

STUDENT SENATE BYLAWS
CHAPTER XI
REMOVAL OF STUDENT CABINET OFFICERS

SECTION 1: INTENT

Although Student Senate of the University of Northern Colorado encourages its student leaders to resolve conflict through communication, this procedure is available for extreme situations facing Senate. This procedure provides a method for removing Student Cabinet officers, which assures that individuals will be held responsible for their actions and be a representative of the students as defined by the Student Body Constitution.

SECTION 2: CAUSES FOR A GRIEVANCE

The following alleged conditions or occurrences are justification for the filing of a grievance and possible removal from Student Cabinet office:

- A. Violation of the leave of absence contract.
- B. Failure to follow job description and qualifications as outlined by the Student Senate Bylaws to the extent that it causes detriment to the member's representation of the students of UNC or the community.
- C. Failure to follow the Student Body Constitution, Student Senate Bylaws, or any of Student Senate's policies and procedures to the extent that it causes detriment to the member's representation of the students of UNC or the community.
- D. Contribute or participate in any act, which seriously violates the policies that govern the Student Body and/or the University of Northern Colorado.
- E. Failure to fulfill any other obligations or conditions of office to the extent that it is a detriment to the member's representation of the students of UNC or to the community.

SECTION 3: GRIEVANCE

A grievance to remove an Student Cabinet officer must be submitted in writing to the Student Rights Advocate. For the grievance to be considered it must be signed by either 10% of the student body or six voting members of Student Senate, five of which must be students. The Student Rights Advocate will then submit this grievance to the chair of the Review Committee. At the next Student Senate meeting the Student Rights Advocate will announce that "A grievance has been filed for the removal of _____. The grievance process is currently under way and the results will be announced at a later meeting."

SECTION 4: REVIEW COMMITTEE

- A. The Chair of the Review Committee shall be proposed by the Director of Student Affairs and appointed during the fourteenth week of Spring Semester by Student Senate. The chair will be a staff member of the University of Northern Colorado and will be non-voting throughout the removal process. The chair will remain in this position for one calendar year.
- B. The members of the Review Committee shall be proposed by Director of Student Affairs and appointed during the fourteenth week of the Spring Semester by Student Senate. This committee will serve for one calendar year. The members shall be:
 - 1. The Chair (voting only in a tie)
 - 2. Student Rights Advocate (non-voting)
 - 3. The Student Senate Legal Service Coordinator
 - 4. One student at-large
- C. Should there be any vacancies on the Review Committee at the beginning of the fall semester, new members must be appointed by the end of the third regular meeting of Student Senate.

SECTION 5: REMOVAL COMMITTEE

The Removal Committee shall be chaired by the Chair of the Review Committee. The members of the Removal Committee shall be proposed by the Director of Student Affairs and appointed during the fourteenth week of the Spring Semester by Student Senate. This committee will serve for one calendar year. The members shall be:

- A. One faculty member recommended by Faculty Senate and approved by Student Senate.
- B. One classified employee member recommended by the State Personnel Employees' Executive Council (SPEEC) and approved by Student Senate.
- C. One exempt employee member recommended by the Professional Administrative Staff Council (PASC) and approved by Student Senate.
- D. The Dean of Students or a Dean of Students appointee.
- E. Three students-at-large appointed by Student Senate; one of which also serves on the review committee.
- F. Should there be any vacancies on the Removal Committee at the beginning of the fall semester, new members must be appointed by the end of the third regular meeting of Student Senate.

The Student Rights Advocate shall be present at all Removal Committee hearings, but is not a member of this committee.

SECTION 6: PROCESS

- A. Once the Chair of the Review Committee receives the grievance they will have one class day to give a copy of the grievance to the officer in question. The officer then has three class days to return a rebuttal statement to the Chair. Once those three days have passed the Review Committee will have two more class days to review the grievance and determine if it alleges sufficient grounds for further review.
- B. If the grievance fails to allege sufficient grounds for further review, it shall be considered dismissed. At the next Student Senate meeting the Student Rights Advocate shall state that "The Review Committee has determined that the grievance filed against _____ does not have sufficient grounds for review and has been dismissed."
- C. If the grievance does allege sufficient grounds for further review it shall be sent to the Removal Committee. The hearing procedure shall be as follows:
 - 1. The Removal Committee must organize the hearing with all members present within one week of receiving the grievance from the Review Committee.
 - 2. Each committee member must receive all relevant information at least two class days before the hearing. This information includes the grievance, the rebuttal, the Student Body Constitution, applicable chapters of the Student Senate Bylaws, and any other information deemed pertinent by the chair, Student Rights Advocate, grievant, or accused Student Cabinet officer.
 - 3. The chair shall open the hearing by taking attendance of the committee.
 - 4. The grievant shall present first. They shall have an unlimited amount of time to present evidence, witnesses or witness materials. The committee may not ask questions at this time.
 - 5. The accused Student Cabinet officer shall then present. They shall have an unlimited amount of time to present evidence, witnesses or witness materials. The committee may not ask question at this time.
 - 6. Then the members of the committee may ask questions of the grievant, the accused Student Cabinet officer, and any presented witness. There are no limits as to how many questions a committee member may ask.
 - 7. The committee will then discuss the validity of the grievance and arrive at a decision. At least five members of the committee must vote to remove the officer for the officer to be removed. If less than five members vote to remove the officer, the officer shall remain in their position. At this point only the members of the committee may discuss the grievance.
 - 8. The chair must present the decision in writing to the grievant and the accused officer the class day following the hearing.
- D. At the next Student Senate meeting the Student Rights Advocate shall make a public announcement regarding the results of the hearing. If the Removal Committee decided to retain the officer the Student Rights Advocate shall state "The Removal Committee has determined that there is not enough sufficient evidence or

information to warrant the removal of _____ from their Student Senate office.” If the Removal Committee decided to remove the officer the Student Rights Advocate shall state “The Removal Committee has determined that the grievance against _____ has sufficient evidence and information to warrant their removal. Effectively immediately they have been removed from there position and it is now deemed vacant.”

E. The decision of the Removal Committee is final.

SECTION 7: GRIEVANCES AGAINST THE STUDENT RIGHTS ADVOCATE

If the grievance is against the Student Rights Advocate, the Student Body President shall take there role in all of the above by-laws of this chapter.

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