



NLU Student Assembly Organizational Bylaws

Vote to adopt: November 8, 2021

Date adopted: November 8, 2021

Article 1 - Purpose and Membership.

1. Purpose.

- a. The NLU Student Assembly is to serve as the representative delegation of the student body and provide advice and guidance on policies that improve the student experience.
- b. In addition, the Assembly serves as student ambassadors on behalf on National Louis University at community, civic and municipal events, and provides leadership and service on behalf of students it represents.
- c. As appropriate, the Student Assembly should also plan, promote and implement engagement and involvement opportunities for the student body.
- d. The NLU Student Assembly works cooperatively with administration and staff the promotion of student success and wellbeing.

2. Membership.

- a. Membership should be selected by process of an interview by various assembly members and advisors to join the assembly and fill positions below. Selection must not be bias and will exclude any discrimination as outlined by the institutions statement of Equal Opportunity and Anti-Discrimination.
 - i. Students must be enrolled at NLU for each term of their appointment, excluding the alumni position
 - ii. Each term is a full academic year, members can apply for continuation as long as they intend to enroll the full duration of a term.
 - iii. Members must be in attendance of all meetings and participate actively. At the last meeting of each term, the NLU Student Assembly will vote on meeting dates for the subsequent term.
 - iv. Three missed meetings can result in removal, members will have their stipends prorated for missed meetings.
 - v. Each area should be represented, connected, and advance their perspective areas:
 - (4) Undergraduate Representative(s): President of each class; freshman, sophomore, junior, and senior.
 - (2) Graduate Representatives: Master's and Doctoral levels.
 - (2) Online Representatives: Undergraduate and Graduate.
 - (4) Campus Representative: Chicago, Wheeling, Lisle, and Tampa.
 - (5) College Liaisons: Undergraduate College Liaison, College of Psychology and Behavioral Sciences, National College of Education,

Kendall College of Culinary Arts and Hospitality Management, and
School of Business and Information Technology.

Article 2 - Executive Committee and Meeting Procedures.

1. Executive Committee Members.
 - a. Each member serves for an academic year, and must have one year of service as a representative member prior.
 - b. President - This person is the spokesperson, represents assembly at university functions, and coordinates activities within the assembly.
 - c. Vice President - Assists the president in any duties they cannot adhere to and enhances the assembly.
 - d. Secretary - Assists with putting meetings together and documents.
2. Meetings.
 - a. The Executive Committee shall meet once a month to plan for general meetings, events sponsored by the Student Assembly, and address issues germane to the functioning of the Student Assembly.
 - b. The President can call special meetings of the Executive Committee as needed.
 - c. A quorum for voting should be considered of half the members of the overall body.
3. Conducting Meetings.
 - a. General Meeting can constitute the following structure:
 - i. Call to Order
 - ii. Roll Taking
 - iii. Approval of Minutes
 - iv. Guest Presentation(s)
 - v. Announcements and Remarks from the President
 - vi. Executive Board Reports
 - vii. Committee Reports
 - viii. Old Business
 - ix. New Business
 - x. Announcements
 - xi. Adjournment
 - b. The general meetings should follow "[abbreviated](#)" [Robert's Rules](#) for motions and voting.

Article 3 – Committees.

1. All committees should be represented by at least three committee members, every member should be one committee, and fulfill a voice for the following areas:
 - a. Campus Affairs - Work with each campus representative and officials to address students concerns and best interests
 - b. Educational Affairs - Work with each college representative and officials to shape academic policies

- c. Diversity Affairs - Will create, bring awareness, and open dialogue with cultural diversity and create opportunities for more cohesion
- d. External Relations - Engage and work with community leaders around NLU campuses
- e. Public Relations - Bring assembly awareness and represent the assembly through campus media, events, and social media

Article 4 – Resolutions.

1. Resolutions can brought by the assembly to the university for the purpose of official recommendations, requests, or position statements.
2. Resolutions should be supported with staff and address concerns within the university.

Article 5 – Miscellaneous.

1. The Student Assembly will be guided by advisors from the university administration appointed by the Vice President for Student Affairs.
2. Meetings will be open to the public with date, time, locations, and agendas posted on the Student Assembly website.
3. The Student Assembly should aspire to maintain positive relationships, work collaboratively with each other and campus stakeholders, and individual members should not represent the assembly as a whole without express authority to do so.
4. Benefits for membership in Assembly include:
 - a. \$150 stipend per term of service (fall, winter and spring) applied tuition account credit for participating; stipend is prorated for meetings attended.
 - b. \$250 student per term for service in executive leadership position.
 - c. Build leadership experience and gain valuable transferable skills
 - d. Refreshments will be provided at all in-person meetings, and parking will be reimbursed for students commuting to non-home campus.
 - e. Professional headshots and free NLU wear
 - f. Networking with University administration and opportunities for professional development

Citations and Resources:

1. NLU Student Assembly. NLU Student Assembly | National Louis University. (n.d.). <https://nl.edu/student-services/student-affairs/nlu-student-assembly/>
2. Student Government Association Constitution and Bylaws for Mitchell Community College. (2013, October 16). <http://www.mitchellcc.edu/sites/default/files/Student-Government-Association-Constitution-Bylaws.pdf>.
3. University Staff Assembly (USA). Shawnee. (n.d.).

<https://www.shawnee.edu/about-us/leadership/university-staff-assembly/university-staff-assembly-constitution>

4. Abbreviated Robert's Rules of Order. (n.d.).

<https://www.valdosta.edu/colleges/education/deans-office/documents/coehs-roberts-rules-of-order-abbreviated.pdf>

5. Grand Valley State University. Student Senate Committees - Student Senate - Grand Valley State University. (n.d.). <https://www.gvsu.edu/studentsenate/student-senate-committees-98.htm>