

STUDENT SENATE BYLAWS

CHAPTER I

GENERAL INTRODUCTION

SECTION 1: GENERAL INTRODUCTION

As outlined in the Constitution of the Student Body, Student Cabinet members shall uphold the Constitution, Student Senate Bylaws, and all policies developed by Student Senate, shall be voting members of Student Senate, shall be entitled to act as official representatives of the Student Body, shall function in an open and available capacity as resource persons to all members of the Student Body, obtain and maintain representation on all committees designated to them, and Student Cabinet shall fulfill these obligations while maintaining an open, informed, and responsible relationship with the other members of the Student Body, Student Senate, and the University, and shall be responsible for all other duties and assignments to this office in subsequent Bylaws or requested by Student Senate. Each member of Student Senate is part of a team and must strive to be informed, aware, and active in all matters of the Senate.

In addition to fulfilling the duties outlined in the Constitution, all Student Cabinet members shall be responsible for the following:

- A. Keeping and posting a minimum of 10 office hours per week. These hours shall be between 8:00 AM and 5:30 PM and shall not fall on the same day. At least three days a week must be spent in the Student Cabinet office.
- B. Giving oral or written weekly reports as appropriate and required.
- C. Keeping respective Student Cabinet members informed of issues affecting each other's office.
- D. Keeping the Student Body President informed of all activities associated with the office, in the case of the Student Body President, keeping the Student Senate Advisor informed of all activities associated with the office.
- E. Meeting monthly with the Student Senate Advisor.
- F. Completing reports each semester to be submitted to the council prior to receiving remuneration, with review and approval by the Student Body President and the Student Senate Advisor.
- G. Providing a complete transition for new Student Cabinet members assuming the office. Failure to complete this will result in the forfeit of the outgoing Directors' final 1/4 remuneration. Failure will be determined by the Advisor.
- H. Keeping all files and related materials up-to-date accurate and organized.
- I. During the summer and fall semesters, Student Cabinet is required to create objectives. These objectives will be approved or changed by a two-thirds majority vote. Student Cabinet shall make every reasonable and professional effort, working together as a team, to achieve the goals set forth in the objectives. In the event that the objectives for the Fall semester contain issues that require attention throughout the entire year, then it is not necessary for Student Cabinet to develop a new objective for the Spring semester.
- J. Student Senate shall have the power to update personnel titles and office titles in the Constitution, by unanimous vote of the entire voting membership, to maintain consistency with University structure and titles as outlined in Article VI, Section 1 of the Student Body Constitution. Proxy votes in writing shall be acceptable for voting regarding such an amendment.
- K. Initiating or assisting in special projects or programs not outlined in the bylaws but central to their responsibilities.

- L. Student Cabinet shall complete an awareness training concerning diversity and inclusivity at the Student Cabinet retreat.

SECTION 2: SPECIFIC DUTIES OF STUDENT CABINET MEMBERS

A. Student Body President

1. Act as official representative of Student Senate.
2. Act as budget officer for Student Cabinet.
3. Be a non-voting chair at all Regular, Special, and Campus meetings of Student Senate (excluding SFAP).
4. Maintain communication channels with the office of the University President, and secure a student voice; identify concerns, and keep both Student Senate and the Student Body informed on all decisions and actions affecting the Student Body related to this University office.
5. Oversee the implementation of activities, programs, and the stated responsibilities of Student Cabinet members, in consultation with the Student Senate Advisor, and help to secure the success of all Student Cabinet members.
6. Facilitate and maintain communication channels between all of Student Senate Cabinet and the Student Senate Advisor.
7. Coordinate the training and develop training programs or workshops for Student Cabinet members in conjunction with the Student Senate Advisor.
8. Conduct evaluations of all Student Cabinet Directors with the Student Senate Advisor.
9. Meet weekly with the Student Senate Advisor.
10. Authorize by signature, expenditures of Student Cabinet General Operations and Administration budget areas, or empower the Director of Finance to carry out this authorization.
11. Develop agenda and review all proposals for Student Senate meetings.
12. Serve as a representative member of and/or nominate appointments to the President's Planning Council.
13. At the discretion of the council, nominate and maintain a parliamentarian for all official Student Senate meetings (who shall not be a member of Student Senate).
14. Recommend to Student Senate temporary appointments of Student Senate Directors upon declaration of a vacancy or a leave of absence.
15. Maintain all records and files as necessary for the office of Student Body President and for other materials pertinent to the operations of Student Senate, but not kept by any other Student Cabinet member.
16. Supervise the Student Cabinet Administrative Assistant.
17. The Student Body President will represent on behalf of Student Senate/Student Body those referenda, resolution, and student fee allocation decisions to the Board of Trustees. The President will invite appropriate Student Cabinet Directors and students to assist as necessary.
18. Chair the Travel Advisory Board.

B. Director of Academic Affairs

1. Maintains communication channels with faculty and with the office of the University Provost, serve as a student voice, identify concerns, and inform Student Senate and the Student Body of decisions and actions of those portions of the University.
2. Participates as a voting member of the Faculty Senate.
3. Holds regular meetings with the University Vice President for Academic Affairs.
4. Chairs the Student Conference Grant Committee.
5. Serves as a representative member and/or appoints students to the following groups or committees:
 - a. Academic Policies Committee
 - b. Any Faculty Senate Committee requiring student participation,
 - c. Undergraduate Council.
6. Attend the Faculty Senate Retreat and other special faculty functions.
7. Serves as chair of the committee for Academic Excellence Week Awards.

8. Serve on the Travel Advisory Board.
9. Work with the Director of Student Affairs for Student Cabinet to select students to sit on the Academic Appeals Board as outlined in the Board Policy Manual within the first month of the Fall Semester.

C. Student Trustee

1. Attends and participates as the elected student member to the Board of Trustees of the University of Northern Colorado. As the Student Trustee, serve as the voice of undergraduate and graduate students to the board.
2. Acts as an information resource in all aspects of the University, students, faculty, staff; in the state: Universities, the Legislature, Colorado Commission on Higher Education, etc.
3. Keeps Board members informed and up to date on national, regional, and local issues concerning students.
4. Communicates regularly with the Student Body President, as well as the entire Student Senate, on issues concerning students with the Board. After each Board of Trustees meeting, publish a report (either in a report form, or general one page business letter) to the student body regarding issues directly impacting students utilizing effective communication means (*i.e. The Mirror, UNC Webpage, Student Senate Webpage, etc.*).
5. Conducts an annual University presidential evaluation as out-lined by the Board.
6. Develops a good understanding of the mission and goals of the University.
7. Keeps a resource file up-to-date for future Trustees.
8. Serves as a representative member and/or nominates student appointments to the following groups or committees:
 - a. Board of Trustees
 - b. Student Leadership/Scholarship award chair
9. Serve as the Chair for CRAB and UCAB.

D. Director of Diverse Relations

1. Works closely with the Director of Student Affairs for Student Cabinet to increase diversity on Student Senate and University committees.
2. Advises the Diversity Council that will consist of the leadership of the traditionally under represented groups on the University campus.
3. Responsible for organizing forums on issues relating to gender, race, sexual orientation, religion, and other issues as needed.
4. Works closely with the cultural centers.
5. Responsible for planning of the Student Senate Leadership Retreat for students of color and under represented groups during the Fall Semester and a similar workshop (on campus) during the Spring Semester.
6. Works closely with the University Program Council's Diverse Programs Chair.
7. Works closely with the Student Rights Advocate.
8. Maintains and coordinates funds allocated to Student Cabinet Diverse Relations budget, keeping an updated ledger on all revenue and expenditures.
9. Serve on the Travel Advisory Board

E. Director of Finance

1. Maintain communication channels with the office of University Vice President for Administration and secures a student voice, identifies concerns, and keeps both Student Senate and the Student Body informed on all decisions and actions affecting the Student Body related to this University office.
2. Participate as a member in the departmental meetings of the University Vice President for Finance and Administration as appropriate.
3. Authorize, by signature, all expenditures of Student Cabinet as outlined in policy.

4. Maintain and coordinate funds allocated to the Student Cabinet General and Administrative Budgets, keeping an updated ledger on all revenue and expenditures.
5. Develop the Student Cabinet budget for General Operations and Administrative budgets.
6. Order and maintain supplies for Student Cabinet.
7. Oversees, as appropriate, training and upkeep of ledgers of Directors for Student Cabinet and Student Senate Student Services.
8. Acts as record keeper of all Student Cabinet financial documents keeping them accurate and up to date.
9. Twice a semester, in public forum, will update Senate on current condition of each Student Cabinet and Student Body President budget areas.
10. Represent the Student Senate and Student Body on the UNC Information Technology Allocation Committee.
11. Organize and coordinate extensive fundraising efforts and events for Student Senate.
12. Be responsible for the Student Fee Allocation Process.
13. Serve on the Travel Advisory Board

F. Director of Legislative Affairs

1. Chair the Legislative Action Team at the University of Northern Colorado and Coordinate regular meetings at least once a month in the fall semester and weekly in the spring semester.
2. Work in conjunction with the Director of University Relations for Student Cabinet and the Student Body President to notify the campus and Student Senate of state and national legislation concerning higher education that could concern them and ensure their interests are represented.
3. Develop a working relationship with State Legislators, public officials, legislative staff, representatives of governmental agencies, news media, and the UNC governmental liaison.
4. Respect those matters of confidential nature and maintain a non-partisan approach when dealing with political party activities.
5. Act as a student representative to the Greeley City Council, Weld County Commissioner and Weld County Chamber of Commerce as necessary.
6. Develop an understanding for, and working relationship with the Federal Department of Education and with the Colorado Commission on Higher Education and attend CCHE meetings when possible.
7. Coordinate with the university's administration to fulfill our state obligation to hold a Constitution Day event on or around September 17th of each year. The event should be held on the 17th, the actual federal holiday. If the holiday falls on a weekend, the event must be conducted either the week following or the week prior to the 17th.
8. Serve as Chairman of Bear Vote Initiative, which includes the duties of, but is not limited to: recruiting new BVI members, maintaining the BVI database, raising adequate funds for BVI activities within that year, enforcing rules & policies regarding member conduct, and otherwise improving visibility, structure and breath of the organization.
9. Serve as the UNC Vice-Chair to the Collegiate Advisory Board to the Greeley City council, if not elected to C.A.B. Chairman position; in which case, it will be the duty of the Director of Legislative Affairs to appoint a UNC Vice-Chair.

G. Director of Student Affairs

1. Acts in conjunction with appropriate Directors to coordinate Student Senate Student Services; including hiring, promoting, and budgeting.
2. Maintain communication channels with the office of the University Dean of Students; and secure a student voice, identify concerns, and keep both Student Senate and the Student Body informed on all decisions and actions affecting the Student Body related to this University office.
3. Participate as a member in the departmental meetings of the University Dean of Students as appropriate.
4. Serve as a representative member and/or nominates student appointments to the following groups or committees as they are activated:
 - a. Resident Hall Association
 - b. University Program Council

- c. State Personnel Employee's Executive Council
- 5. The Director of Student Affairs makes recommendations to Student Senate regarding temporary appointments for all the service Coordinators/Assistant Coordinators vacancies or leaves of absence.
- 6. Act as a record keeping and resource historian for the Student Senate Student Services.
- 7. Conducts evaluations of all Student Senate Service Coordinators assisting in developing goals and objectives based upon a Student Senate evaluation process.
- 8. Obtain monthly reports for each service, which includes activities and projects, use statistics, and upcoming events of each service.
- 9. Compiles semester reports at the end of each academic year, to be made available for public inspection.
- 10. Holds regularly scheduled meetings with the service Coordinators/Assistant Coordinators; must be at least bi-monthly.
- 11. Advocates for the services Coordinators/Assistant Coordinators during Student Senate meetings.
- 12. Acts as personnel officer for Student Senate.
- 13. Serve on the Travel Advisory Board.
- 14. Ensures student representation on all University or Student Senate committees where student representation is required.
- 15. Coordinates the recruitment of student volunteers.
- 16. Maintains a pool of student volunteers for Student Senate members needing students to serve on committees.
- 17. Appoint a review and removal committee as outlined in Chapter XI.

H. Director of Student Organizations

- 1. Is responsible for the coordination and communication of all activities of student organizations responsible to Student Senate.
- 2. Authorize, by signature, all expenditures of student clubs and organizations as outlined in the Student Organizations Funding Committee bylaws.
- 3. Maintain and coordinate funds allocated to the Student Senate Student Organizations budget, keeping updated ledgers on all revenue and expenditures.
- 4. Assist in the development of the Student Senate budget for the Student Organizations budget area.
- 5. Act as resource person to all clubs and organizations regarding chartering, funding, and all other policies with this office.
- 6. Provide adequate notification on chartering and funding procedures and deadlines.
- 7. Assist in the training of officers of clubs and organizations in utilizing the University Center Business Office, purchase order systems, and developing budgets.
- 8. Keep all records and listings of student organizations under Student Senate updated and accurate.
- 9. Maintain communications with all chartered student organizations.
- 10. Serve as chair of the Student Organizations Team.
- 11. Serve as the Student Senate liaison with all College Student Councils.

I. Director of University Relations

- 1. Acts as the public relations officer for Student Cabinet
- 2. Coordinates all advertising and marketing strategies for the Student Cabinet
- 3. Coordinates all Student Senate outreach activities, which include but are not limited to:
 - a. Coordinates Student Senate Representation at the Fall Bizarre
 - b. Hosts a weekly radio show, via UNC Student Radio, to discuss student issues and the student body about the Student Senate
 - c. Maintains the collection of student voice cards at designated suggestion box locations
- 4. Coordinates the Student Senate banquet in collaboration with the Director of Finance and the Student Senate Advisor
- 5. Maintains the student.voice@unco.edu email inbox and coordinates the Student Senate response(s) pertaining to the content of that inbox

6. Assists in the maintenance of the Student Senate website with the Student Web Author
7. Maintains the online student engagement forum, via *Bearmail*, in collaboration with the Information Technology department
8. Serves as a student representative or nominates student appointments to:
 - a. (PASC) Professional Administrative Staff Council
 - b. (SPEEC) State Personnel Employees Executive Council
 - c. (RHA) Residence Hall Association
9. Maintains an open channel of communication with the Office of the Vice President of University Relations
10. Serves as chief diplomat to the UNC Alumni Association & maintains Student Senate's participation in the UNC Alumni Mentor Program in collaboration with the Student Alumni Association
11. Assist in the development of the Student Senate Budget for the University Relations budget area in collaboration with the Director of Finance
12. Authorize, by signature, all expenditures while keeping an updated ledger on all revenue and expenditures.

SECTION 3. VOTING

Regardless of the position, if any voting member of the Student Senate misses two (2) consecutive regular meetings without an Associate Member acting as the sitting member, then on the third consecutive absence their vote shall be removed from the total voting body. This does not change the status of the member, their college or their representative body. Their vote shall be returned to the voting total at the next meeting where the member or an associate is present.

SECTION 4. COLLEGE COUNCILORS

- A. Qualifications:
 1. UNC student as defined in the Student Body Constitution
 2. Minimum of ten (10) class hours per (Spring and fall) semester for undergraduate students and a minimum of nine class hours (spring and fall) and successfully completed for graduate students.
 3. Minimum cumulative grade point average of 2.5 on a 4.0 scale and a 2.3 grade point average for academic term during which the student is holding the Administrative Assistant position.
 4. Each College Student Council shall be responsible for the procedures of electing or appointing their College Councilors.
 - a. In the case where a college does not have an active College Student Council, the Dean of the college may propose a student to be the College Councilor by submitting a letter of recommendation and have the student collect 100 signatures from students within the college to the Student Senate.
 - i. The Student Senate shall hold a public interview hearing for the candidate and shall be appointed by a 2/3 vote of the entire voting body.
- B. Job Description
 1. Attend all Student Senate Meetings.
 2. Other requirements set forth by their respective College Student Councils.
- C. Removal Process
 1. The removal process for a College Councilor shall be determined their respective College Student Council.
 - a. In the case where a college does not have an active College Student Council, the College Councilor shall be removed through the same process as other elected Student Cabinet Members.

SECTION 5. STUDENT CABINET ADMINISTRATIVE ASSISTANT

- A. Qualifications:

1. UNC student as defined in the Student Body Constitution.
 2. Minimum of ten class hours per (Spring and Fall) semester taken and successfully completed for undergraduate students and a minimum of nine class hours (spring and fall) taken and successfully completed for graduate students.
 3. Minimum cumulative grade point average of 2.3 on a 4.0 scale and a 2.0 grade point average for academic term during which the student is holding the Administrative Assistant position.
 4. The Administrative Assistant must have a working knowledge of the technology used by Student Senate.
 5. When serving as the Student Cabinet Administrative Assistant, he/she must serve in an unbiased capacity at all times.
- B. Remuneration and hours:
1. The Student Cabinet Administrative Assistant shall be remunerated full time equivalent in-state undergraduate tuition and fees.
 2. Shall follow the guidelines outlined in Chapter One, Section One.
- C. Job Description and Work Allocation Procedure:

The Student Cabinet Administrative Assistant shall have two primary job requirements. The first shall be to care for the general administrative requirements to Student Senate and secondly, to provide additional aid to individual Student Cabinet Directors.

1. Administrative Assistant General Administrative Requirements
 - a. The Student Cabinet Administrative Assistant shall take minutes at all regular Student Senate meetings. The Student Cabinet Administrative Assistant is not mandated to record minutes for Student Senate sub-committee meeting, unless requested to do so.
 - b. The Student Cabinet Administrative Assistant shall also prepare correspondence and other identified duties when appropriate as set by the Student Body President at the beginning of the Administrative Assistant's term of office.
2. Assistance for Directors: An individual Student Cabinet Director may request that the Administrative Assistant aid in the completion of his/her tasks. Any Student Cabinet Director requesting the aid of the Administrative Assistant must follow the below process.
 - i. Only one task per Director can be requested at one time.
 - ii. The Student Cabinet Director must clearly describe the task.
 - iii. The Student Cabinet Director must estimate an amount of time for completion.
 - iv. The requesting Director must include all factors that are keeping him/her unable to complete the task, which is being requested.
3. Administrative Assistant Discretion: The Student Cabinet Administrative Assistant can refuse a task as outlined in the below instances.
 - a. If the requesting Director/Student Body President is not available for clarification.
 - b. If the task being requested by an individual Director/Student Body President exceeds five hours.
 - c. If the Director/Student Body President has overused the Administrative Assistant as determined by the Student Senate Advisor.
4. Director and Student Body President Dissatisfaction: If the Student Cabinet Administrative Assistant at any time feels violated of his/her responsibilities, the Administrative Assistant should inform the Student Body President.
 - a. The Student Body President at that point should take the necessary action at his/her discretion.
 - b. If the Student Body President is involved or doesn't mediate the problem the Administrative Assistant then should consult the Student Senate advisor or the Student Rights Advocate, depending on sagacity of the Student Cabinet Administrative Assistant.
5. Additional Duties: The Student Body President in conjunction with the Directors of Student Cabinet may set additional criteria and approve it by a two thirds vote.

SECTION 6: PARLIAMENTARIAN

- A. Qualifications
 - 1. UNC student as defined in the Student Body Constitution.
 - 2. Minimum of ten class hours per (Spring and Fall) semester and three hours during the summer taken and successfully completed for undergraduate students and a minimum of nine class hours (spring and fall) and three class hours during the summer taken and successfully completed for graduate students.
 - 3. Minimum cumulative grade point average of 2.3 on a 4.0 scale and a 2.0 grade point average for academic term during which the student is holding the Parliamentarian position.
 - 4. The Parliamentarian must have a working knowledge of the parliamentary procedure.
 - 5. When serving as the Student Senate Parliamentarian, he/she must serve in an unbiased capacity at all times.
- B. Remuneration and Office Hours
 - 1. The parliamentarian shall be remunerated 1/2 of full-time in-state undergraduate tuition and fees.
 - 2. The parliamentarian is required to hold three office hours per week.
- C. Job Description
 - 1. The Parliamentarian shall be present at all meetings to ensure that Student Senate follows parliamentary procedure.
 - 2. The Parliamentarian shall make themselves available in the Student Senate office to answer any parliamentary questions from Student Senate members.
 - 3. The Parliamentarian shall become the acting President during SFAP.
- D. The Parliamentarian is not a required position and at the discretion of Student Senate and the Student Body President.

SECTION 7: BYLAW REVISION PROCEDURES

- A. All proposed amendments to the Student Senate Bylaws must have three public readings prior to approval:
 - 1. In the event that Student Senate deems a proposed bylaw amendment urgent, Student Senate may choose to bypass the above mentioned requirement upon a unanimous vote of all voting members present and contingent upon the proposed bylaw amendments being reviewed by the necessary persons as stated below.
- B. All proposed amendments to the Student Senate Bylaws must be first reviewed by:
 - 1. The Student Senate Parliamentarian or other person designated by the Student Body President in the absence of the Student Senate Parliamentarian to ensure proper composition and resolve possible conflicts with other bylaws, rules, policies, and procedures.
 - 2. The Student Rights Advocate or other person designated by the Student Rights Advocate to ensure that the proposed amendments are in compliance with AA/EO policy and procedures.

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