadership, academic growth, and excellence in affirming the rights of every student.

PURPOSE AND FUNCTION

The following purposes and functions are the foundation of the Associated Students of Haskell Indian Nations University:

A. To present the Associated Student’s interests and needs of the University.

B. To provide students the opportunity to participate in the formulation of policies concerning student affairs.

C. To convey the Associated Students needs to the Faculty, Administration and the University community.

D. To provide an opportunity for the development of relationships between Associated Students, Faculty, Administration, and Staff of Haskell Indian Nations University.

E. Opportunities for development of leadership and responsibility in citizenship through effective and active participation in student affairs of Haskell Indian Nations University (Student Life and responsibilities, University Council, Campus Activity Association).

F. Providing independence in leadership experience that will enhance the educational progress of the individual student involved with the Student Government.

G. To identify the interests of the Associated Students as an essential part of the University as an educational progress of the individual student involved.

H. To serve as an evaluative medium by which the total activities program can be viewed objectively with a view toward continued improvement of the University.
SECTION I. OFFICERS & DUTIES

Haskell Indian Nations University’s Student Senate shall be comprised of an Executive Board and Senators. The Executive Board shall consist of the:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Miss Haskell
6. Haskell Brave
7. One Senior Class
8. One Junior Class Representative
9. Two Sophomore Class Representatives
10. Two Freshman Class Representatives
11. Parliamentarian

The Student Senate according to Section II must fulfill all positions of the Executive Board.

Executive Board Requirements
1. Must be a Haskell Indian Nations University Student in good academic and social standing, also to declare intent to be enrolled in the Fall and Spring semesters immediately following election into office.

2. Must have at time of the election and through duration of term of office at least a 2.5 GPA for all Executive Board Members. Should GPA fall below the requirement the officer will be placed on Student Senate academic probation.

3. Must not currently serve as an executive officer of any recognized organizations during the term served in office.

4. All incoming freshman Executive Board Members are put on Student Senate academic probation until the completion of their first semester.

5. Shall only hold one seat on the Executive Board.

A. President

1. Is Chief Executive Officer of the Associated Students of Haskell Indian Nations University and the Student Senate.

2. Shall preside over meetings of the Executive Board of the Student Senate.

3. Represents the Associated Students at functions where official student representation is needed.

4. Shall exercise all special powers granted to the office by two-thirds vote of the Student Senate.

5. Shall provide a voice for the entire student body and the Student Senate.

6. Is granted power to make Executive decisions and the right to assign temporary duties.

7. Is granted power to appoint Student Senate Parliamentarian.

8. Must remain unbiased at all times and has no voting power except in the case of a tie.

9. The Student Senate can review any decision.

10. Must attend University Council Meetings.

11. Chair of or be a member of one committee (may join more than one) per semester.

B. Vice President

1. Shall assume all regular powers and perform all duties in the absence of the President.

2. Assume the role of President in the event of the office becoming vacant.

3. Assist the President in the performance of all necessary duties.

4. Supervises all committee activities.

5. Coordinates publicity of the Executive Board and the Student Senate and prompts active participation by the Associated Students and the Senators.

6. Will work with Class Representatives in advertising circumstances or when help is needed.
7. Shall chair and coordinate the Election Committee to facilitate all elections of the Associated Students.

8. Has the power to vote.

9. Must attend Student Life Meetings.

10. Chair of or be a member of one committee (may join more than one) per semester.

C. Secretary

1. Maintains a record of the proceedings and attendance of all Student Senate and Executive Board Meetings.

2. Prepares and distributes copies of the minutes to the Senate, Executive Board members, Sponsor(s), and Advisor(s) within four working days after the meeting. The Secretary will keep a copy of each meeting minutes in the Student Senate office.

3. Maintains a complete and orderly file of all records and documents in the Student Senate office.

4. Has the power to vote.

5. Records all information on verbal committee reports with in the Student Senate meeting minutes (see Section V, G).

6. Must gather existing committee reports at the end of each semester.

7. Chair or be a member of one committee (may join more than one) per semester.

D. Treasurer

1. Maintains accurate records of all Student Senate financial transactions.

2. Gives the Student Senate a financial report at each meeting.

3. Prepares a financial report at the end of each regular term.

4. Prepares financial reports of each quarterly meeting of the Board of Regents.

5. Makes withdrawals, deposits, and other related business in relation to the Student Senate account at the Haskell Student Bank upon the authority of the Senate and according to Student Bank policies.
6. Chairs the Budget Committee that consists of a Student Senate Executive Board member, Senators, three members of the Campus Activity Association (CAA) members (one of which must be the CAA treasurer) the CAA Advisor and the Director of Student Activities.

7. Has the power to vote.

8. Chair or be a member of one committee (may join others but is not obligated to) per semester.

E. Class Representatives

1. Chair or be a member of at least one committee (may join more than one) per semester.

2. Must be aware of each committee established to execute action when help is needed by the Associated Students (meaning know what the committee’s plans are and its functions).

3. Awareness of current issues on campus and presenting them to the Student Senate at the meeting of Senators. (Issues are: surveys, open forums, etc.)

4. Shall advertise information presented at Student Senate meetings to the campus community when opportunities arise (Section II, Duties B., Vice President, 6.).

5. Has the power to vote.

6. Will advocate for Student Senate in activities involving the Student Government.

F. Miss Haskell/Haskell Brave

1. Chair or Co-Chair of Miss Haskell and Haskell Brave Committee.

2. Attend all Student Senate meetings. If unable to attend, notify in advance a verbal excuse to the Student Senate. After five (5) unattended meetings a written excuse must be given to the Student Senate.

3. Represents Haskell at all Student Senate sponsored events.

4. Shall adhere to the Miss Haskell and Haskell Brave Committee Rules and Regulations Contract.
G. Senators

1. Represents their organization, is aware of opinions and ideas prevalent in their respective organizations and votes accordingly.

2. Shall dedicate service to at least one committee per semester. If a Senator forms a committee, the Senator shall be the chair of said committee.

3. Relay information to their clubs and organizations so that respective groups may be informed and aware of important details given at the Student Senate Meeting(s).

4. Provide verbal and written report of their club to the Senate on a monthly basis.

5. Can miss five (5) meetings per semester, but are not encouraged to do so.

6. Has the power to vote.

7. Senators may attend open meetings with the Student Senate Executive Board.

SECTION II. ORDER FOR MEETING

**A.** A quorum shall be a simple majority of the voting membership. One person over half of the total voting membership shall constitute a quorum.

**B.** A quorum of the Executive Board shall constitute a quorum for Executive Board Sessions.

**C.** Motions and voting procedures shall be made in accordance with Roberts Rules of Order.
D. Meeting

1. Agenda
   
a. The President of the Student Senate shall develop the agenda for the next Senate meeting at least one day prior to the meeting.

   b. The format for the agenda will generally be as follows:
      
      i. Call to Order
      ii. Roll Call
      iii. Reading and Acceptance of Minutes
      iv. Guest(s)
      v. Treasurer’s Report
      vi. Standing Committee Reports
      vii. Committee Reports
      viii. Old Business
      ix. New Business
      x. Announcements
      xi. Adjournment

2. Length of Meeting
   
a. The President shall run the meetings in an efficient, effective, and timely manner, in respect for all other Associated Students to present, question, vote, etc.

   b. The President shall set the allotted time for each report.

   c. The Parliamentarian shall assist the President in keeping the time.

3. Minutes
   
a. The Secretary shall keep the minutes of the proceedings of all Student Senate and Executive Board meetings.

   b. Will make copies to distribute as necessary and document.

4. Participation at Meetings
   
a. Registered students who are not Senate members may voice an opinion on any issue on the floor. If a student wishes to have an issue addressed they shall do that through their class representative, if they wish to personally present the issue they must speak with the Executive Board Secretary in advance to be placed on the agenda where a time slot of no more than five (5) minutes for Guest(s) is permitted.

   b. At the end of the discussion of an issue by the Senators, the President may call for input from any registered student who may voice their opinion when recognized and given an allocated time.

   c. Persons who are not registered Haskell students must contact a member of the Executive Board at least twenty-four (24) hours in advance of a scheduled meeting.
d. Any issue must be approved at least twenty-four (24) hours in advance of a scheduled meeting.

**E. Club Advisement**

1. The Student Senate shall handle disciplinary action in regard to club violations, e.g. attendance. The following procedures shall be followed to correct the situation.

   a. The Parliamentarian will attend the next general or executive meeting of the club whose negative action have been recognized by the Student Senate.

   b. The Parliamentarian will announce to the club the violation(s) they have committed.

   c. The Parliamentarian will advise the club of the appropriate action the club must take to correct the situation.

   d. The Parliamentarian will caution the club of the consequences that may be imposed upon them if they refuse to take corrective action in no less than five (5) calendar days and by the date of the next Student Senate Meeting.

   e. If the club does not meet by the Student Senate Meeting and their original violation is again repeated at the time of the Student Senate Meeting the Student Senate will discontinue the official recognition of the organization.

2. If an organization fails to take proper corrective action before the termination of the above stated time limit, the Student Senate will discontinue the official recognition of the club. At this time the club will cease to have a vote in/on all Student Senate matters.

3. The organization may petition to be recognized after termination from Student Senate if:

   a. Thirty (30) days has elapsed since the termination of the club.

   b. The organization has submitted a new Plan of Operations.

   c. The Student Senate has to vote with a two-thirds (2/3) majority to be reinstated as an official organization.

   d. If any organization misses the Plan of Operations deadline, they must submit a petition at the next general meeting for a two-thirds (2/3) vote.
SECTION III. EXECUTIVE BOARD RESPONSIBILITIES

A. Coordinate all business matters of the Student Senate and other business (new and old) brought to the Student Government.

B. Provide a voice for the entire Associated Students and the Student Senate.

C. Call meetings as necessary by a quorum of the Executive Board or by the President of Student Senate.

D. Executive Board has the responsibility to attend ALL meetings ONLY three (3) absences shall be granted.

E. A leave of absence shall be only one week except in case of emergency, which must be told verbally or written to the Student Senate Executive Board.

F. All members must attend committee meetings set by the University or departments (University Council, Student Rights, and Responsibilities, SASE, etc.).

G. Executive Board should be aware of all meetings set by the University, time, place, and dates must be known, so as to be involved with matters pertaining to HINU and its Students. Such meetings MUST be announced to the Associated Students: Student Representatives, Senators, ALL committees and its members.

SECTION IV. REGISTRATION & RESPONSIBILITIES OF STUDENT ORGANIZATIONS

A. Must have a full time Haskell Indian Nations University Staff or Faculty as Sponsor(s).

B. Must submit an Organizational Registration Application, Plan of Operations, and completed signature sheet by the deadline set by the Student Senate.

C. Must appoint one (1) Senator and one (1) Alternate to attend all meetings of the Student Senate.

D. Senator must be prepared to report to their respective student organizations of all business from Student Senate. The Senator must be prepared to present and submit a written report of the club or organization to the Student Senate at all general meetings when requested.
E. Major changes in an organization’s Plan of Operations must be reported to the Student Senate. An updated Plan of Operations must be provided to the Student Senate at the next general assembly meeting.

1. Organizational Registration
   All organizations assembling at Haskell Indian Nations University are encouraged to register with Student Senate. Registration provides for official recognition and identification as an affiliated group, use of college facilities and services, and the coordination and communication of the group’s activities with the campus administration and other organizations.

2. Classification
   The following types of organizations are eligible to register with Haskell Indian Nations University through the Student Senate:

   a. Residential Halls: organized living groups and their associations.

   b. Academic: groups related to academic discipline or interest of the University programs.

   c. Religious: groups affiliated with or promoting religion, set of religious beliefs, or lack thereof.

   d. Common Interest: groups formed for social interaction promoting or related to a defined interest.

3. Registration
   Organizations must register every semester with the University through Student Senate. In order for an organization to register with the Student Senate, a group must:

   a. Provide the office with a Plan of Operations (Mission Statement and structure of organization).

   b. Fill out the club/organization application and sanctioning signature sheet provided on file.

   c. Adhere to the attached constitution procedures that relate to “Recognition and Responsibilities of Student Organizations”.
d. Appoint or elect a Senator for your organization that is committed to the progress, potential, and excellence of Haskell Indian Nations University. It is stressed that the role of the organization’s Senator is to represent your organization conscientiously, for the role of your Senator will play vital in the mechanics of the University’s daily operation, and should be committed to the job as your organization’s elected representative.

**The Student Senate will review an organization’s registration material and determine:**

i. If the group is eligible to register with Haskell Indian Nations University.

ii. The organization’s request for classification category.

1. The responsibility for verification of membership rests with the organization and advisor(s).

2. Membership in Senate will be determined by the Student Senate.

3. When an organization is granted membership (sanctioned), they will receive notice in writing and the date of the first meeting that they are required to attend.

4. Denial will be issued in writing.

Groups wishing to appeal a decision about registration status should submit a petition in writing stating reasons why you deem your organization be sanctioned to the Senate Executive Committee. The petition will be presented to the General Assembly on their next meeting date and brought to a vote there. A two-thirds (2/3) majority of the General Assembly in favor of sanctioning an organization will hold.

The Student Senate maintains complete files of registration material throughout the academic year which registration applies, and two years previous. A record of organization registration will be maintained for documentation of Haskell Indian Nations University’s historical Student Government purposes.

4. Sponsorship
   
   a. All Advisors must provide constructive leadership to their organization, in addition to the requirements regarding organizational responsibilities.

   b. Attend a sponsor workshop to be held each semester to review operational procedures, banking procedures, etc. At the end of the semester a letter of recommendation for compensatory time will be issued to all organizational sponsors and their respective supervisors.
5. Registration Process
   a. Pick up Registration/Sanctioning Packet from Student Senate Office or club Supervisor.

   b. Recruit membership for organization. Minimum ten (10) student membership requirement.

   c. Hold first meeting and elect organizational officers (Executive Board).

   d. Have your Sponsor and Senator fill out the Registration Application.

   e. Senator shall obtain required signatures on signature sheet by presenting a completed Registration Application and Plan of Operations to each required signee.

   f. Complete Plan of Operations and Signature Sheet. The original will be retained in the Student Senate Office. A copy will be provided for organizational records.

6. Registration of an organization will be valid for the remainder of the academic year and extend until the first day of the next academic year.

SECTION V. COMMITTEES

A. The Student Senate shall have the power to establish committees to function in any area related to the Associated Students of Haskell Indian Nations University.

B. All members of the Associated Students in Good Academic and Social Standing are qualified to serve on any committee.

C. The Student Senate shall appoint interested students to all of the University’s standing committees, whose duty is to attend the meetings and report back to Student Senate.

D. Unless renewed each semester, all committees shall cease to function at the end of the academic year of appointment.

E. All of which does not include the Miss Haskell &Haskell Brave Committee whose exception to function is based on the Committee’s establishment and purpose to function year round or in the existence of both University Representatives.

F. The Student Senate Executive Board shall establish all committees by appointing a chair, and committee members, those who have not chosen a committee.
G. Responsibilities of Committees:
1. Chair of Committee MUST prepare a written report consisting of all information the committee has, whose duty is to present the report at each Student Senate meeting when called on (Agenda). Report must be given to the Student Senate Secretary at the end of the committees function.

2. Make a verbal presentation to the Student Senate when called for.

3. Make recommendations accompanied by an alternative action plan to the Student Senate for consideration when called for.

SECTION VI. ADVISORS & SPONSOR RESPONSIBILITIES

A. Advisor(s)
1. Individual(s) who are qualified if nominated and approved by a majority of the Student Senate Executive Board.

2. Must be able to observe and communicate the responsibilities of the Associated Students within the Student Senate.

B. Sponsor
1. May be qualified individual(s) if nominated and approved by a majority of the Student Senate Executive Board.

2. Shall attend all meetings of the Executive Board and Student Senate.

3. Must be available to facilitate appropriated guidance to any Student Senate member in need of guidance.

4. Is responsible to orientate new Executive Board members.

5. Must follow the operations of the Student Government and its Constitution.

6. Observe the communication and business of the Student Senate, to act as an advocate for Student Senate and to direct the Associated Students with constructive guidance.

SECTION VII. SENATE NOMINATION & ELECTION RULES AND REGULATIONS

Swearing into Office:

All candidates must agree to abide by the Student Senate Constitution and will be sworn into office during the Fall semester.
Duration of Office: Fall, Spring, and Summer.

**A. Election Committee Rules and Regulations**

1. Must be a student in good academic and social standing at Haskell Indian Nations University and must declare intent to be enrolled in the Fall and Spring semesters immediately following election of office.

2. Must have at time of election and through duration of term of office at least a 2.5 Semester GPA for all Executive Board Members. Should GPA fall below the requirement, the officer will be placed on Student Senate academic probation, unless he/she falls below a 2.0 GPA, then automatic termination from Student Senate Executive Board will result.

3. Must not currently serve as an executive officer of any recognized club/organization.

4. All incoming Freshmen Executive Board Members are put on Student Senate academic probation until the completion of their first semester.

**NOTE:** The average executive office spends a total of twenty (20) hours a week on Student Senate related issues. For example: Football Concessions, Student Senate Meetings, Committee Meetings, and outside activities that necessitate representatives from Haskell Indian Nations University.

**B. Rules**

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

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

3. A write-in slot will be placed after each set of candidates listed. If a write-in vote wins, winner will not assume office until the “Letter of Intent/Petition for Candidacy” has been cleared through the Office of Admissions and Records also other requirements are met approved by Chair of the Election Committee.
C. Nominations for Office

1. Open nomination procedures shall occur at a general meeting of the Haskell Indian Nations University Student Senate. Any registered student can nominate (including themselves) any eligible student for the vacant position. Their nomination will pass upon another registered student seconding their nomination.

2. The Student Senate Secretary shall keep a detailed record of all official nominees.

3. The President of Student Senate shall declare the nominations closed after a motion to close the nominating once passed. No other nominations will be accepted after an official close.

4. If a letter of intent is not submitted by the deadline, the candidate has forfeited their nomination unless reinstated under special circumstances by a two-thirds (2/3) vote of the Student Senate.

SECTION VIII. TERMS OF OFFICE

A. There are no limitations on how many semesters a student can hold a position as a Senator or an Executive Board member.

SECTION IX. VACANCIES, IMPEACHMENTS, & EXTRAORDINARY PROCEDURES

A. Vacancies

1. To fill any vacancy of the Executive Board, other than the Presidency, after regular elections have taken place:
   a. The Senate must conduct a formal and open nomination approval (see SECTION VII. Senate Nomination & Election Rules and Regulations).

   b. Upon approval of all eligible candidates, a review period of at least six calendar days will then be initiated.

   c. The Senators will announce the candidates to their respective organizations (for voting purposes within the club/organization, once this is complete the Senators must bring back the club/organization’s vote).
d. A forum may be applicable and will commence if deemed necessary by the Student Senate.

e. The review period is not to exceed ten (10) calendar days. At the termination of the review period, a closed voting will occur at the next general session of the Student Senate which will decide what candidate will fill the vacancy.

f. Candidate will assume the office and the duties immediately after election.

B. Impeachments

1. Impeachment proceedings against any one member of the Senate may be initiated with the presentation of a petition requesting impeachment signed by one-third (1/3) of the members of the Senate. This petition is to be presented to the Student Senate at one of its regular open meetings.

2. All Senators must be notified within twenty-four (24) hours that a petition has been filed with the Student Senate President.

3. A minimum of seven (7) calendar days must elapse between the presentation of the petition for impeachment and the voting on impeachment.

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

5. Any member of the Senate may be impeached by a vote of at least two-thirds (2/3) of the total membership of the Student Senate including the Executive Board after the above procedures have been followed.

C. Extraordinary Procedures

1. The Student Senate may censor by resolution, any organization or club of the Senate that has been absent without due cause from five (5) regular meetings of the Student Senate.

2. Any member of the Student Senate Executive Board having been absent without due cause from more than three (3) regular meetings of Student Senate will be terminated.
SECTION IX. AMENDMENTS & RATIFICATION

A. Amendments
1. This document shall only be amended by a two-thirds vote of the Student Senate. Any proposed amendments must be presented and read at a General Assembly meeting and voted on at the following General Assembly meeting.

2. Senators are to present amendments to respective groups to conclude a vote and must return to the Student Senate meeting upon a two-thirds vote requirement for the Constitutional Amendment proceeding.

B. Ratification
1. Amendments are ratified and become immediately effective upon reaching the required vote.
HASKELL INDIAN NATIONS UNIVERSITY
STUDENT SENATE
CODE OF CONDUCT

Haskell Indian Nations University supports a campus environment in which traditional American Indian/Alaska Native cultural values of respect, cooperation, honesty, and responsibility are modeled by all University employees and students in day-to-day activities, conduct, behavior, and attitudes.

All Executive Board members of the Haskell Indian Nations University Student Senate are required to perform their duties with respect to the Institutional Code. Executive Board members are also required to follow the Haskell Indian Nations University ARCH Values of Accountability, Respect, Cooperation, and Honesty.

HAS K E L L  I N DI A N  N AT I O N S  U N I V E R S I T Y ' S
INSTITUTIONAL VALUES

Accountability
To be responsible, accountable, and dependable for our conduct, behavior, and attitudes as we strive for excellence in our respective roles.

Respect
To honor the diversity of beliefs, rights, responsibilities, culture, and accomplishments of self and others.

Cooperation
To work with one another to accomplish good for Haskell Indian Nations University and for the American Indian/Alaska Native Nation.

Honest
To be truthful and open in our relationships with employees, students, and with each other.

HAS K E L L  I N DI A N  N AT I O N S  U N I V E R S I T Y ' S
INSTITUTIONAL CODE

All employees, students, and representatives of Haskell Indian Nations University will:

1. Treat all other employees, students and others with respect.
2. Work together to improve and strengthen communications; employee, administrative, and student relations; institutional processes and procedures; and the learning environment of Haskell Indian Nations University.
3. Be truthful in conduct behavior, and attitudes and trust others to do the same.
4. Be accountable for words, thoughts, and deeds and engage in conduct and behavior that reflects the institutional values of the University.

I, ____________________________ , hereby pledge to uphold the Haskell Indian Nations University Institutional Values and Code through my thoughts, words, and actions throughout my tenure with the Student Senate.
MISS HASKELL & HASKELL BRAVE
RULES AND REGULATIONS CONTRACT

The Rules stated herein are set forth by the Miss Haskell and Haskell Brave Committee (Board of Miss Haskell and Haskell Brave). All rules apply to the individuals who vie for the title of Miss Haskell.

I. Any contestant must be a full time student at Haskell Indian Nations University. If contestant is awarded the title of Miss Haskell, Haskell Brave or Attendant, she will be required to be a full time student at Haskell Indian Nations University during the Fall and Spring semesters through their reign.

II. Any Contestant must have at least a 2.5 GPA and be in excellent Academic and Good Social Standing. If contestant is awarded the title of Miss Haskell, Haskell Brave or Attendant, she/he must maintain the required GPA for both Fall and Spring semesters of her/his reign.

III. If contestant is crowned Miss Haskell, Haskell Brave or Attendant, she/he will be required to maintain Good Social Standing status throughout their reign.

IV. If contestant is crowned Miss Haskell or Haskell Brave, she/he will be required to attend all Miss Haskell and Haskell Brave Committee fundraising activities, be involved in ALL clubs and organizations of Haskell Indian Nations University (at least attend the meetings and help fundraise with them when help is needed), and shall be peer oriented as well as University oriented.

V. The chosen representative of Haskell Indian Nations University should consider herself/himself a role model and conduct as such. Concern in appearance is of great importance, formal attire for public appearances and HINU functions is essential.

VI. Contestant/Miss Haskell/Haskell Brave/Attendant must be drug and alcohol free throughout their reign.

VII. Miss Haskell, Haskell Brave and their attendants will be required to sign a waiver for release of information in the event of a dispute or grievance. The MH&HB Committee will have access to all pertinent information in resolution of any dispute or grievance with supervision/approval of the Student Senate Sponsor (Chain of Command).

VIII. The title of Miss Haskell and Haskell Brave are that of an official representative of Haskell Indian Nations University. Miss Haskell, Haskell Brave, and their attendants will be required to represent the title to the best of their ability at all times.

IX. It will be the responsibility of Miss Haskell and Haskell Brave to give a monthly report (verbal and written) at the first Student Senate meeting of every month, the report will consist of the events she/he will be attending and the functions she/he has performed during her reign.

X. In the event Miss Haskell or Haskell Brave voluntarily relinquishes their title, or is unable to perform the duties required, the first runner-up will be given the title of Miss Haskell or Haskell Brave.

XI. The ORIGINAL beaded crown received by Miss Haskell must be returned to the MH&HB Committee at the end of her reign. Failure to do so will result in monetary compensation and withholding of college transcripts. If the Miss Haskell crown is damaged beyond repair, the current title-holder will be held responsible for full compensation for replacement.

XII. Miss Haskell and Haskell Brave will adhere to the Student Senate Constitution and their respective position on the Student Senate Executive Board.

XIII. If Miss Haskell, Haskell Brave, or their Attendants violate any rules set forth herein, the MH&HB Committee will retain the sole authority in determining whether their title will be relinquished. Wherein the first attendant will fulfill and complete the role and duty that is required as Miss Haskell/Haskell Brave if they meet the eligibility criteria. If the aforementioned Attendants are not available, the title of Miss Haskell/Haskell Brave will remain vacant until the next pageant and crowning is held.
Conflicts to the Rules and Regulations Contract for Miss Haskell shall be addressed to the Miss Haskell and Haskell Brave Committee (Board of Miss Haskell and Haskell Brave) for the decision of a waiver at the circumstances and situations at hand.

If resolving the situation does not conclude with the Student Senate Executive Board, business will be taken to the Student Senate President, whereas if there is no conclusion the Student Senate President will take matters to the Student Senate Sponsor, if there is no decision made further consultation will be taken to the Dean of Students and the chain of command, where business will meet with the Vice President of Haskell Indian Nations University, and then to the President of HINU for resolution of affair.

I understand the above contract and will adhere to the Miss Haskell / Haskell Brave Rules and Regulations Contract.

Contestant ________________________________  Date __________________________
Haskell Indian Nations University
Election Code

SECTION 100 - ELECTIONS
101. Election Dates and Time
102. Voting Places
103. Notices of Election, Results and Hearings

SECTION 200 - RUNNING FOR OFFICE
201. Eligibility
202. Letter of Intent/Petition for Candidacy

SECTION 300 - VOTING REQUIREMENTS
301. Eligibility to Vote
302. Voter list
303. Voter Provision
304. Voting Procedure

SECTION 400 - ELECTION COMMITTEE
401. Appointment of Committee
402. Duties of Election Committee
403. Challenging of Candidate

SECTION 500 - BALLOTS AND BALLOT BOXES
501. Preparation of Ballots
502. Use of Ballot Boxes
503. Possession of Keys
504. Storage of Ballot Boxes

SECTION 600 - TALLY OF ELECTION
601. Counting of Ballots
602. Tally Sheets
603. Committee Canvass
604. Recount

SECTION 700 - CERTIFICATION OF ELECTIONS
701. Certification of Results
702. Contest of Election
703. Incumbents of Holding Office
704. Taking Office

SECTION 800 - OTHER ELECTION PROVISIONS
801. Poll Watchers
802. Ban on Electioneering
803. Penalties of Violation of Code
SECTION 100 - ELECTIONS

SECTION 101. ELECTION DATES AND TIME

A. Elections for the Student Senate Executive Board Officers will be held the third week in April. With the last voting day at Spring Fling.
B. Voting time will be during Curtis Hall Lunch and Dinner hours
C. Reelection – Held as a result of a contest based on violations of this election code or irregularities occurring during the election and held with the same candidates and procedures as the contested election during hours set by the Board.

SECTION 102. VOTING PLACES

A. Voting will be held at Curtis Hall during all the meal times.
B. The last day of voting will be held at Haskell’s annual Spring Fling
C. The Election Committee may designate another voting place; however the chosen place must be a public place accessible to all students and approved by 2/3’s of the election committee.

SECTION 103. NOTICES OF ELECTION, AND RESULTS

A. The date, time and place of the election, the eligibility requirements of voters and candidates shall be publicly announced in Haskell Indian Leader and Haskell Student Senate Facebook page two weeks prior to the election by the Election Committee.
B. Official election results will be made public the following day of Spring Fling.

SECTION 200 RUNNING FOR OFFICE

SECTION 201. ELIGIBILITY FOR OFFICE

A. Any currently enrolled student of Haskell Indian Nations University is eligible to seek and hold office as an Executive Board Member should they meet the Executive Board Requirements set forth in the Student Senate Constitution Section I A:

Executive Board Requirements
1. Must be a Haskell Indian Nations University Student in good academic and social standing, also to declare intent to be enrolled in the Fall and Spring semesters immediately following election into office.

2. Must have at time of the election and through duration of term of office at least a 2.5 GPA for all Executive Board Members. Should GPA fall below the requirement the officer will be placed on Student Senate academic probation.

3. Must not currently serve as an executive officer of any recognized organizations during the term served in office.

4. All incoming freshman Executive Board Members are put on Student Senate academic probation until the completion of their first semester.
SECTION 202. LETTER OF INTENT/PETITION FOR CANDIDACY

A. Any student that meets the eligibility requirements set forth may file for office by obtaining a “Letter of Intent/Petition for Candidacy” form from the Student Senate Office. Upon completion of Letter of Intent/Petition for Candidacy form, it must be submitted to the Secretary of the Election Committee.

B. No one person may be a candidate for more than one officer position during the election.

C. The Secretary of the Election Committee receiving the Letter of Intent/Petition for Candidacy from the student seeking Candidacy must have it processed that the same day it was filed. If it cannot be filed the same day it was filed, it must be filed immediately the next day.

D. The Letter of Intent/ Petition for Candidacy (see next page):
LETTER OF INTENT / PETITION FOR CANDIDACY

I, ________________________________, hereby submit this letter to petition and run for the position of Student Senate _________________________________. I understand that this position will be for the 2013-2014 Academic Year. I intend to be a student of Haskell Indian Nations University through the duration of that time. If elected, I shall uphold the Student Senate Constitution, represent the students, and facilitate their interests and needs to the best of my ability. If at any time my cumulative Grade Point Average falls below the necessary 2.5 GPA, I carry less than 12 Credit Hours, or if I am on Academic or Social Probation, my membership on the Student Senate will be terminated according to the guidelines set forth in the Student Senate Constitution (Exception applies if I fall between a 2.0 and 2.5 GPA, I may qualify for Student Senate Academic Probation upon review).

Therefore, let it be resolved that I have formally submitted all necessary forms and have met all requirements of eligibility with the Haskell Student Senate Constitution and the rules set forth by the Student Senate Election Committee. I agree to all terms; by my signature.

______________________________
Signature
______________________________
Date

I, ________________________________, do give my permission for the Election Committee of the Student Senate to check my current Grade Point Average, Academic and Social status, and if elected into the office, throughout the duration of my term, for the purpose of membership on the Student Senate.

______________________________
Signature
______________________________
Date

For Office Use Only:

Grade Point Average >2.5: Y / N
Academic Probation: Y / N
Social Probation: Y / N

Registrar’s Office ____________________ Date__________________
Student Rights Office ____________________ Date__________________

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SECTION 300. VOTING REQUIREMENTS

SECTION 301. ELIGIBILITY TO VOTE

A. To be eligible to vote in the Student Senate Election, one must be a currently enrolled fulltime or part-time Haskell Student.

SECTION 302. VOTER LIST

A. The Voters List must be an official listing received from Haskell Registrar’s Office.

SECTION 303. VOTER PROVISION

A. To cast a ballot and eligible voter must be physically present at the designated voting place.
B. The eligible voter must have their Haskell Indian Nations University Student Identification with them at the time of voting.
C. Write in votes are acceptable.
D. All spoiled ballots must be counted for separately on a tally sheet.

SECTION 304. VOTER PROCEDURE

A. The eligible voter must show their Haskell Student Identification to the member of the election committee who is the designated Poll Watcher, the Poll Watcher will use the student identification card to find the voter’s name on the voter list, highlight the voters name and instruct the voter to sign by their name. After this procedure has been completed the Poll Watcher will then hand voter one stamped ballot. The ballot shall be stamped “OFFICAL BALLOT” and dated.
B. Once the voter has casted their vote they will fold their ballot so the official ballot stamp appears on the outside and insert it into the ballot box.
C. Once a ballot is placed in the ballot box, it shall remain there until the votes are counted.

SECTION 400. ELECTION COMMITTEE

SECTION 401. APPOINTMENT OF COMMITTEE

A. Haskell Indian Nations University Student Senate Constitution Section II. Duties II Vice President 7. Shall chair and coordinate the Election Committee to facilitate all elections of the Associated Students.
B. The Vice President will seek volunteers among the Senators and can also seek volunteers among the student body population.

SECTION 402. DUTIES OF ELECTION COMMITTEE

A. The Election Committee will have supervision over Student Senate Elections.
B. The Board will publish notices of election, result and hearings in accordance with Section 100.
C. The Election Committee shall appoint a secretary who will take minutes of the committee meetings and be responsible for receiving “Letter of Intent/Petition of Candidacy” forms from students seeking office in accordance with Section 202. C.

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

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

SECTION 403. CHALLENGING OF CANDIDATE

A. Upon receiving the “Letter of Intent/Petition of Candidacy” the advisor(s) of the Student Senate will then assess the eligibility of the candidate in accordance with the Student Senate Constitution Section V. Senate Election Rules and Regulations. If the Committee determines such candidate is not eligible for office, it shall challenge the candidate, notify him/her.

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

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

SECTION 404. CHALLENGING OF A VOTER

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

B. The committee shall challenge any voter whose name is not on the voters list. At this time the Sergeant-at-Arms will verify with the registrar’s office to verify enrollment. If in fact the voter is eligible to vote, the poll watcher will print the voters name on the voting list, the Poll Watcher and the Sergeant-At-Arms will then print their initials under the verified voter’s name.

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

SECTION 500 BALLOTS AND BALLOT BOXES

SECTION 501. PREPARATION OF BALLOTS

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

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

C. Ballots shall be printed on white paper.

D. The Ballot:
## OFFICIAL BALLOT

### HASKELL INDIAN NATIONS UNIVERSITY
(INSERT YEAR) STUDENT SENATE ELECTION

*Please select ONE candidate for each Executive Position*

<table>
<thead>
<tr>
<th>Position</th>
<th>Candidate</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Miss Haskell</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Representative</td>
<td>Haskell Brave</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 502. USE OF BALLOT BOXES
A. Printed ballots shall be placed in the ballot box and kept in a secure area designated by the Election Committee prior to the election.
B. Before opening the polls, the ballot box will be delivered by the sergeant at-arms to each designated voting place.
C. The ballot box shall not be removed from the voting place until the voting is complete.

SECTION 503. POSSESSION OF KEYS
A. The keys to the ballot boxes will held by the advisors to the Student Senate.

SECTION 504. STORAGE OF BALLOT BOXES
A. After the first session of voting at Curtis Hall, the ballot box will be secured in the designated room by the sergeant-at-arms until the second session of voting at Spring Fling.
B. The sergeant-at-arms will be the only person allowed to transport the ballot box throughout the duration of the election.

SECTION 600 TALLY OF ELECTION

SECTION 601. COUNTING OF BALLOTS
A. Immediately after closing the poll, the Election Committee will canvass the votes, in Tecumseh Hall room 207, or any other designated room with windows, so the public can observe if they choose.
B. The Election Committee will not adjourn until all the votes are counted.

SECTION 602. TALLY SHEETS
A. Upon completion of the count, a tally sheet showing the votes cast for each candidate shall be certified and signed by the committee.
B. A separate tally sheet will be kept for spoiled ballots.

SECTION 603. COMMITTEE TALLY
A. Immediately upon completion of the tallying of ballots, the Committee will certify the voting results as final, except those in which there is a tie vote and the outcome of the election could be changed in a recount.
B. If the election results in a tie, there shall be a recount the following day.
C. If the recount results in a tie, there shall be a special election held immediately.

SECTION 604. RECOUNT
A. In a tie vote recount, the Election Committee will tally the votes just as they did prior to the recount.
B. If the recount changes the election result; the new election results shall be posted and certified.
SECTION 700  CERTIFICATION OF ELECTIONS

SECTION 701. CERTIFICATION OF RESULTS
A. Voting results will be made known the next business day.
B. The committee may post the unofficial results immediately
C. If there is not a contest of election the winning candidates will be officially informed by letter from the election committee.

SECTION 702. CONTEST OF ELECTION
A. Any student may contest the election if such person has legitimate compliant. The complaint shall be investigated and considered by the election committee.
B. If findings of any misconduct of this election code occur the committee will take corrective action.

SECTION 703. INCUMBENTS OF HOLDING OFFICE
A. Incumbents shall remain in office until the end of the spring semester.

SECTION 704. TAKING OFFICE
A. The newly elected candidates shall take office the first day of the following fall semester.
B. The Chair of the Election Committee will inform the newly certified officers in person, by telephone or other means in regard to the time for taking office.
C. Taking office shall be demonstrated by taking an oath of office, and signing the Officer Code of Conduct.

SECTION 800  OTHER ELECTION PROVISIONS

SECTION 801. POLL WATCHERS
A. Any student may volunteer to poll watch on behalf of a candidate.
B. The poll watcher must inform the election committee that they are poll watching to prevent electioneering and illegal campaigning set forth in this code.

SECTION 802. BAN ON ELECTIONEERING
A. Electioneering or Campaigning within 100 feet of the voting place on Election Day is NOT allowed.
B. The sergeant-at-arms will enforce the ban on electioneering, campaigning.
C. Electioneering shall mean any interference or attempted interference with the election and any influence or attempt to influence the voter or committee member.

SECTION 803. PENALTIES OF VIOLATION OF CODE
A. Violations of this code can result in disqualification of the candidate.
B. Violations of this code by the Election Committee can result in a new election.