

**STUDENT SENATE BYLAWS**  
**CHAPTER XII**  
**REMOVAL OF STUDENT SENATE STUDENT SERVICE COORDINATORS AND**  
**ASSISTANTS**

**SECTION 1: PURPOSE**

The purpose of this chapter is to ensure that services offered by Student Senate are maintained sufficiently by Student Service Coordinators and Assistant Coordinators and to create process whereby they can be removed from their position if the services are not.

**SECTION 2: CAUSES FOR A GRIEVANCE**

A Student Service Coordinator or Assistant Coordinator may be removed from their position at any time that one or more of the following conditions arise:

1. Failure to follow job description and qualifications as outlined by Student Senate.
2. Failure to follow guidelines in the Student Body Constitution, Student Senate Bylaws, or any Student Senate policy.
3. Violation of the leave of absence contract.
4. Contribute to or participate in any act, which violates the policies that govern Student Senate or the University of Northern Colorado.

**SECTION 3: GRIEVANCE**

Any student may present a written grievance to the Student Rights Advocate to remove a Student Service Coordinator or Assistant Coordinator. Upon submission of the grievance, the Student Rights Advocate shall determine whether the grievance is meritorious. At this time the Student Rights Advocate is determining if the allegations would warrant dismissal, not whether they are true or not.

**SECTION 4: MERITORIOUS GRIEVANCES**

Any grievance that is deemed meritorious by the Student Rights Advocate will be subject to a hearing. All hearings will be chaired by the Student Rights Advocate.

- A. If a Program Coordinator or Assistant Coordinator does not meet the academic standards outlined in Chapter VI Section 2 after being reviewed by the Student Senate Advisor they will be automatically removed from office without a hearing.
- B. The Hearing Committee will consist of the following members and shall be chosen by the Student Rights Advocate:
  1. The Student Rights Advocate (non-voting chair)
  2. The Student Senate Advisor (non-voting)
  3. A voting member of Student Senate
  4. A Student Service Coordinator or Assistant Coordinator from a different student service
  5. A student at large that is not a member of Student Senate nor appointed to a Student Senate position.
- C. Upon the Student Rights Advocate's receipt of the grievance they shall have two weeks to formulate the above committee and organize the hearing.
- D. The structure of the hearing shall be as follows:
  1. The student filing the grievance shall submit both a written and verbal report detailing the reasons for removal.
  2. The Student Service Coordinator or Assistant Coordinator shall then submit both a written and verbal report detailing how they have fulfilled their job description and qualifications and why they should not be removed.

3. The Hearing Committee will then have the opportunity to question all parties involved.
4. The Hearing Committee will then discuss the validity of the grievance and arrive at a decision by a majority vote. At this point only the members of the Hearing Committee may discuss the grievance.
5. If the Hearing Committee decides that the grievance is not valid, the grievance is dismissed.
6. If the Hearing Committee decides that the grievance is valid the voting Student Senate member shall take this decision to the next Student Senate meeting and propose that the Student Service Coordinator or Assistant Coordinator be removed. A vote of two-thirds of Student Senate is required to remove the Coordinator.
7. If Student Senate does not remove the Student Service Coordinator or Assistant Coordinator the grievance is dismissed.
8. If Student Senate does remove the Student Service Coordinator or Assistant Coordinator, Student Senate shall then determine the amount of remuneration, if any, is due to the Coordinator for their time in the position.

**SECTION 5: NON-MERITORIOUS GRIEVANCES**

Any grievance not declared meritorious by the Student Rights Advocate shall be dismissed.

**SECTION 6: REPLACEMENT OF REMOVED COORDINATORS**

- A. If a Student Service Coordinator is removed, the Assistant Coordinator shall become the interim Coordinator of the student service until the hiring process is completed.
- B. If an Assistant Coordinator is removed, the Director of Student Affairs shall declare the position vacant and begin a hiring process.

**SECTION 7: STUDENT'S RIGHTS**

Any student who is not satisfied with any of the above steps may file a grievance within thirty days after the hearing's outcome. All grievances should be filed with the Dean of Students.

*Revised, October 2009*