

UNIVERSITY of
NORTHERN COLORADO



Student Senate
MINUTES
10/27/2010
5:30 p.m.

- I.** Call to Order
-5:30pm
- II.** Roll Call
- III.** Approval of Minutes & Agenda
- IV.** University Update
-Dean Cardenas: Regarding safety alerts, be aware. It is important that if you know of students who are struggling there are methods to make sure that we refer them. There are only so many people; we must help to manage our campus. If you have something, do something about it.
- V.** Public Session
-Singing Grams! University Opera Theater Society. Happy Birthday? \$5 Year Round. Contact Dana Kinney (720) 934 0411
- Miranda's Nightmare. This weekend. Contact Director Drum
-November 1st Town Hall Meeting Contact Director Drum for more info
- VI.** Representative/Committee Reports
 - a. University Program Council (UPC)
-What's your story? Tickets available. Panorama room.
-November 1st open mic. night
 - b. Panhellenic Council
-Working on election process. Welcoming in the new executive council.
 - c. International Film Series
-This week House. Horror Film at 7:00. Next week silent film called Sunrise. Showing in Gunter Hall. Ticket prices will remain the same.
 - d. Diversity Council
-This Friday meeting in the council room 3:00-4:00pm
-Speak Truth not ignorance tomorrow. You're from WHERE? Tomorrow at 7:00-9:00pm.
- VII.** Unfinished Business

- a. Proposal 30:10-11:007 (3rd Reading)
Trustee Johnston motioned to open. Director Ames seconded.
Proposal Passes
- b. Proposal 30:10-11:008 (3rd Reading)
Director Ames motioned to open. Director Lewkow seconded.
Proposal Passes
- c. Proposal 30:09-10:009 (3rd Reading)
Director Elliott motioned to open. Director Ames seconded.
Proposal Passes

VIII. New Business

- a. Proposal 30:09-10:010
Director Schiffelbein motioned to open. Director Elliott seconded.
Proposal Passes

IX. Senate Reports

- Advisor Welch: In 2 weeks embracing community fair. Honors Scholars and Leaders, PLP and Student Activities has LEAP summit going on the weekend of the 12th. Conference based on sustainability in the community. Using the green revolution to become more sustainable. This Friday is Halloween decorating.
- President Crowder: Grant session closes Friday. Get grants in by noon!
- Councilor Morgan: No Report
- Councilor Johari: 5:00 Meeting tomorrow in council room. November 18th award ceremony. HHS CSC is planning a by-law retreat.
- Councilor Wolff: Developing and planning events for the rest of the year.
- Councilor Lee: \$250 Award Scholarship being given to a student in NHS.
- Councilor Drum: Miranda's nightmare starts Thursday at 7:00pm shows through Saturday. Opera this weekend this Saturday 2:00 and 7:30. Council meeting the 1st with PVA CSS.
- Director Collier: Applications are up for election commissioner. Forward anyone who is interested to Director Collier.
- Trustee Johnston: Barnes and Noble Book Store advisory meeting tomorrow at 4:30 in the council room. UCAB and CRAB will also be meeting, students are needed for these committees!
- Director Elliott: SOT awarded Opera Society \$460 for a speaker. PE club \$190 for a 5K relay race. This week there are 5 requests. Agenda is now posted on the senate board.
- Advocate Fox: Supposed to have the names for Justices today, all interviews were cancelled and will be happening November 8th. They might not be from the pool of the six, follows all of the rules. Purchasing Microsoft Share Point? By-law archive program, getting more information. Working with the University AA/EO facilitator. A-Team delegates meeting is going to become by-weekly maybe going to have a newsletter?
- Director Shucard: Had meeting with Kirk Leichliter, head of facilities and operations talked about the watering initiative. Key points: water from the Big Thompson water project. However, the sprinklers on McKee, Ross, West Campus Residence Halls, and UC are tap water. Campus was not built with the current sidewalks; this is why sprinklers spray sidewalks. Working to secure enough funds in the future to us low-flow sprinkler heads. Bear bus website link is under current students and student life. Meeting with Chuck Leonhart with UNC's plans to bring 4G capabilities to Colorado! Town hall has a new operating system. There is now a URL that will help students access it.
- Director Ames: Met with Deb from the city about collegian advisory board. Going to clubs and organizations for representation. Nov 10th district meeting at Manuel Lutheran Church on 8th ave. Voice your opinions about tax dollars there!

-Director Jiang: SFAP training was last week. If you didn't attend you will lose your right to vote. Greek life will be presenting to become a part of SFAP at next week's meeting.
-Director Schiffelbein: Grant committee will meet Monday results will be forwarded by Wednesday. Update on Faculty Senate discussed grade forgiveness policy. Interim session requirements? Several students have concerns that they want to register without 24 credits.
-Director Lewkow: Diversity Council will be meeting tomorrow at 10:30am. Speak truth not ignorance tomorrow.
-Representative Murray: Retreat this weekend went well. Bear Fair will be happening, donate bears to residence halls. Safe Trick-Or-Treat this Sunday.
-Representative Bland: No Report
-Representative Weiser: PASC will be volunteering as Santa-Cops on November 6th
-President VanDriel: Go to speak truth not ignorance! Support our own events. Still talking to FYE. Also working on SFAP report. Next week will be a longer meeting.

X. Acknowledgments & Announcements

-Director Ames says be safe this weekend on Halloween. Tomorrow at the volleyball game, there is a young girl named Delaney she is 3 and has been given 6 months to live. Her wish is to cheer with the Volleyball Game. Go and cheer her on!

XI. Adjournment

Meeting adjourned at 6:20pm by President VanDriel

	Present	Absent	Late	Excused
Matt VanDriel Student Body President Lauren Zdanowitz Assistant President	X			
Ben Schiffelbein Director of Academic Affairs	X			
Michael Johnston Student Trustee	X			
Paige Lewkow Director of Diverse Relations	X			
Sean Jiang Director of Finance	X			
Tyler Ames Director of Legislative Affairs	X			
Salynthia Collier Director of Student Affairs	X			
Katelyn Elliott Director of Student Organizations	X			
Katherine Kellum Associate Director of Student Organizations				
Ryan Shucard Director of University Relations	X			
Cassandra Schutt Associate Director of University Relations				
Shanda Crowder Graduate Student President	X			
Danielle Morgan College of Education & Behavior Science Councilor	X		X	
Fiza Johari College of Humanities & Social Sciences Councilor	X			
Bri Wolff Monfort College of Business Councilor	X			
Benjamin Lee College of Natural & Health Sciences Councilor	X			
Mark Drum College of Performing & Visual Arts Councilor			X	

Kelsey Murray Residence Hall Association (RHA) Representative	X			
Todd Allen Faculty Representative				X
John Weiser SPEEC Representative			X	
Kathi Bland PASC Representative	X			
Rachael King/Raul Cardenas Dean of Students Representative			X	
Evan Welch SRC Advisor	X			
Samantha Fox Student Rights Advocate	X			
Natalie Litke Administrative Assistant				

UNIVERSITY of
NORTHERN COLORADO



Student Senate
Proposal

Authored By: President VanDriel
Proposed By: Trustee Johnston
Proposal Number: 30:10-11:007
Proposal Title: Services Update
Date: 10/13/2010

Proposal: Remove Student Senate Services that are and have not been offered by Student Senate in order to more properly align them with who is offering the service.

Background Information:

Many of the services that Student Senate has offered have not been coordinated or overseen by Student Senate in many years. The offices that are overseeing them are in favor of this bylaw.

STUDENT SENATE BYLAWS

CHAPTER V

PERSONNEL

COMMITTEE APPOINTMENT PROCESS

PART I

SECTION 1: STUDENT INVOLVEMENT IN COMMITTEES

The students of the University of Northern Colorado endorse the concept of shared governance. Student Senate, as the recognized authority representing the Student Body, agrees to uphold and strive for the realization of this concept by approving the appointments of those students who will best represent the interest of the Student Body on all University committees seeking student participation.

SECTION 2: COMMITTEE HIRING PROCEDURE

- A. When there is a committee opening, the Director of Student Affairs shall meet with the Student Senate Advisor to create a marketing plan to reach qualified students to serve on the committee. The Director of Student Affairs shall also work with the Advisor to create a fair application process.
- B. At minimum, openings shall be advertised on the Student Senate website, the Student Senate bulletin board, University Center bulletin boards, the clubs and organizations newsletter, and announced verbally during a Student Senate meeting.
- C. The applicant pool for the committee shall consist of students who have completed the application process.
- D. Selection for the committee shall be completed by the Director of Student Affairs. The Affirmative Action/Equal Opportunity Facilitator must be present during the selection.
 - 1. Selection shall be based on relevant previous experience, interest, qualifications, and availability.
 - 2. The Director of Student Affairs shall promote diversity in committee membership.
 - 3. The Director of Student Affairs must document why he/she has chosen or not chosen to appoint each applicant. This information shall be stored by the AA/EO Facilitator for the entire academic year.
- E. In accordance with the Student Body Constitution, all committees must be approved by a two-thirds (2/3) vote of the entire voting membership of Student Senate.

SECTION 3: REQUIREMENTS OF COMMITTEE MEMBERS

- A. Members shall attend meetings of the committee.
- B. The term of appointment for a committee is from the time of appointment until the end of the academic year.
- C. Students may be on a maximum of three committees in any academic year.
- D. The Committee Chair shall meet with appropriate Student Senate members as necessary and keep Student Senate informed as to the activities of the committee.

SECTION 4: VACANCIES

If a committee member chooses to vacate their position on a committee, the position shall be determined vacant. If a replacement is necessary the committee hiring procedure shall be followed.

SECTION 5: GRIEVANCES

If there is a grievance filed against the process, committee, or committee member, the procedures outlined in Chapter VII, Section 6 shall be followed.

STUDENT SENATE HIRING PROCEDURE

PART II

SECTION 1: INTENT

1. The following procedures are designed to guide the hiring process for filling Director vacancies and the Student Rights Advocate. To increase the likelihood that the hiring process will result in the employment of the most qualified applicant.
2. To insure that Student Senate's commitment to Equal Opportunity and Affirmative Action is evident in all hiring procedures.
3. To provide practical, consistent guidance for those people responsible for conducting the actual hiring process.

- A. The Student Senate does not discriminate on the basis of ethnicity, gender, religion, color, age, disability, sexual orientation, national origin, veteran or economic status.

SECTION 2: JOB DESCRIPTION/APPLICATION

- A. Once the position becomes available, the job description and application must be made available in the Student Activities office and posted on the Student Senate website.
- B. The job description must include job requirements and qualifications which reflect the actual duties of the position, as well as the deadline for applications.
- C. Applications must include the following: Application, job description, qualifications, and any other requirements pursuant to CRS Section 24-6-402. The Student Body Constitution and Student Senate Bylaws should be made available to the applicant.
- D. The application must be made available for at least ten (10) class days, the Director of Student Affairs may extend an application period if there are not a sufficient amount of applications turned in.
- E. The applications must be submitted into the Student Activities office by the deadline to be considered for the position.

SECTION 3: ADVERTISING

- A. At any time there is a position opening, the Director of Student Affairs shall meet with the Director of University Relations, the Student Body President, and the Student Senate Advisor to create an advertising plan.
- B. At minimum, positions shall be advertised on the online student employment job bank, the Student Senate website, the Student Senate bulletin board, University Center bulletin boards, the clubs and organizations newsletter, and announced verbally during a Student Senate meeting.
- C. The Director of Student Affairs shall announce the open position at the first Student Senate meeting after the position becomes open.
- D. Advertising for positions will take place at least ten (10) class days before the application deadline.

- E. All advertisements will be approved and kept on file by the AA/EO Facilitator.
- F. All advertisements must contain the following: Student Senate is strongly committed to AA/EO.

SECTION 4: PAPER CUT PROCEDURE

- A. If more than five (5) applicants apply for one position, the Director of Student Affairs may choose to implement a paper cut process.
- B. The Director of Student Affairs, Student Body President, Student Senate Advisor, and the AA/EO Facilitator shall sit on the paper cut committee.
- C. Criteria for the paper cut process shall be set before any of the persons on the paper cut committee see the applications. These criteria shall be set by the Director of Student Affairs, Student Body President, and Student Senate Advisor. Final approval rests with the AA/EO Facilitator.
- D. All applicants shall receive notification of the outcome of the paper cut within five (5) class days of the committee decisions through the Director of Student Affairs.

SECTION 5: FORMATION OF AN INTERVIEW COMMITTEE

- A. The interview committee will be made up of five (5) voting members as follows:
 - 1. Two (2) students-at-large selected through the committee hiring procedure
 - 2. One (1) Student Senate Member
 - 3. The Student Body President, or a proxy appointed by the Student Body President
 - 4. The Student Senate Advisor or a proxy appointed by the advisor
- B. The Director of Student Affairs may choose to recommend alternate students-at-large and Student Senate members for the interview committee. Alternates shall replace any committee members who are unable to fully complete their duties. Alternate students-at-large shall be selected through the committee hiring procedure.
- C. In accordance with the Student Body Constitution, the interview committee and alternates must be approved by a two-thirds (2/3) vote of the entire voting membership of Student Senate prior to holding interviews.
- D. Upon approval by the AA/EO Facilitator, the Director for Student Affairs may also invite non-voting members as he/she sees fit to sit on the committee. Non-voting members may take part in deliberation, but may not vote.

- E. Interviews are open to the public for observation, with exception of the opposing candidates.
- F. The interview committee shall be formed at least 24 hours before criteria and questions for the interviews are formulated.

- G. It is the duty of the Director of Student Affairs to ensure that the interview committee has reviewed and evaluated the necessary job description, questions, and interview criteria so that the committee members understand what is required of the vacant position prior to the first interview.

SECTION 6: INTERVIEW PROCEDURE

- A. Interviews must be conducted with consistent procedures and must ensure equal treatment of all candidates.

- B. Each member of the interview committee must be present for all interviews to participate in selection decisions.

- C. Quorum shall consist of the Student Body President (or their proxy) plus three voting members.

- D. Interview questions must be related to job requirements, professional expectations, and qualifications. These questions shall be developed by the Director of Student Affairs and approved by the AA/EO Facilitator.

- E. Each committee member will fill out an interview sheet during each applicant interview based on the application and the answers to the interview questions. These interview sheets will be collected by the Director of Student Affairs following all the interviews and kept on record for the next 12 months following the interview.

- F. All applicants will be advised of their right to file a grievance with the AA/EO Facilitator within 30 days of the interview. Applicants will be asked to fill out an AA/EO evaluation form after completion of the interview process, to be turned in to the AA/EO Facilitator. (Appendix A).

- G. After all applicants have been interviewed, the interview committee shall deliberate and vote for the best applicant while none of the applicants are present.

- H. All official decisions of the hiring committee require 3/5 consent of the voting membership.

- I. If none of the applicants are adequately qualified, the interview committee may choose to extend the application deadline, and interview the new applicants.
- J. If the interview committee cannot agree upon a candidate after sufficient deliberation, then the Student Body President shall have the option to make a temporary appointment, following the Student Body Constitution.
- K. All applicants for a position shall receive notification of the outcome of their interview within five (5) class days of the committee decisions.
- L. It shall be the duty of the Director of Student Affairs to keep accurate and sufficient records of proceedings and decisions throughout the interview process, and retain hiring documents in accordance with university policy.

SECTION 7: INTERVIEW PROCESS FOR THE AA/EO FACILITATOR

- A. The interview committee formation process and interview procedure for the AA/EO hiring process shall be the same process as outlined in this chapter with the following exceptions:
 - 1. No Student Senate member shall act as a voting member on the interview committee. The Dean of Students or an appointed proxy by the Dean of Students shall replace the Student Body President's voting rights and privileges.
 - 2. A student-at-large selected through the committee hiring procedure shall replace the Student Senate member on the interview committee.

SECTION 8: PRESIDENTIAL APPOINTMENTS

- A. Should the hiring procedure be deemed invalid or no viable candidate is found for the open position, the Student Body President shall have the option of recommending a temporary appointment to Student Senate.
- B. In situations of emergency, defined as time constraints of less than one week, presidential appointments may occur pending permanent procedural appointment.
- C. The presidential appointment procedure shall be as outlined in the Student Body Constitution.

Revised, March 2010

STUDENT SENATE INTERVIEW QUESTIONNAIRE

Appendix A

This is a questionnaire to aid the Student Senate Director of Student Affairs and the Affirmative Action/Equal Opportunity Facilitator in providing the best interview process. Please fill out this questionnaire regarding the process, procedure and the interview.

**

Please Print Name: _____

Date of Interview: _____ Today's Date: _____

**

Do you believe the interview(s) you have completed has been fair?

Yes _____ No _____ If no, please explain

Did you feel that anytime during the interview process that it was unfair?

Yes _____ No _____ If yes, please explain

How could this interview have been improved?

What did you like about this interview process that could be carried on into future interviews?

OFFICE HOUR CHANGE POLICY AND LEAVE OF ABSENCE POLICY

PART III

SECTION 1: INTRODUCTION

- A. This office hour and leave of absence policy shall pertain to all Student Senate members, the AA/EO Facilitator, the Administrative Assistant, the Parliamentarian, the Election Commissioners, and all student-employee student service positions.

SECTION 2: OFFICE HOUR CHANGES AND CANCELLATIONS

- A. If any regularly-scheduled office hours cannot be completed, a notice of office hour cancellation must be posted on the Student Senate bulletin board before the said cancelled office hours take place.
- B. Cancelled office hours must be rescheduled and completed within five (5) class days. If a student is unable to complete office hours within this deadline, then the student must meet with the Student Senate Advisor and agree upon another reasonable time to complete office hours.
- C. If over half of weekly office hours are being cancelled, a leave of absence form must be properly completed.

SECTION 3: LEAVE OF ABSENCE INTRODUCTION

- A. The leave of absence request form shall be properly completed if an employee cannot fulfill their responsibilities of attending meetings, events, or cannot complete at least half of weekly office hours.

SECTION 4: LEAVE OF ABSENCE PROCEDURE

- A. All requests for a leave of absence must be completed on a Leave of Absence Request Form (Appendix A).
- B. This request must be turned into the Student Body President at least three days prior to the absence.
- C. The request must be approved by the Student Body President and the Student Senate Advisor before the absence.
- D. If the absence will be for five class days or more, it must be approved by two thirds of Student Senate.

- E. If the absence will be for five class days or more, the remuneration shall be prorated to an amount that pays for only the portion of the academic term that the individual serves.

SECTION 5: EMERGENCIES

In case of emergency need, a Leave of Absence Request Form may be filed at a later date as deemed appropriate by the Student Body President and with approval of two thirds of Student Senate.

SECTION 6: DELINQUENCIES

- A. The Student Senate members and Service Coordinators are allotted a maximum of three leaves of absence per semester.
- B. Any student who takes a leave of absence without requesting a leave other than an emergency, who takes a leave of absence after their request is denied, or must take a leave of absence for more than one full academic term, shall be requested by the Student Body President or Student Senate Advisor to resign.
- C. In the case of a student choosing not to resign, it is the responsibility of Student Senate to remove the individual via the proper removal procedure.

OFFICIAL BUSINESS OF THE STUDENT SENATE

APPENDIX A

LEAVE OF ABSENCE REQUEST FORM

Name: _____

Position: _____

Period of Leave: From _____ To _____

Please state the plan for completing the responsibilities of the office and the individuals involved.

**

The following individuals have developed and agreed to the above specifications. It is understood that if the leave is for five class days or more the individual requesting this leave will be paid on a prorated basis for only the portion of the academic term the individual serves. Student Senate reserves final authority on all decisions concerning a leave of absence request longer than five days and then this contract is subject to a vote of Student Senate. Should the conditions of this agreement or bylaws not be met, Student Senate may

withhold all or partial remuneration. All appeals concerning this request may be made through the Student Senate Grievance Procedure and the AA/EO Facilitator.

Student Senate Member Signature

President Signature

Date

Date

**

For Leaves of Absence of Five Class Days or More:

Date of Student Senate Review: _____

Action Taken: Passed _____ Failed _____

STUDENT SENATE BYLAWS
CHAPTER VI

STUDENT SENATE STUDENT SERVICES

SECTION 1: STUDENT SERVICES

Student Services provided by the Student Senate shall include but not be limited to:

- A. Legal Services – Legal Services provides legal advice and assistance to students at no additional expense beyond student fees. Students can make appointments through the Student Activities Administrative Assistant. Legal Services is a contracted position with one lawyer, who is able to subcontract to others with Student Senate approval if he or she is unable to conduct all the required office hours.

Revised , October 2009

STUDENT SENATE

Your campus. Your voice.

Student Senate **Proposal**

Authored By: Advocate Fox
Proposed By: Director Elliott
Proposal Number: 31:10-11:008
Proposal Title: Assistant
Date: 10/08/10

Proposal:

To add an assistant for the Student Rights Advocate in Chapter 17.

To take out the section regarding assistants for the Student Rights Advocate in Chapter 7.

Background Information:

This will allow the Student Rights Advocate and Administrative Assistant to hire an assistant with the same process as Directors, if they deem necessary.

STUDENT SENATE BYLAWS
CHAPTER XVII

ASSOCIATE MEMBERS OF STUDENT SENATE

SECTION 1: INTENT

This chapter is to allow Student Senate members to have associate members to better represent the student body of UNC. Within many of the positions, there are many duties that an individual member may not be able to carry out effectively without additional help. Through this section, these council members shall have the option of appointing an associate member that will be under their supervision to assist in these areas.

Associate positions are optional at the discretion of each Student Cabinet Director.

SECTION 2: APPOINTMENT

- A. An associate member shall be appointed by a Student Cabinet Director, Student Rights Advocate,, or the Student Body President.

- B. The officer who wishes to appoint an associate member must submit, in writing, a document briefly outlining the reasons why the officer has chosen to appoint the member. The document must detail the type of work that is to be completed by the associate along with any other details pertinent to the associate's responsibilities. The document must be signed and dated by both the officer and the prospective associate member, along with the Student Body President. It must be submitted and confirmed by the AA/EO Facilitator before the associate member can begin serving under his/her new title.

- C. The term of appointment shall be from time of ratified appointment until the last day of the academic year.

Section 3: Qualifications

- A. The associate member shall maintain a cumulative grade point average of 2.5 (on a 4.0 scale), and a semester grade point average as defined within the Student Body Constitution throughout the duration of his/her appointment. If a graduate student, nine credit hours must be enrolled in and successfully completed.

- B. UNC Student as defined in the Student Body Constitution.
- C. Sincere interest in representing the student body.

SECTION 4: POSITIONS

A. Associate Directors

- 1. There can be up to three Associate Directors (AD) for each Director. This shall in no way be construed that a Director must have two or even one AD.
- 2. Responsibilities
 - a. Attend 2 Student Senate meetings per semester. This requirement can be voided by the supervising Director if the Associate Director has a University conflict.
 - b. Maintain 2 office hours per week. These need not be between 8:00 a.m. and 5:00 p.m. Office hours shall be posted alongside Student Cabinet members.
 - c. Upon absence of their respective Director at a Student Senate meeting, the AD shall become the acting director. To ensure that the AD represents the Director appropriately the Director may give written and signed instructions in the form of a proxy. A copy of the proxy must be given to the AD and to the Student Body President. If the AD violates the term of the proxy, the Student Body President shall request that the individual leave the council and their voting privileges are revoked. If a Director has two AD's, the Director shall choose that AD that shall hold the voting rights.
 - i. If an AD is voting as a proxy and is not given voting instructions as previously defined, then the AD shall be allowed to vote at will.
 - d. Associate Directors will be directly responsible to their respective Student Cabinet Director.

B. Assistant to the Student Body President

- 1. There can be up to three Assistants to the Student Body President (AP).
- 2. Responsibilities
 - a. Attend 2 Student Senate meetings per semester. This requirement can be voided by the Student Body President if the AP has a University conflict.
 - b. Maintain 2 office hours per week. These need not be between 8:00 a.m. and 5:00 p.m. Office hours shall be posted alongside the Student Body President's.
 - c. The Assistant to the President will be directly responsible to the Student Body President.

C. Assistant to the Student Rights Advocate

- 1. There can be up to two Assistant Student Rights Advocates.
- 2. The Assistant Student Rights Advocate cannot serve as a replacement or proxy for the Student Rights Advocate in any meeting.
- 3. Responsibilities
 - a. Help carry out the duties of the Student Rights Advocate when assistance is needed.
 - b. Assist the Student Rights Advocate to ensure that policies and procedures of Student Senate are not discriminatory on the basis of ethnicity, race, national origin, religion, gender, sexual orientation, disability, age, veteran status, or economic status.
 - c. Maintain 2 office hours per week. Office hours will be posted alongside the Student Rights Advocate's office hours.

- d. Maintain communication with the Student Rights Advocate.

SECTION 5: NEW POSITION

- A. Every new position must be proposed to Senate by the Student Body President.
 - 1. A proposal may be made by the President at any time to create a Director position.
 - 2. The proposal must include:
 - a. Official title of the director.
 - b. Name of person to be appointed director.
 - c. Purpose to create this director position.
 - d. Complete job description of the director.
 - e. Student Body President or Director to whom the director is responsible.

- B. Qualifications
 - 1. UNC Student as defined in the Student Body Constitution
 - 2. Sincere interest in representing the student body.

- C. Responsibilities
 - 1. Attend 2 Student Senate meetings per semester. This requirement can be voided by the supervising director if the Associate Director has a University conflict.
 - 2. Maintain 2 office hours per week. These need not be between 8:00 a.m. and 5:00 p.m. Office hours shall be posted alongside the elected officials'.
 - 3. The responsibilities outlined in the proposal to create the position.

- D. The Student Senate must approve the proposal by a two thirds majority vote.

SECTION 6: POWERS OF ASSOCIATE MEMBERS

- A. Associate members shall be recognized as ex-officio members of Student Cabinet.
 - 1. Associate members will not have executive session rights except in the absence of the Director.
 - 2. Associate members will not have voting rights, except as outlined in section 3A:3c of this chapter.
 - 3. Associate members shall be able to propose action/discussion items with a second from any Director for Student Cabinet.
 - 4. Associate members shall have all powers and duties of their respective elected official that the elected official has given to them via a written and signed statement.

SECTION 7: REMOVAL

- A. In the event that an associate member fails to fulfill their job duties as delegated by their respective Director for Student Cabinet, Student Rights Advocate, or Student Body President or fails to meet

the minimum job requirements as outlined in Section 2 of this chapter, the removal process shall be as follows:

1. The associate member's respective elected official or any three other members of Student Senate may remove the associate member from office.
2. The associate member may appeal the removal to Student Senate at the following meeting. At meeting, the associate member shall be given an opportunity to address Student Senate regarding their removal.
3. Student Senate may uphold the decision by a two-thirds majority vote. If a two-thirds vote is not reached, then the member will remain in office.

Revised , October 2009

STUDENT SENATE BYLAWS
CHAPTER XVII

ASSOCIATE MEMBERS OF STUDENT SENATE

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Associate positions are optional at the discretion of each Student Cabinet Director.

SECTION 2: APPOINTMENT

- D. An associate member shall be appointed by a Student Cabinet Director, Student Rights Advocate,, or the Student Body President.

- E. The officer who wishes to appoint an associate member must submit, in writing, a document briefly outlining the reasons why the officer has chosen to appoint the member. The document must detail the type of work that is to be completed by the associate along with any other details pertinent to the associate's responsibilities. The document must be signed and dated by both the officer and the prospective associate member, along with the Student Body President. It must be submitted and confirmed by the AA/EO Facilitator before the associate member can begin serving under his/her new title.

- F. The term of appointment shall be from time of ratified appointment until the last day of the academic year.

Section 3: Qualifications

- D. The associate member shall maintain a cumulative grade point average of 2.5 (on a 4.0 scale), and a semester grade point average as defined within the Student Body Constitution throughout the duration of his/her appointment. If a graduate student, nine credit hours must be enrolled in and successfully completed.

- E. UNC Student as defined in the Student Body Constitution.
- F. Sincere interest in representing the student body.

SECTION 4: POSITIONS

D. Associate Directors

- 3. There can be up to three Associate Directors (AD) for each Director. This shall in no way be construed that a Director must have two or even one AD.
- 4. Responsibilities
 - e. Attend 2 Student Senate meetings per semester. This requirement can be voided by the supervising Director if the Associate Director has a University conflict.
 - f. Maintain 2 office hours per week. These need not be between 8:00 a.m. and 5:00 p.m. Office hours shall be posted alongside Student Cabinet members.
 - g. Upon absence of their respective Director at a Student Senate meeting, the AD shall become the acting director. To ensure that the AD represents the Director appropriately the Director may give written and signed instructions in the form of a proxy. A copy of the proxy must be given to the AD and to the Student Body President. If the AD violates the term of the proxy, the Student Body President shall request that the individual leave the council and their voting privileges are revoked. If a Director has two AD's, the Director shall choose that AD that shall hold the voting rights.
 - ii. If an AD is voting as a proxy and is not given voting instructions as previously defined, then the AD shall be allowed to vote at will.
 - h. Associate Directors will be directly responsible to their respective Student Cabinet Director.

E. Assistant to the Student Body President

- 3. There can be up to three Assistants to the Student Body President (AP).
- 4. Responsibilities
 - a. Attend 2 Student Senate meetings per semester. This requirement can be voided by the Student Body President if the AP has a University conflict.
 - b. Maintain 2 office hours per week. These need not be between 8:00 a.m. and 5:00 p.m. Office hours shall be posted alongside the Student Body President's.
 - c. The Assistant to the President will be directly responsible to the Student Body President.

F. Assistant to the Student Rights Advocate

- 4. There can be up to two Assistant Student Rights Advocates.
- 5. Responsibilities
 - a. Help carry out the duties of the Student Rights Advocate when assistance is needed.
 - b. Assist the Student Rights Advocate to ensure that policies and procedures of Student Senate are not discriminatory on the basis of ethnicity, race, national origin, religion, gender, sexual orientation, disability, age, veteran status, or economic status.
 - c. Maintain 2 office hours per week. Office hours will be posted alongside the Student Rights Advocate's office hours.
 - d. Maintain communication with the Student Rights Advocate.

- e. Fill in for the Student Rights Advocate in a meeting in which the Student Rights Advocate cannot attend.

SECTION 5: NEW POSITION

- E. Every new position must be proposed to Senate by the Student Body President.
 - 3. A proposal may be made by the President at any time to create a Director position.
 - 4. The proposal must include:
 - f. Official title of the director.
 - g. Name of person to be appointed director.
 - h. Purpose to create this director position.
 - i. Complete job description of the director.
 - j. Student Body President or Director to whom the director is responsible.

- F. Qualifications
 - 1. UNC Student as defined in the Student Body Constitution
 - 2. Sincere interest in representing the student body.

- G. Responsibilities
 - 1. Attend 2 Student Senate meetings per semester. This requirement can be voided by the supervising director if the Associate Director has a University conflict.
 - 2. Maintain 2 office hours per week. These need not be between 8:00 a.m. and 5:00 p.m. Office hours shall be posted alongside the elected officials'.
 - 3. The responsibilities outlined in the proposal to create the position.

- H. The Student Senate must approve the proposal by a two thirds majority vote.

SECTION 6: POWERS OF ASSOCIATE MEMBERS

- B. Associate members shall be recognized as ex-officio members of Student Cabinet.
 - 5. Associate members will not have executive session rights except in the absence of the Director.
 - 6. Associate members will not have voting rights, except as outlined in section 3A:3c of this chapter.
 - 7. Associate members shall be able to propose action/discussion items with a second from any Director for Student Cabinet.
 - 8. Associate members shall have all powers and duties of their respective elected official that the elected official has given to them via a written and signed statement.

SECTION 7: REMOVAL

- B. In the event that an associate member fails to fulfill their job duties as delegated by their respective Director for Student Cabinet, Student Rights Advocate, or Student Body President or fails to meet the minimum job requirements as outlined in Section 2 of this chapter, the removal process shall be as follows:
4. The associate member's respective elected official or any three other members of Student Senate may remove the associate member from office.
 5. The associate member may appeal the removal to Student Senate at the following meeting. At meeting, the associate member shall be given an opportunity to address Student Senate regarding their removal.
 6. Student Senate may uphold the decision by a two-thirds majority vote. If a two-thirds vote is not reached, then the member will remain in office.

Revised , October 2009

STUDENT SENATE

Your campus. Your voice.

Student Senate **Proposal**

Authored By: Director Elliott
Proposed By: Director Elliott
Proposal Number: 31:10-11:009
Proposal Title: Chapter 9 Revisions
Date: 10/11/2010

Proposal:

To remove the requirement that clubs must attend a Funding Board meeting to request funds fourteen (14) days before an event.

Background Information:

This will relieve some restrictions that the funding process has. This will also give the SOT more responsibility to determine what a well planned event is.

STUDENT SENATE BYLAWS

CHAPTER IX

STUDENT ORGANIZATION

CHARTERING PROCESS

PART I

SECTION 1: PURPOSE AND AUTHORITY

The Student Body of the University of Northern Colorado brings to this campus a wide variety of beliefs and interests. It is the responsibility of Student Senate and the University of Northern Colorado to give the Student Body the opportunity to form and belong to organizations that foster their common interests *and develop student leadership*. Student Senate is charged with providing the means by which these student organizations can exist and function within the University community. Student Senate is also responsible for ensuring that student organizations of UNC are familiar with and maintain certain standards set by Student Senate and UNC.

SECTION 2: TERMINOLOGY AND DEFINITIONS

STUDENT ORGANIZATIONS are formed for specific educational, professional, social, cultural, religious, political, and/or recreational purposes and derive the majority of their membership and leadership from the Student Body.

CHARTER RECOGNITION is the process by which a student organization is officially acknowledged by Student Senate and UNC as a recognized group. Charter recognition does not imply endorsement of positions taken by the group or assume responsibility for actions taken by a student organization which violate federal, state, or local laws and University regulations.

STUDENT SENATE DIRECTOR OF STUDENT ORGANIZATIONS is the elected member of Student Senate who represents the chartered student organizations and administers the policies, procedures, guidelines, and programs that are outlined for chartered student organizations.

STUDENT ORGANIZATIONS TEAM (SOT) Is the Student Senate committee comprised of three Student Senate Directors, one Associate Director of Student Organizations or a student-at-large, the AA/EO facilitator, The Director of Student Organizations, the Student Senate Administrative Assistant, and the Graduate Assistant of Student Organizations. The SOT's purpose is to allocate Student Fees to chartered organizations.

REPRESENTATIVE STATUS is available to any member of a chartered student organization that has been duly appointed by that organization to serve as a representative to Student Senate.

SECTION 3: QUALIFICATIONS CHARTER RECOGNITION ORGANIZATIONS

- A. Student Interest Qualifications
1. The prospective student groups must show that there exists a definite interest for the proposed organization in the University community. Interest will be demonstrated by ten (10) UNC students enrolled in a minimum of one (1) credit hour for the current academic term declaring membership. The membership roster is included in the chartering packet.
- B. Club Membership Qualifications:
1. Consist of a majority of UNC students.
 2. Have only student members holding voting rights and authorizing financial actions.
 3. Have a minimum of *ten (10)* active student members at all times.
 4. Have membership requirements that do not conflict with the Student Senate Affirmative Action and Equal Opportunity policies.
 5. Statement of Disclosure and Confidentiality: All membership lists required by SOT or Student Senate will remain confidential. Only members of SOT and Student Senate may have access to the lists if a need is apparent. Officer information will be considered public knowledge.
- C. Club Leadership Qualifications:
1. Be selected or elected by the membership of their organization.
 2. Be members of the Student Body of UNC for their term in office.
 3. Officers of the organization may carry any title designated by the group's Constitution so long as there are at least three student officers at all times.
 4. The majority of the officers must be students. Non-students may hold advisory position.
 5. If the leadership wishes to request funds three student leaders will be responsible for signing work copies and one of which will keep financial records.
- D. Advisor Qualifications: All clubs must function with counsel and guidance from a University administrative, faculty, or staff advisor. That advisor shall:

1. Be selected by the student membership as outlined in the organization's Constitution.
2. Provide guidance in program and financial matters.
3. Assist the student officers in attaining organizational goals.
4. Encourage open lines of communication between students, faculty, and staff.
5. Maintain the inventory of permanent items that are the property of the organization.
6. Provide an element of continuity for student organizations from year to year due to the factor of student turnover.
7. Advisors may not authorize any of the group's expenditures.

SECTION 4: PROCEDURES FOR CHARTER RECOGNITION ORGANIZATIONS

- A. If the prospective groups have met all Student Senate qualifications, the following items must be completed and submitted to the Student Senate Director of Student Organizations.
 1. Club Constitution
 2. Student Organization Charter Packet.

- B. Club Constitution: Student Senate and UNC do not allow University institutions for clandestine purposes; therefore, each organization must include information in the Constitution concerning the following:
 1. A clear mission statement outlining the organization's goals and objectives.
 2. Parameters of membership requirements (if any).
 3. A list of offices and the duties of those offices. Terms of selection and removal must be included.
 4. An Equal Opportunity statement.
 5. Advisor selection process, duties, and responsibilities.
 6. Amendments procedure.
 7. Contents of the Constitution may not violate any article of the Student Body Constitution or any bylaw.

- C. The Student Senate Director of Student Organizations will review the completed chartering packet and constitution for approval. (SEE PART 3)

SECTION 5: PROCEDURES FOR CONTINUING CHARTER RECOGNITION

- A. If the student organization is still in compliance with the Student Senate Qualifications and wishes to continue their charter recognition for the next academic year, they must update their files by the due dates set by Student Senate Director of Student Organizations. Due dates will be stated in the charter packet. Organizations must resubmit the following to maintain their recognition:
 1. Club Constitution
 2. Student Organization Charter Packet

- B. Club Constitutions: A current Constitution must be on file including any amendments made within the last year. If no changes have been made to the Constitution within the last year, then the current Constitution will be read by the new offices and resubmitted with the appropriate dating.

SECTION 6: PROVISIONAL CHARTER

In the event that a student organization submits its chartering materials to the Director of Student Organizations by the due date but the materials lack some of the requirements (such as an advisor, at least three officers, a Constitution, etc.) the Director of Student Organizations may grant that group a provisional charter. The group will be given a due date as to when the missing required information must be submitted. During this interim period, the group may seek funding. In the event that the required information is not submitted, the group may continue to seek a charter but may not seek funding during the current cycle.

SECTION 7: CHARTER REVIEW/REMOVAL

- A. Student organizations failing to update or complete their information by the specified datelines will be declared inactive. Student organizations that are inactive for one calendar year will have their charter rescinded and funding secedes. (See Section 9 for more information.)

SECTION 8: BENEFITS AND PRIVILEGES OF CHARTER RECOGNITION

Student organizations must have charter recognition from Student Senate in order to receive special services, resources, funding, and facilities from Student Senate and UNC. Charter recognition ensures the effective and equitable allocation of these resources, when possible, and provides Student Senate with the ability to enhance and coordinate activities of chartered organizations.

- A. Student Senate charter recognition benefits and privileges include:
 - 1. Eligible student organizations may request financial assistance from Student Senate according to the Student Senate Guidelines for funding student organizations. See Chapter IX Part 2.
 - 2. Chartered student organizations may request a mailbox in the Student Activities area. *The allocation of mailboxes will be based upon need, availability, and past use.*
 - 3. Ability to access Student Organization Resource Room.
 - 4. Ability to have a representative participate in the deliberations of Student Senate. (See Section 10)

- B. UNC benefits and privileges include:

1. Use of most University buildings, facilities, and services at special chartered student organization's rate or free of charge according to prescribed University area policies.
2. Use of the University's name in conjunction with the group's name for official group functions.

C. **REPRESENTATIVE STATUS**

All student organizations that are chartered may select a member to serve as representative to Student Senate.

1. In order for the empowered representative to be recognized, the organization must submit the name, address, and phone number of the representative to the Student Senate Director of Student Organizations.
2. The representative must be a voting member of the student organization. This may be done at any time during the year. S/he is to represent the interests of that group to Student Senate and have been selected by that organization through whatever means specified in its Constitution or/and Bylaws.
3. Student Senate does to approve the organization's request for empowered representative status to be valid.
4. No organization may have more than one representative to Student Senate.

- D. Upon charter recognition, the Director of Student Organizations will inform the appropriate University offices and the student body as to which student organizations have been chartered through Student Senate.

STUDENT SENATE BYLAWS

CHAPTER IX (PART 2)

STUDENT ORGANIZATIONS FUNDING PROCESS

SECTION 1: PURPOSE

Student Senate establishes financial support of UNC chartered student organizations in order:

- A. To help develop and maintain the commitment to a meaningful student leadership development.

- B. To budget student fees for various programs and activities which are beneficial to chartered student organizations and toward increasing meaningful participation from the student body.
Note: The Bylaws in this Chapter apply to chartered Student Organizations only.

SECTION 2: TERMINOLOGY AND DEFINITIONS

Student Organizations Team (SOT) is the Student Senate committee that assists the Director of Student Organizations in matters of Student Senate funding.

Director of Student Organizations is the elected Student Senate officer who facilitates the chartering and funding of all student organizations. (See definition in Part 1)

Student Fees are mandatory monies, which are collected from all students in addition to tuition.

Note: Additional information regarding the SOT may be found in Part 3 of this Chapter.

SECTION 3: ELIGIBILITY FOR FUNDING

- A. The organization must be chartered through the Student Senate charter recognition process. (See Part 1 of this Chapter.)
- B. The group must have a good financial history with the business office as determined by the SOT.
- C. The group must be of non-profit in nature.
- D. The group must not be funded through general revenue dollars or through the Student Fee Allocation Process.
- E. Any club or organization that has a voting right on Student Senate is not eligible for club funding.

SECTION 4: EVENT SPECIFIC FUNDING PLAN

A. Funding Requests Limitations

The budget requested for each event must not exceed \$1,500. Total funding for the organization's events must not exceed \$5,000 for the academic year. Student Organizations may request up to \$3,000 for reoccurring events. Any requests that surpass these caps must be approved by the SOT and will then be forwarded by the Director of Student Organizations to Student Senate to be ratified.

1. Student Organizations may not request funds for operational budgets.

B. Procedure for Event Specific Budget Plan

1. Student Organizations must select one representative to attend one of the Funding Meetings at the beginning of the semester. If your organization is unable to attend, then funding may not be applied for unless your group contacts the Student Senate Director of Student Organizations to make other arrangements.
2. Student Organizations will complete the Student Organization funding sheet, specifying amounts of money needed for a specific event. This must be submitted to the Director of Student Organizations by 5:00 PM on the Monday prior to the scheduled SOT meeting.
3. If the student organization is requesting funds for a reoccurring event, all dates must be listed with the event request sheet.
4. The Student Organization event funding sheet will be forwarded to the Student Organization Team for approval.
5. Student Organizations requesting funds must have one representative attend the Student Organization Team meeting
6. The committee will use the following criteria to review requests:
 - a. The credibility of the applications line item budget.
 - b. The credibility and completeness of the events planning.
 - c. The benefit of the events to the university, the students, and the club.
 - d. The financial need of the club.
 - e. Roll-over from account two funding is deducted from funding recommendation.
 - f. Fundraising will be encouraged.
 - g. All events must be fully planned prior to the SOT meeting.
7. Inappropriate funding request include:
 - a. Food requests that exceed the average of the University's individual meal per diem rates.
 - b. Food for regularly scheduled organizational meeting.
 - c. Speakers without enough detailed event information or co-sponsorship funding to assure the SOT of its completion.
 - d. Direct contributions to charitable organizations or agencies. A service or product must be rendered for all monies disseminated.
 - e. Funding for travel to conferences or registration for conference.
 - f. Alcohol or drug purchases.
 - g. Salaries, stipends, or scholarships for elected or appointed student organization officers.
 - h. Personal gifts. (Achievement awards, plaques denoting achievement, club t-shirts etc., are appropriate. However, such awards must be directed to individual members for

participation and achievement that is above and beyond the whole or for the whole of the entire organization.)

- i. Private receptions or parties. All events must be available to all students. Funding for programs or activities which generate individual with academic credit.
 - j. The SOT is authorized to interpret whether the use of funds is appropriate.
7. The SOT will enter deliberation after hearing all budget requests and decide the appropriate funding allocation. The SOT will approve all recommendations by a 2/3 majority vote of the voting membership.
 8. Student Organizations are required to submit a program report two weeks after the funded event occurs to the SOT. If a student organization requests funds for a reoccurring event they must submit monthly reports on the event. The program report must consist of the following:
 - a. Brief description of what occurred at event
 - b. Estimated number of attendees
 - c. Final cost of event

SECTION 5: GRIEVANCES AND APPEALS

- A. Grieving a Groups Funding Allocation
In the event a student organization feels that their funding allocation was unfair they may consult the AA/EO Facilitator to find appropriate courses of action.

SECTION 6: PROCEDURES FOR THE DISSEMINATION OF STUDENT SENATE FUNDS

- A. When the SOT approves the organization's budget allocation, funds will be transferred into an individual organization's account through the University Center Business Office.
- B. In order to use Student Senate funds, the organization must complete an Account Authorization Signature Card, which includes all signatures of those members approved by the organization to process expenditures and the group's advisor.
- C. All revenue generated by the organization from student fees must be deposited in the Student Organizations account.
- D. All organization expenditures must start with a Work Copy. On this document must be the signatures of the treasurer of the organization and of another officer in that organization. The

signatures must conform to the ones on the signature card. The group advisor may not authorize expenditures.

- E. Upon completion of the Work Copy, the Student Senate Director of Student Organizations, or in his/her absence, the Student Senate Director of Finance must approve and countersign the Work Copy.
- F. Expenditures or commitments made without an approved Work Copy will be considered a personal transaction and Student Senate will not be responsible for payment.
- G. Purchases of services or goods may not exceed the total amount, which the organization has earned and deposited into its account. At no time will an organization be allowed to deficit spend. Deficit spending will have a negative impact on subsequent funding allocations.
- H. All travel must be processed in advance through the University Center Business Office. The University requires special forms and procedures be used. NO travel will be reimbursed unless it has been processed in advance through the UC Business Office.
- I. If the above procedures are not followed, the organization will be personally responsible for unapproved expenditures.
- J. Any funds remaining in the Director of Student Organizations account will roll over into subsequent fiscal years.

SECTION 7: SEIZURE AND/OR SUSPENSION OF ORGANIZATIONAL FUNDS

- A. In the event that strong evidence is presented that an organization may have violated UNC or Student Senate policy or state, or federal law, the Student Senate Director of Student Organizations has the authority to suspend the organization's account. During the next SOT meeting, the suspension must be affirmed by the committee or it cannot remain in place.
- B. In the event that strong evidence is presented that the organization has misappropriated funds then the Student Senate Director of Student Organizations will forward that information to the internal auditor. Following the findings of the auditor, action against the groups charter may be taken as outlined in Chapter IX: P1: 7.

STUDENT SENATE BYLAWS

CHAPTER IX (PART 3)

STUDENT ORGANIZATIONS TEAM

SECTION 1: PURPOSE

The Student Organizations Team (SOT) is a sub-committee of Student Senate and has been established to address the following needs of student organizations at UNC:

- A. Determine funding allocated to each club.
- B. Review/Remove charter or funding privileges for violations in policy.

SECTION 2: MEMBERS

- A. The Student Organization Team shall consist of the following members:
 - 1. The Director of Student Organizations
 - 2. The Director of Finance
 - 3. One Student Cabinet Member
 - 4. Three Students-at-Large
 - 5. Student Senate AA/EO Facilitator
 - 6. Graduate Assistant of Student Organizations
- B. In a case of conflict of interest the individual member must step down

SECTION 3: GOVERNANCE

- A. Voting Members:
 1. The Director of Finance
 2. One Student Cabinet Member
 3. Three Students-at-Large
- B. Non Voting Members
 1. Student Senate AA/EO Facilitator
 2. Graduate Assistant of Student Organizations

SECTION 4: OFFICERS

- A. Chairman: Student Senate Director of Student Organizations.
 1. It is the duty of the chairperson to appoint Student Cabinet members to the SOT. The chairperson decision must be forwarded to Student Senate for approval.
 2. The Chairperson shall: prepare the agenda, keep the SOT informed of pertinent information regarding fee-recipient areas, assure all requests addressed to the SOT receive proper consideration, and carry out other duties as specified in the Bylaws or assigned by the SOT.
 3. The Chairperson is a facilitator of the SOT, will be unbiased, and will encourage the SOT to review as many options as possible.
 4. The Chairperson shall advocate the decision of the SOT to Student Senate regardless of his/her personal views.
 5. The chair shall notify Student Senate of any vacancies. The Chair shall recommend a replacement.
 6. In a case of a tie the chair shall act as a tie breaker.
 7. If the chair cannot attend a meeting, he/she shall appoint a temporary chairman.
- B. Recording Secretary:
 1. The Student Organization Team will appoint a recording secretary from its membership
 2. The Secretary shall properly record the meetings.
 3. In the Secretary's absence the Chairperson shall record the meetings.

SECTION 5: GENERAL CONDUCT AND OPERATIONAL REGULATIONS FOR SOT MEETINGS

- A. SOT meetings are held Thursdays at 5:30 PM starting the second week of the academic school year. SOT meetings will not be held during the summer, fall, winter ~~breaks~~ and spring breaks.

- B. All SOT meetings are open to the public.
- C. All records of SOT meetings and decisions are public record.
- D. All funding records are open to the public.
- E. A quorum shall consist of 2/3s of the entire voting membership. A quorum is only necessary when decisions on funding allocation or charter removal or funding seizure are being discussed. Meetings shall be called by the Chairperson.
- F. There must be at least 1/2 of the voting members present for a meeting to be held.
- G. Conflict of Interest:
 - 1. It is the responsibility of the Director of Student Organizations to determine which members, if any, may have a potential conflict of interest. However, SOT members are strongly encouraged to actively announce a conflict of interest to the Director of Student Organizations. SOT members may not review the funding request of an organization of which they have been involved in.
 - 2. If an SOT member does not refrain from voting or making funding recommendations it is the Director of Student Organizations responsibility to remove the vote or recommendation. Said removal may be over ruled by the SOT or Student Senate, upon 2/3 majority vote.

SECTION 6: FUNDING RECOMMENDATION PROCESS

The budget requested for each event must not exceed \$1,500. Total funding for the organization's events must not exceed \$5,000for the academic year. Student Organizations may request up to \$3,000 for reoccurring events. Any requests that surpass these caps must be approved by the SOT and will then be forwarded by the Director of Student Organizations to Student Senate to be ratified.

- A. Organizations funding requests.
 - 1. Each SOT voting member will use the following criteria to review requests:
 - a. The credibility of the applications line item budget.
 - b. The credibility and completeness of the events planning.
 - c. The benefit of the events to the university, the students, and the club.
 - d. The financial need of the club.
 - e. Roll-over from account two funding is deducted from funding recommendation.
 - f. Fundraising will be encouraged.
 - g. All events must be fully planned prior to the SOT meeting

2. Inappropriate funding request include:
 - a. Events in which 50 percent or more of the total request is for food
 - b. Food for regularly scheduled organizational meeting.
 - c. Speakers without enough detailed event information or co-sponsorship funding to assure the SOT of its completion.
 - d. Direct contributions to charitable organizations or agencies. A service or product must be rendered for all monies disseminated.
 - e. Funding for travel to conferences or registration for conference.
 - f. Alcohol or drug purchases.
 - g. Salaries, stipends, or scholarships for elected or appointed student organization officers.
 - h. Personal gifts. (Achievement awards, plaques denoting achievement, club t-shirts etc., are appropriate. However, such awards must be directed to individual members for participation and achievement that is above and beyond the whole or for the whole of the entire organization.)
 - i. Private receptions or parties. All events fund must be available to all the members of the student organization.
 - j. Funding for programs or activities which generate individual with academic credit.
 - k. The SOT is authorized to interpret whether the use of funds is appropriate.
3. The SOT will approve all recommendations by a 2/3 majority vote of the entire voting membership.
4. SOT members will be encouraged to attend funded events.

SECTION 7: CHARTER/FUNDING REVIEW

If at any time during the year the organization has failed to maintain or abide by the UNC and/or Student Senate rules and policies, it will be subject to an automatic review by the Student Organization Team and Student Senate.

- A. The following are grounds for automatic charter review:
 1. Violation of local, state, or federal laws or the rules, policies, or procedures of Student Senate or UNC.
 2. Violation of conditions of charter recognition.
 3. Violation of Student Senate Guidelines for Funding of Student Organizations (including violation of SFAP rules for groups which are specially chartered.)
 4. Expenditures from the "2" account that were not approved by the SOT.
 5. Failure of a student organization to submit an event report or monthly report.
 6. In the event that the accusations do not fall within the above categories, disputes and grievances will be resolved as outlined in The AA/EO Policy bylaws.
- B. Any student-at-large or any student organization may bring a written and signed complaint to the Student Senate Director of Student Organizations. The complaint will be made public.

- C. The Student Senate Director of Student Organizations will:
 - 1. Forward a copy of the allegations to the Student Body President, the Student Senate Advisor, and the AA/EO Facilitator.
 - 2. Notify the accused organization within three (3) days of a filing.

- D. If the amount of days remaining in a semester allow, then within fifteen (15) working days following the deadline by which a grievance has been accepted, a date for an SOT hearing to resolve the allegations must be set. (Hearings may not occur during the summer term.)
 - 1. The SOT will make a decision following the hearing regarding the charter and/or funding of the organization. This decision will be sent to the Director of Student Organizations for a final decision by Student Senate.
 - 2. Student Senate will make the final decision whether or not to penalize, suspend, or revoke the group's charter and/or funding. If the organization has been funded by student fees, Student Senate may freeze the account or seize the organization's funds. If appropriate, Student Senate may set conditions attached to a timeline that the group must fulfill to avoid action/further action.

SECTION 8: INACTIVE STUDENT ORGANIZATIONS

- A. Inactive Status: An organization is declared inactive if it has failed to complete or update its charter as required in Part 1 of this chapter. Inactive organizations may not participate in any of the charter benefits/privileges until their charter has been updated and their charter re-approved by Student Senate.
 - 1. The groups may not participate in any of the privileges as outlined in Part 1 of chapter. The Director of Student Organizations will notify the appropriate offices.
 - 2. For the clubs that do not charter for a term of one semester (summer semesters not included) or more, Student Senate may freeze the account, or seize the funds in the organization, to be reallocated during the next funding process.

- B. If after one semester the student organization has failed to update their file, Student Senate shall assume that the group has ceased to exist and their charter will be officially rescinded.

- C. A notice to charter again, in order to keep funds, will be given to those groups that previously held charter status.

