



Student Government Act

**KELLOGG SCHOOL OF MANAGEMENT
NORTHWESTERN UNIVERSITY**

STUDENT GOVERNMENT ACT

KELLOGG SCHOOL OF MANAGEMENT NORTHWESTERN UNIVERSITY

The Student Government Constitution is composed of two separate articles as follows:

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[Including all Amendments to March 1, 1992]

ARTICLE 1 CONSTITUTION OF THE KELLOGG STUDENT ASSOCIATION

PART 1 UNDERLYING PURPOSES AND POLICIES OF THIS CONSTITUTION

- §1-101. We the students of the Fulltime MBA Program of the Kellogg School of Management (KSM), establish this constitution for the Kellogg Student Association (KSA).
- §1-102. The KSA is hereby established as a means of representing the interests of the student body of KSM. Through the establishment of an elected government, it shall provide a platform for the discussion of issues of student concern and act as the instrument by which student interests may be voiced to the administration of KSM and Northwestern University.
- §1-103. As an organizing body, the student government established, shall facilitate the planning and implementation of student activities including social, cultural, and educational programs designed to supplement the academic curriculum of KSM students. It shall also coordinate the distribution of all available student activity funds to the student-run clubs and organizations recognized by the KSA.
- §1-104. The mission of the KSA's Executive Committee and Board is to enrich the KSM experience by representing student interests, providing resources and leadership for student activities, and partnering with administration, faculty, and students to initiate positive change.

PART 2 KSA MEMBERSHIP

- §1-201. All registered Fulltime MBA Program students of KSM who have paid KSA dues shall be KSA Members.
- §1-202. KSA members shall be entitled to:
- (1) Vote in all elections of, or conducted by, the KSA, subject to the Election Code.
 - (2) Hold elective or appointive office for the KSA.
 - (3) Participate in any or all KSA sponsored or funded activities.

**PART 3
THE KSA BOARD**

§ 1-301.

- (1) The Board shall be composed of:
 - (a) Seven elected officers, who constitute the KSA Executive Committee and shall be Board Members, specified as follows: President, Academic Vice-President, Social & Cultural Affairs Vice-President, Finance & Business Development Vice-President, Career Development Vice-President, Global Affairs Vice-President, Technology Vice-President. Any one of the six Vice-Presidents shall also serve as Executive Vice-President.
 - (b) Twenty-one (21) elected Board Members, apportioned thus: eight (8) first year six quarter MBA students, one (1) first year six quarter Master of Management in Manufacturing (MMM) student, five (5) second year six quarter students, one (1) Alumni Relations Representative, one (1) second year six quarter MMM student, two (2) four quarter (4Q) students, one (1) JD/MBA student, one (1) internal transfer (IT) student, one (1) Joint Venture (JV) representative, and one (1) Foreign Exchange student.
- (2) The term (s) of office for Board Members shall be as follows:
 - (a) The members of the Executive Committee shall be inducted at the last board meeting of the Winter quarter and shall serve until the end of the succeeding Winter quarter.
 - (b) The first year Board Members shall hold office from the date of their election in the Fall quarter until the end of the succeeding Spring quarter.
 - (c) The second year six quarter Board Members, the Alumni Relations Representative, the one year Board Members, and the Foreign Exchange Board Member shall take office at the first successive board meeting following their election into office, and shall serve until the end of the succeeding Spring quarter or immediately following the election of their successors, whichever event comes first; or in the case of the Foreign Exchange Board member, until the end of the same quarter in which elected.
- (3) A vacancy occurring on the Board (outside of the Executive Committee) shall

be filled by the non-elected candidate receiving the highest number of votes in the election corresponding to the position vacated. In the case of a tie, the Board will vote to determine which of the tied candidates will fill the vacancy. If no additional candidates are available, vacancies will be filled by appointments of the Executive Committee, with the concurrence of a majority of the Board.

- (4) A vacancy occurring on the Executive Committee shall be filled by appointment by the remaining Executive Committee members subject to majority approval of the KSA Board.

§1-302. The KSA **Board** shall have the following rights and powers:

- (1) It shall be the only student organization which can represent the entire student body of KSM.
- (2) Though having no voice in the internal affairs of any other KSM student organization, the Board shall have the right to intervene where and insofar as the activities of such an organization tend to encroach upon authority lawfully vested in the KSA by this constitution.
- (3) To procure and allocate KSA funds; and to promulgate guidelines for the generation and use of these funds.
- (4) To approve all KSA budgets.
- (5) To remove from office any member of the Board or KSA committee member, including members of the Executive Committee (see Subsection (4) of Section 1-304).
- (6) To set qualifications for candidates for any elected or appointed office of the KSA.
- (7) To establish such committees as may be necessary to the effective operation of the KSA. Ad hoc committees shall report directly to the President of the KSA.
- (8) To make all bylaws necessary to execute the foregoing powers and any other powers vested by this constitution in the KSA.
- (9) To establish objectives in accordance with the mission of the KSA.
- (10) Act as a decision-making body on issues brought to the Board by the Executive Committee.

§ 1-303. The following shall be the powers and duties of the **KSA Board Members**:

- (1) To represent their individual constituencies with voting privileges at KSA meetings and actively participate in meeting proceedings.
- (2) To serve on at least one KSA standing committee, Board ad hoc committee, or project team, and attend the meetings of that committee.
- (3) To attend all regularly scheduled KSA meetings and any special sessions. Two or more absences without excuse from regularly scheduled meetings shall be grounds for review by the rest of the KSA Board.
- (4) To represent students by providing information and guidance to the Executive Committee on issues affecting the student body.
- (5) To actively solicit input, opinions, and feedback from constituents regarding issues that affect the KSM community, especially in response to direction from the Executive Committee.
- (6) To prepare for each Board meeting by reading the material distributed prior to the meeting.
- (7) To inform constituents of the KSA's activities in a timely and appropriate manner after each Board meeting.
- (8) To encourage students to participate in KSA initiatives.
- (9) To maintain detailed knowledge about the structure and activities of the KSA.

§ 1-304. Meeting Procedures

- (1) The following provisions shall be established for meetings of the Board:
 - (a) The spirit of the rules contained in Robert's Rules of Order (revised 1921 or later) shall govern the KSA Board, except where those rules are inconsistent with this constitution or other by-laws passed by the KSA Board.
 - (b) The presence of at least eleven (11) members shall constitute a quorum for conducting business of the Board, except where otherwise specified in this constitution.
- (2) Motions may be proposed by Board Members only.

- (3) Each Board Member shall be entitled to one vote. Proxy or absentee votes shall not be permitted. All Board Members shall be empowered to vote.
- (4) A motion for the removal of any Board Member or KSA committee member, including members of the Executive Committee, shall be presented during the course of a regular meeting of the Board, discussed thoroughly, and then voted upon by secret ballot. Four-fifths ($4/5$) of the Board membership must be present to vote on a motion for dismissal and a two-thirds ($2/3$) vote of those present shall be required to effect a dismissal.
- (5) A majority vote of the Board, with at least two-thirds ($2/3$) of the entire Board membership being present, shall be necessary to recommend students to the Dean of KSM for appointment to, or removal from, any faculty or special task force.

PART 4
THE KSA EXECUTIVE COMMITTEE

- §1-401. The Executive Committee shall direct and carry out the administrative functions as may be necessary. The Executive Committee shall provide leadership to the KSA Board. The officers of the Executive Committee shall each hold a seat on the KSA Board.
- §1-402. At the time of their election to office, all members of the Executive Committee shall be students who are enrolled in the second quarter of the six quarter program.
- §1-403. The following shall be the powers and duties of the **President** of the KSA:
- (1) To be the official representative of the KSM student body on all occasions.
 - (2) To chair each KSA Board meeting.
 - (3) To be responsible for and direct the KSA Executive Board.
 - (4) To be an ex-officio member of all KSA committees.
 - (5) To appoint the chairperson of all KSA ad hoc committees as needed, subject to the majority approval of the Board.
 - (6) To serve as chair of the Graduation Speaker Search committee. Members of the search committee are appointed by the President and subject to the approval of Executive Committee members who may also serve on the committee.
- §1-404. The Executive Vice-President shall assume all powers and duties of the president in the event of the president's absence, resignation or removal from office.
- §1-405. The following shall be the powers and duties of the **Academic Vice-President** of the KSA:
- (1) To serve as chairperson of the Academic Affairs Committee consisting of the Section Academic Representatives.
 - (2) To be responsible for and oversee the Curriculum Guide, the course bidding system, and Teacher-Course Evaluations.

- (3) To oversee the Honor Code committee and conduct all honor code investigations.
- (4) To be responsible for and direct any other academic related KSA committees.

§1-406. The following shall be the powers and duties of the **Social & Cultural Affairs Vice-President** of the KSA:

- (1) To serve as chairperson of the Social Committee consisting of Section Social Representatives and delegates of the KSA Social Vice-President's choosing.
- (2) To be responsible for the formation and administration of the social budget.
- (3) To be responsible for the planning and scheduling of all KSA social and cultural activities.
- (4) To be responsible for maintaining the complete calendar of KSA and club sponsored social and cultural events at KSM.

§1-407. The following shall be the powers and duties of the **Finance & Business Development Vice-President** of the KSA:

- (1) To be responsible for and direct the budgeting process:
 - (a) To establish budget policies.
 - (b) To assemble and distribute budget request packages.
 - (c) To run budget review meetings.
 - (d) To report on the budget to the administration.
- (2) To be responsible for and direct the collection and disbursement of KSA funds.
- (3) To maintain a record of each quarter's fiscal activities.
- (4) To provide a list of funding approved for each recognized club for inspection by any KSA Member.

§1-408. The following shall be the powers and duties of the **Career Development Vice-President** of the KSA:

- (1) To work closely with the Kellogg Career Management Center (CMC) and the Office of the Dean to represent the student voice on career related issues,

and to bring feedback to the attention of the KSA Board and the general student body.

- (2) To serve as chairperson of the CMC student committee, consisting of First- and Second-Year Section CMC Representatives.
- (3) To represent the student body via attendance at bi-weekly and monthly CMC meetings.
- (4) To manage the Kellogg Networking Events, to be held in conjunction with the CMC.
- (5) To organize a series of soft skills workshops for the student body, to be held throughout the year, focusing on improving competencies in a number of valuable job related areas (e.g., disciplining employees, achieving work-life balance, time management skills).
- (6) To serve as a focal point for club initiated career development activities (e.g., career panels, interview workshops), to ensure proper coordination and resource distribution.

§1-409. The following shall be the powers and duties of the **Global Affairs Vice-President** of the KSA:

- (1) To serve as chairperson of the Global Affairs committee consisting of Section Representatives and delegates of the Global Affairs Vice-President's choosing.
- (2) To coordinate the initiatives of KSM's various international student clubs in an effort to improve the overall experience of domestic and international KSM students.

§1-410. The following shall be the powers and duties of the **Technology Vice-President** of the KSA:

- (1) To work closely with Kellogg Information Systems and be responsible for and manage the following areas:
 - (a) *The Serial*, KSM's internal student website
 - (b) Student-related software, such as email and calendaring applications
 - (c) TEK Camp and other technology education programs
 - (c) Annual student laptop-selection program
- (2) To serve as chairperson of the Technology committee consisting of Section

Technology Representatives and delegates of the Technology Vice-President's choosing.

§1-411. Appointments to fill any vacancies in the Executive Committee shall be made from the existing KSA Board membership by the remaining members of the Executive Committee, subject to the majority approval of the Board.

PART 5
DISCRETIONARY SPENDING OF KSA FUNDS

- §1-501. The Finance & Business Development Vice-president is responsible for overseeing and approving the discretionary use of KSA funds according to the following guidelines;
- (1) Discretionary spending by any board member in an amount over \$200 must be approved by a majority of the board and publicly reported to students and the administration.
 - (2) Any KSA-funded club social events must be open to all students of KSM.
 - (3) Travel (airfare, car rental, etc) and hotel expenses incurred by Executive Committee members attending the Graduate Business Conference will be reimbursed by KSA funds. Meals will not. Accommodations should be same-sex double occupancy.

PART 6
ELECTIONS

- §1-601. The exact dates and procedures of elections of the KSA Board members and the Executive Committee shall be determined by the Election Committee subject to the 2/3's majority vote approval by the Board in accordance with the Election Code of the KSA (see Article 2).

PART 7
AMENDMENTS

- §1-701. Any amendments to this constitution shall be proposed in the form of a motion, discussed at a regularly scheduled Board meeting, and finally voted upon at a time no earlier than the second meeting following.
- §1-702. A two-thirds (2/3) vote of the Board, with at least four-fifths (4/5) of the entire Board membership being present and voting, shall be necessary to make any amendment to this constitution.
- §1-703. Amendments will be attached to this constitution at its end or, if applicable, in the

appropriate locations in the text. Amendments must also be approved by the Dean of KSM, if they affect the basic structure of the KSA or its relationship with KSM.

ARTICLE 2

ELECTION CODE OF THE KELLOGG STUDENT ASSOCIATION

PART 1

ELECTION OF THE KSA EXECUTIVE COMMITTEE

- §2-101. Students intending to run for election to the KSA Executive Committee of KSM shall:
- (1) Be registered in the second quarter of the six-quarter program of KSM.
 - (2) Run in the form of a seven-member slate, consisting of one candidate for each of the offices of president, academic vice-president, social & cultural affairs vice-president, finance & business development vice-president, career development vice-president, global affairs vice-president, and technology vice-president. (One of the vice-presidential candidates shall be designated to hold the additional title of executive vice-president).
 - (3) Submit to the KSA Election Committee a declaration of candidacy specifying the full names of the candidates, the respective offices to which they seek election, and a platform suitable for publication by the KSA.
- §2-102. The required declaration and platform shall be filed during the winter quarter on or before a date specified by the KSA Election Committee subject to the majority approval of the Board.
- §2-103. Official campaigning shall be limited to the week immediately preceding the election and campaign expenditures shall not exceed a limit specified by the KSA Election Committee subject to the majority approval of the Board. The KSA Election Committee will determine the exact period.
- §2-104. Elections shall be conducted at least three weeks prior to induction of new Board members, and over a two-day period during the winter quarter, the specific dates of which shall be determined by the KSA Election Committee subject to the majority approval of the Board and published at least two weeks in advance.
- §2-105. The slate of candidates receiving a simple majority or plurality of votes cast shall be declared the winner of the election. Write-in votes shall not be permitted. In the case

that no slate receives a simple majority or plurality of votes, a run-off election shall be held between the slates which received the two highest number of votes. This election shall be held within one week. The specific campaign rules shall be determined by the KSA Election Committee subject to the majority approval of the Board.

§2-106. All members of the KSA shall be allowed to vote for the Executive Committee of the KSA.

PART 2
ELECTION OF FIRST YEAR KSA BOARD REPRESENTATIVES

§2-201. Each first year section will elect one representative to serve on the KSA Board. Board member elections will be conducted by current KSA Board members (rather than section leaders) prior to elections for other section representative positions.

Students intending to run for election to the KSA Board as representatives of the first year six quarter class of KSM shall:

- (1) Be registered in the first quarter of the six quarter program of KSM.
- (2) Submit to the KSA Election Committee a declaration of candidacy specifying the candidate's full name and a platform suitable for publication by the KSA

§2-202. The required declaration and platform shall be distributed within each section during the fall quarter on or before a date specified by the KSA Election Committee.

§2-203. Official campaigning shall be limited to the week immediately preceding the election and campaign expenditures shall not exceed a limit specified by the KSA Election Committee.

§2-204. Elections shall be conducted over a one day period during the fall quarter, the specific date of which shall be determined by the Election Committee and published at least two weeks in advance.

§2-205. The candidates receiving the greatest number of votes within each section shall be declared the winners of the election. Write-in votes shall not be permitted. In the case of a tie for a position, a run-off election contested by the tying candidates shall be

- held within one week.
- §2-206. Only those students registered in the first quarter of the six quarter program and assigned to a particular section shall be allowed to vote for the first year section representative to the KSA Board. Each voting student may vote for one single candidate.
- §2-207. MMM students can vote for both MMM section representatives as well as representatives of their orientation week section. The MMM election will be conducted separately from the KSA elections by the MMM Student Executive Council (MMMSEC).

PART 3
ELECTION OF SECOND YEAR KSA BOARD REPRESENTATIVES

- §2-301. Students intending to stand for election to the KSA Board as representatives of the second year six quarter class of KSM shall:
- (1) Be registered in the third quarter of the six quarter program of KSM.
 - (2) Submit to the Election Committee a declaration of candidacy specifying the candidate's full name and a platform suitable for publication by the KSA.
- §2-302. The required declaration and platform shall be filed during the spring quarter on or before a date specified by the Election Committee subject to the majority approval of the Board.
- §2-303. Official campaigning shall be limited to the week immediately preceding the election and campaign expenditures shall not exceed a limit specified by the Election Committee.
- §2-304. Elections shall be conducted over a one day period during the spring quarter, the specific date of which shall be determined by the Election Committee, subject to the majority approval of the Board, and published at least two weeks in advance.
- §2-305. The five candidates receiving the greatest number of votes cast shall be declared the winners of the election. Write-in votes shall not be permitted. In the case of a tie for the fifth position, a run-off election contested by the tying candidates shall be held within one week.

- §2-306. Only those students registered in the third quarter of the six-quarter program shall be allowed to vote for the second year representatives to the KSA Board. Each voting student may vote for as many as five candidates, but may cast only one vote for any single candidate.

PART 4
ELECTION OF ALUMNI RELATIONS KSA BOARD REPRESENTATIVE

- §2-301. Students intending to stand for election to the KSA Board as Alumni Relations Representative shall:
- (1) Be registered in the third quarter of the six quarter program of KSM.
 - (2) Submit to the Election Committee a declaration of candidacy specifying the candidate's full name and a platform suitable for publication by the KSA.
- §2-302. The required declaration and platform shall be filed during the spring quarter on or before a date specified by the Election Committee subject to the majority approval of the Board.
- §2-303. Official campaigning shall be limited to the week immediately preceding the election and campaign expenditures shall not exceed a limit specified by the Election Committee.
- §2-304. Elections shall be conducted over a one day period during the spring quarter, the specific date of which shall be determined by the Election Committee, subject to the majority approval of the Board, and published at least two weeks in advance.
- §2-305. The candidate receiving the greatest number of votes cast shall be declared the winners of the election. Write-in votes shall not be permitted. In the case of a tie, a run-off election contested by the tying candidates shall be held within one week.
- §2-306. All members of the KSA shall be allowed to vote for the Executive Committee of the KSA.

PART 5
ELECTION OF ONE YEAR KSA BOARD REPRESENTATIVES

- §2-401. Students intending to stand for election to the KSA Board as representatives of the one year class of KSM shall:
- (1) Be registered in the first quarter of the one year program of KSM.
 - (2) Submit to the KSA Election Committee a declaration of candidacy specifying the candidate's full name and a platform suitable for publication by the KSA.
- §2-402. The required declaration and platform shall be filed during the summer quarter on or before a date specified by the Election Committee.
- §2-403. Official campaigning shall be limited to the week immediately preceding the election and campaign expenditures shall not exceed a limit specified by the Election Committee.
- §2-404. The election shall be conducted during the summer quarter, the specific date of which shall be determined by the Election Committee and published at least one week in advance.
- §2-405. The two candidates receiving the greatest number of votes cast shall be declared the winners of the election. Write-in votes shall not be permitted. In the case of a tie for the second position, a run-off election contested by the tying candidates shall be held within one week.
- §2-406. Only those students registered as one year students shall be allowed to vote for the one year representatives to the KSA Board. Each voting student may vote for as many as two candidates, but may cast only one vote for any single candidate.

PART 6
ELECTION OF THE INTERNAL TRANSFER KSA BOARD REPRESENTATIVE

- §2-501. Students intending to stand for election to the KSA Board as the representative of the

- evening-to-day transfer students of KSM shall submit to the Election Committee a declaration of candidacy specifying the candidate's full name and a platform suitable for publication by the KSA.
- §2-502. The required declaration and platform shall be filed during the spring quarter on or before a date specified by the Election Committee.
- §2-503. Official campaigning shall be limited to the week immediately preceding the election and campaign expenditures shall not exceed a limit specified by the Election Committee.
- §2-504. The election shall be conducted during the spring quarter, the specific date of which shall be determined by the Election Committee and published at least one week in advance.
- §2-505. The candidate receiving the greatest number of votes cast shall be declared the winner of the election. Write-in votes shall not be permitted. In the case of a tie, a run-off election contested by the tying candidates shall be held within one week.
- §2-506. Only those students registered as evening-to-day transfer students shall be allowed to vote for the evening-to-day representative to the KSA Board. Each voting student may vote for only one candidate and may cast only one vote for any single candidate.

PART 7
ELECTION OF FIRST YEAR MMM (MASTER OF MANAGEMENT IN
MANUFACTURING) KSA BOARD REPRESENTATIVE

- §2-601. Students intending to stand for election to the KSA Board as representatives of the first year MMM class of KSM shall be registered in the first quarter of the six quarter program of KSM.
- §2-602. This election will be conducted by the MMM Student Executive Council (MMMSEC).

PART 8

**ELECTION OF SECOND YEAR MMM (MASTER OF MANAGEMENT IN
MANUFACTURING) KSA BOARD REPRESENTATIVE**

- §2-701. Students intending to stand for election to the KSA Board as representatives of the second year MMM class of KSM shall be registered in the third quarter of the six quarter program of KSM.
- §2-702. This election will be conducted by the MMM Student Executive Council (MMMSEC).