



UNIVERSITY OF
NORTHERN COLORADO

Student Senate

Bylaws

UPDATED

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Student Senate Bylaws

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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:

- 1) Minimum cumulative grade point average of 2.5 on a 4.0 scale and a 2.3 grade point average for the academic term.
- 2) Remuneration is equivalent to \$6,000 for the Student Body President, Student Trustee, Director of Finance, Director of Student Affairs, Director of Campus Relations and hired positions and \$2,000 for Senators paid throughout the fall and spring semesters.
- 3) The Student Body President, Student Trustee, Director of Finance, Director of Student Affairs, Director of Campus Relations, Election Commissioner/Parliamentarian, Student Rights Advocate, and Chief of Staff must keep and post a minimum of 10 office hours per week. Alternative methods of completing office hours (i.e., online through an application such as Zoom, attending a campus event, etc.) must be approved by the Student Senate Advisor.
- 4) College Senators must keep and post a minimum of 4 office hours. Alternative methods of completing office hours must be approved by the Student Senate Advisor.
- 5) Giving oral or written weekly reports as appropriate and required.
- 6) Meeting biweekly with the Student Senate Advisor.
- 7) 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.
- 8) 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.
- 9) Keeping all files and related materials up-to-date accurate and organized.
- 10) Initiating or assisting in special projects or programs not outlined in the bylaws but central to their responsibilities.

SECTION 2: SPECIFIC DUTIES OF STUDENT CABINET MEMBERS

- 1) Student Body President
 - a) Act as official representative of Student Senate.
 - b) Assist the Director of Finance with the creation of the Student Senate Cabinet budget.
 - c) 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.
 - d) Keeping respective Student Cabinet members informed of issues affecting each other's office by holding weekly Student Senate Cabinet meetings.
 - e) 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.
- f) Facilitate and maintain communication channels between all of Student Senate Cabinet and the Student Senate Advisor.
- g) Coordinate the training and develop training programs or workshops for Student Cabinet members in conjunction with the Student Senate Advisor.
- h) Conduct evaluations of all Student Cabinet Directors with the Student Senate Advisor.
- i) Meet weekly with the Student Senate Advisor.
- j) Authorize by signature, expenditures of Student Cabinet General Operations and Administration budget areas, or empower the Director of Finance to carry out this authorization.
- k) Develop agenda and review all proposals for Student Senate meetings.
- l) Recommend to Student Senate temporary appointments of Student Senate Cabinet Members upon declaration of a vacancy or a leave of absence.
- m) 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.
- n) Maintain and enforce all Resolutions.
- o) Supervise the Student Cabinet Administrative Assistant.
- p) 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.
- q) 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.
- r) Allocate funds for Student Conference Grants as outlined in Chapter V.
- s) Holds regular meetings with the University Vice President for Academic Affairs.
- t) Chair the following meetings:
 - i) A non-voting chair at all Regular, Special, and Campus meetings of Student Senate (excluding SPA)
 - ii) Academic Affairs Committee
- u) Serve as a representative member and/or appoints students to the following groups or committees:
 - i) Academic Policies Committee
 - ii) Any Faculty Senate Committee requiring student participation
 - iii) Undergraduate Council
 - iv) Faculty Senate voting member

2) Student Trustee

- a) Attend and participate 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.
- b) Act 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.
- c) Keep Board members informed and up to date on national, regional, and local issues concerning students.
- d) Communicate 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.*).
- e) Conduct an annual University presidential evaluation as out-lined by the Board.
- f) Develop a good understanding of the mission and goals of the University.
- g) Keep a resource file up-to-date for future Trustees.
- h) Develop an understanding of and maintain a working relationship with the Federal Department of Education and with the Colorado Commission on Higher Education and attend CCHE meetings

- when possible.
- i) Work in conjunction with the Director of Student Affairs 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.
 - j) Authorize, by signature, all expenditures of student clubs and organizations as outlined in the Student Organizations Funding Committee bylaws.
 - k) Maintain and coordinate funds allocated to the Student Senate Student Organizations budget, keeping updated ledgers on all revenue and expenditures.
 - l) Provide adequate notification on chartering and funding procedures and deadlines.
 - m) Keep all records and listings of student organizations under Student Senate updated and accurate.
 - n) Maintain communications with all chartered student organizations.
 - o) The Student Trustee will chair the following meeting:
 - i) Organization Funding Board
 - p) Serves as a representative member and/or nominates student appointments to the following groups or committees:
 - i) Board of Trustees
 - ii) Student Leadership/Scholarship award chair
 - iii) CRAB
 - iv) UCAB
- 3) Director of Finance
- a) Maintain communication channels with the office of University Vice President for Administration and Finance and secures a student voice, identifies 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.
 - b) Participate as a member in the departmental meetings of the University Vice President for Finance and Administration as appropriate.
 - c) Authorize, by signature, all expenditures of Student Cabinet as outlined in policy if empowered by the Student Body President
 - d) Develop the Student Cabinet budget for General Operations and Administrative budgets.
 - e) Act as record keeper of all Student Cabinet financial documents keeping them accurate and up to date.
 - f) The Director of Finance will chair the following committees:
 - i) Finance Committee
 - ii) SPA Sub-Committee
 - iii) ITECH Sub-Committee
- 4) Director of Student Affairs
- a) Coordinate all advertising and marketing strategies for the Student Cabinet
 - b) Coordinate the delivery of all student body concerns to the Student Affairs Committee. These concerns may be voiced through various avenues of communication.
 - i) Maintain the student.voice@unco.edu email inbox and coordinates the Student Senate response(s) pertaining to the content of that inbox
 - ii) Assist in the maintenance of the Student Senate website with the Student Web Author.
 - iii) Maintain the online student engagement forum, via *Bearmail*, in collaboration with the Information Technology department
 - c) Act in conjunction with appropriate Directors to coordinate the hiring process of the Election Commissioner/Parliamentarian and Administrative Assistant or other positions that Student Senate deems necessary.
 - d) Serve as Chair on the Student Affairs Committee
 - e) The Director of Student Affairs is responsible for the fulfillment of all bylaws under the Student Affairs Committee and may delegate responsibilities as needed.

- f) 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.
- g) Respect those matters of confidential nature and maintain a non-partisan approach when dealing with political party activities.
- h) Collaborate with off-campus director to provide representation and Act as a student representative to the Greeley City Council, Weld County Commissioner and Weld County Chamber of Commerce as necessary.
- i) 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.
- j) Complete the following duties for Bear Vote Initiative by Serving as Chair, 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.
- k) Serve as a representative member and/or nominates student appointments to the following groups or committees as they are activated:
 - i) Resident Hall Association (RHA)
 - ii) Leadership for Environmental Action Fund (LEAF)
 - iii) Professional Administrative Staff Council (PASC)
 - iv) Classified Staff Council (CSC)
 - v) University Dean of Student as appropriate
 - vi) Cultural Center Directors (CCD)
 - vii) The Director of Student Affairs will chair the following committee:
 - (1) Student Affairs
 - (2) Bear Vote Initiative (BVI)
- l) Act as personnel officer for Student Senate.
- m) Ensure student representation on all University or Student Senate committees where student representation is required.
- n) Coordinate the Student Senate reception in collaboration with the Student Body President, Director of Finance, and the Student Senate Advisor.

5) Director of Campus Relations

- a) Act as the liaison between the Student Senate, the Student Body, and University campus services.
- b) Serve as the liaison between Student Senate and campus services, including, but not limited to:
 - i) Parking Services
 - ii) Housing and Residential Education
 - iii) Counseling Center
 - iv) Dining Services
 - v) UNC Police
 - vi) Office of Athletics
 - vii) Disability Support Services
 - viii) Facilities management
 - ix) Student Legal Services
 - x) University Libraries (Michener and Skinner)
 - xi) Office of Student Engagement
- c) Serve as a representative member and/or nominate student appointments to boards, committees, and other representative groups related to the above campus services, as appropriate.
- d) Coordinate outreach activities, including, but not limited to:
 - i) Town Hall(s)
 - ii) New Student Orientation (NSO) and Fall Welcome Week
 - iii) Monthly program requirements

- iv) State of the University Address
- v) New Graduate Student Orientation
- e) Develop and maintain communication with the following media outlets
 - i) KUNC Radio Station
 - ii) Bear News
 - iii) The Mirror
- f) Create and produce a Student Senate newsletter once a semester and release to the student body.

SECTION 3. COLLEGE SENATORS

- 1) Qualifications:
 - a) A full-time student at UNC as defined in the Constitution and has a declared major in one of the following colleges:
 - i) Education and Behavioral Sciences
 - ii) Humanities and Social Sciences
 - iii) Monfort College of Business
 - iv) Natural and Health Sciences
 - v) Performing and Visual Arts
 - b) See Chapter XII for election process.
 - c) In the case where a college does not have an active College Student Council, the Dean of the college may appoint someone to be interviewed with the Student Body President, Director of Student Affairs, their respective CSC representatives, and the Student Senate Advisor.
 - d) 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.
- 2) Specific Duties of College Senators
 - a) All Senators must attend all student senate meetings and their own college council meetings.
 - b) Serve on their assigned committee
 - c) Initiating or assisting in special projects or programs that provide accurate representation of the college.
 - d) Initiating or assisting in special projects or programs not outlined in the bylaws but central to their responsibilities.
- 3) Finance Committee
 - a) Serve on and attend Finance Committee
 - b) Serve on SPA Committee and/or OFB Sub-Committee
- 4) Academic Affairs Committee
 - a) Serve on and attend Academic Affairs Committee
- 5) Student Affairs Committee
 - a) Serve on and attend Student Affairs Committee
- 6) Removal Process
 - a) The removal process for a College Senator shall be through the same process as other elected Student Cabinet Members.

SECTION 4. 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.

- 1) Each Director/Representative shall hold one vote.
- 2) Each Student Senator shall hold one vote.
- 3) If a Director, Senator, or Representative is present during a vote for funding for a club or organization that they are directly affiliated with, they must abstain from the vote.

SECTION 5. STUDENT CABINET ADMINISTRATIVE ASSISTANT

- 1) Qualifications:
 - a) The Administrative Assistant must have a working knowledge of the technology used by Student Senate.
 - b) When serving as the Student Cabinet Administrative Assistant, they must serve in an unbiased capacity at all times.
- 2) Remuneration and hours:
 - a) Shall follow the guidelines outlined in Chapter One, Section One.
- 3) Job Description and Work Allocation Procedure:
 - a) 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 and College Senators.
 - b) Administrative Assistant General Administrative Requirements:
 - i) 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.
 - ii) The Student Cabinet Administrative Assistant shall prepare for Senate meetings by creating an agenda in coordination with the Student Body President, post the agenda on the Student Senate bulletin board, email all supporting documents to Senate Members, and set up the council room.
 - iii) The Student Cabinet Administrative Assistant shall properly file all meeting documents and ensure all proposals are logged and submitted.
 - (1) 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.
 - c) 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 clearly define the task
 - i) Administrative Assistant Discretion: The Student Cabinet Administrative Assistant can refuse a task as outlined in the below instances.
 - (1) If the requesting Director/Student Body President is not available for clarification.
 - (2) If the task being requested by an individual Director/Student Body President exceeds five hours.
 - (3) If the Director/Student Body President has overused the Administrative Assistant as determined by the Student Senate Advisor.

SECTION 6: ELECTION COMMISSIONER/PARLIAMENTARIAN

- 1) There shall be an Election Commissioner ("Commissioner"). In accordance with Student Senate Constitution and Bylaws, the Commissioner will be directly responsible for the coordination and administration of all regular and special elections ("elections"). The Commissioner has the responsibility for organizing, planning, monitoring, and ensuring fairness of every election that might occur during their term of office. They will also act in conjunction with each appropriate Student Cabinet Member to generate interest in the student body for declaring candidacy, and participating in the elections process. The Commissioner shall serve as the acting Parliamentarian for Student Senate.
- 2) Qualifications:
 - a) The Election Commissioner must have a working knowledge of the parliamentary procedure and Student Senate Bylaws.
 - b) When serving as the Student Senate Election Commissioner, they must serve in an unbiased capacity at all times.

- 3) Remuneration and Office Hours:
 - a) Shall follow the guidelines outline in Chapter One, Section One.
- 4) Job Description:
 - a) The Election Commissioner shall be present at all meetings to ensure that StudentSenate follows parliamentary procedure.
 - b) The Election Commissioner shall record every voting members vote during a Student Senate meeting and confirm the outcome of each vote.
 - c) The Election Commissioner shall make themselves available in the Student Senate office during their office hours to answer any parliamentary questions from Student Senate members.
 - d) Election Commissioner will present proposed Election Rules and Regulations to Senate Body for feedback and incorporate feedback as necessary in conjunction with the Graduate Advisor and the Assistant Dean of Students.

SECTION 7: STUDENT RIGHTS ADVOCATE

- 1) Qualifications:
 - a) Must have a strong knowledge of AA/EO policy and sincere interest in advocating for student rights.
- 2) Remuneration and Office Hours:
 - a) Shall follow the guidelines outlined in Chapter One, Section One.
- 3) Job Description:
 - a) Ensure that all 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.
 - b) Coordinate and facilitate all complaints and grievances regarding AA/EO as allowed by law and the bylaws of Student Senate.
 - c) Act as the liaison between Student Senate and Student Judiciary overseeing the compilation, training and functions of Student Judiciary
 - d) Enforce the use of Student Senate Grievance procedures, hiring procedures, appointment procedures, and all other bylaws of Student Senate.
 - e) Whenever possible and appropriate, attend all Student Senate committee meetings, especially hiring and interview committees as a non-voting advisory member to ensure AA/EO.
 - f) In the event of a Presidential vacancy, shall chair all Student Senate meetings until a new Student Body President has been chosen.
 - g) Maintain communication with the University Director for AA/EO or HR, the Student Senate Advisor, Student Body President, and all Directors of Student Cabinet.
 - h) Be present at all Student Senate functions as neutral nonpartisan member and to ensure AA/EO.
 - i) Review all Student Senate meeting documents with the Student Body President and Election Commissioner/Parliamentarian 24 hours prior to the current meeting.
 - j) Chair Advocacy Team Committee

SECTION 8: BYLAW REVISION PROCEDURES

- 1) All proposed amendments to the Student Senate Bylaws must have two public readings prior to approval:
 - a) 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.
- 2) All proposed amendments to the Student Senate Bylaws must be first reviewed by:
 - a) The Student Senate Parliamentarian or Director 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.

- b) 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.

CHAPTER II - COLLEGE STUDENT COUNCILS

SECTION 1: PURPOSE

The purpose of the College Student Councils (CSC) is to better advocate the interests and opinions of all students of UNC through each college. These councils, by working closely with Student Senate, will allow more students to be directly involved with the activities of Student Senate.

SECTION 2: DEFINITIONS

College Student Council (CSC): A student council organized to represent the interests of a given college's students at UNC. Each college may have only one CSC at any given time.

Membership: Membership in the CSC shall be defined as the elected officials of the CSC.

Authorization: The dean of the college shall authorize CSC participation with the Student Senate. Once given, authorization shall be deemed to be in effect until or unless the dean rescinds said authorization.

Senator: A representative of the CSC who will attend all Student Senate meetings as the voting member from that college. Each college is allowed up to three senators to serve on Senate.

Associate Delegate: The one person who can fill the voting role for the Senator.

Constituent: As defined for this chapter, a constituent of a CSC will refer to any student with a major that is offered by the college the CSC represents. This includes any student who has declared the intention to work toward a licensure, endorsement, certificate, or degree. If a student is majoring with an emphasis in Early Childhood, Elementary, or Secondary Education, he/she may choose to participate in either the College of Education and Behavioral Sciences council or the council corresponding to the college of their selected major.

SECTION 3: QUALIFICATIONS OF CSC ELECTED OFFICIALS

- A. Membership shall be open to all UNC students (graduate and undergraduate) who have declared a major in one of the colleges. This includes any student who has declared the intention to work toward a licensure, endorsement, certificate, or degree. If a student is majoring with an emphasis in Early Childhood, Elementary, or Secondary Education, he/she may choose to participate in either the College of Education and Behavioral Sciences council or the council corresponding to the college of their selected major.
- B. All CSC Officers must be elected/selected by the process outlined in Chapter XII. In the case of a vacancy created during the year, the Student Senate Bylaws shall govern the filling of that position as outline in Chapter I.
- C. Students with multiple majors may participate in the activities of each CSC appropriate to their selected majors, but may only hold office in one CSC at any given time.
- D. Student Senate Directors shall not be permitted to hold any office of a CSC.
- E. CSC Officers must meet all of the General Qualifications of Student Senate Members, as outlined in Chapter 1 of the Student Senate Bylaws.
- F. College Student Councils must charter to be recognized as a club at UNC and apply/receive funding through OFB, but it is not necessary to hold a vote on Student Senate.
- G. In order to hold a vote on Student Senate, an updated constitution specific to their respective CSC

must be submitted to the Student Senate Administrative Assistant by the second Student Senate Meeting.

- H. In the case where a college does not have an active College Student Council, the Dean of the college may appoint someone to be interviewed with the Student Body President, Director of Student Affairs, their respective CSC representatives, and the Student Senate Advisor.
 - A. 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.

SECTION 4: JOB DESCRIPTION

- A. Each CSC must conduct elections in accordance with its respective constitutions at the end of each school year. A list of newly elected officers shall be submitted to the Student Body President before the end of classes in spring semester. The list shall reflect each individual's office and provide contact information to Student Senate.
- B. Each CSC Senator must attend all Student Senate meetings. A proxy shall be produced if a Senator cannot attend a meeting. Absences shall be handled in Chapter I Section 3 of the Student Senate Bylaws.
- C. Each CSC Senator shall comply with all duties and responsibilities outlined in the Student Senate Bylaws.
- D. The representatives of each CSC shall keep Student Cabinet Members informed of issues affecting their college.
- E. In addition to sound communication and cooperation with Student Senate, each CSC shall actively maintain a reasonable degree of communication with constituents from their respective CSC regarding pertinent college/university events.

SECTION 5: RIGHTS AND PRIVILEGES

- A. In addition to their constitutionally guaranteed voting rights, each CSC shall be entitled to:
 - 1. Use University buildings, facilities, and services at the same rate of charge as Student Senate according to prescribed University area policies.
 - 2. Use the University's name in conjunction with the CSC's name for any official group functions.
 - 3. Invitations to all Student Senate official functions.
 - 4. A mailbox in the Student Activities area.
 - 5. Recognition by Student Senate as representing the interests of that particular college.

SECTION 6: FUNDING

- A. If a CSC has chartered itself as an official organization and is in need of funding, that CSC must appeal to the Organization Funding Board to receive desired funds. These funds are not guaranteed.
- B. Each CSC Senator shall be paid through Student Senate in accordance with Chapter I Section 1B of the Student Senate Bylaws.

SECTION 7: ADVISOR

- A. All CSCs must have an Advisor of their corresponding college;
 - 1. The CSC must first ask the Dean of the college to hold the position of Advisor. The Dean may delegate the responsibility of Advisor to another if he/she so chooses.
 - 2. The CSCs shall determine whether the recommended advisor is suitable by a 2/3 majority vote.
 - 3. The Advisor shall not have a vote.
- B. The Advisor shall not have the authority to authorize disbursement of CSC funds.
- C. The Advisor shall not be authorized as a proxy to speak on behalf of a CSC.

SECTION 8: INTERPRETATIONS AND AMENDMENTS

- A. Prior to Student Senate's vote on the proposed changes to Chapter II the following procedure must be followed:
 - 1. Student Senate shall forward the proposed changes in writing to all CSCs.
 - 2. The CSCs shall review the proposed changes, attach their recommendations, and forward them to Student Senate within two weeks.
- B. If the CSC does not submit a recommendation to the Student Senate within the two week time period, then the Student Senate shall assume that the CSC has no objections to the proposed changes, and shall move forward accordingly.
- C. The interpretations of the Chapter II Bylaws shall be made by Student Senate by two-thirds majority vote. If Student Senate is not in session, then the Student Body President shall be authorized to interpret the Chapter II Bylaws. All interpretations by the Student Body President can be changed by a two-thirds vote of Student Senate.

CHAPTER III - STUDENT SENATE COMMITTEES

SECTION 1: PURPOSE

Student Senate Committees are subcommittees of Student Senate. They have been established to empower students and ensure that needs of the students are addressed and represented in Student Senate decisions. There are two types of Student Senate Committees. Student Senate may form additional committees with a two-thirds vote as seen fit when a concern is voiced by the student body.

SECTION 2: GUIDELINES

- A. The Standing Committees shall be:
 - 1. Academic Affairs
 - 2. Finance
 - 3. Student Affairs
- B. The Standing Sub-Committees shall be:
 - 1. Organization Funding Board (OFB)
 - 2. Student Programming Allocation (SPA)
 - 3. Information Technology Fund Allocation Process (ITECH)
- C. Student Senate may create other Committees to address particular concerns of the student body. A new Committee must be approved by two thirds of Student Senate.

SECTION 3: MEMBERSHIP

- A. The Student Body President shall appoint a Student Senate Director to every created committee to be a liaison between the committee and Student Senate. The appointed Director is not necessarily the chair of the committee. As for the standing Committees:
 - 1. Academic Affairs – The Student Body President is the liaison and chair of this standing committee.
 - 2. Finance – The Director of Finance is the liaison and chair of this standing committee.
 - 3. Student Affairs – The Director of Student Affairs is the liaison and chair of this standing committee.
- B. The majority of the committee members must be Senate Senators elected to each field.
- C. Membership may also be extended to faculty, staff, or administration that is interested in the particular subject to be addressed by the committee.

- D. The chair of a non-standing committee shall be determined at the first meeting of the committee by a majority vote. The chair may be a Student Senate Director, but this is not required. However, it is the responsibility of Student Senate Director appointed to the committee to organize the first meeting.
- E. The term of appointment shall be from the date that the appointment is ratified until the end of the academic year in which the committee was created. This does not apply to Standing Committees in Section 2A.

SECTION 4: JOB DESCRIPTION OF COMMITTEE MEMBERS

- A. Meetings shall be held at least once a month. Additional meetings may be called by the chair as necessary. Members will be given three days prior notice either in writing, by phone, or e-mail before each meeting.
- B. Committee meeting dates, times, and locations shall be posted outside the Student Senate office by the Student Senate Director appointed to the committee so that other interested students may be in attendance.
- C. The committee chair is responsible for creating an agenda 24 hours prior to each meeting,
- D. Members shall attend meetings. Any absences must be approved by the chair prior to the meeting.
- E. Members shall vote when the chair deems a vote necessary.
- F. At the first committee meeting, a time line shall be developed in which objectives of the committee shall be fulfilled. Goal deadlines must also be included in this time line.
- G. The chair shall attend the Student Senate meetings following each committee meeting and provide an update to Student Senate about the work of the committee.
- H. If a committee member becomes delinquent in their duties they may be removed by a majority vote of the committee. If necessary, the committee may recommend a replacement to Student Senate. Student Senate may approve of the recommended committee member by a two-thirds vote.
- I. Parliamentary Authority:
The rules contained in the most recent edition of Robert’s Rules of Order shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with the committee bylaws.

SECTION 5: TERM OF APPOINTMENT

Each appointed member shall serve from the time appointed until the end of the current academic year.

CHAPTER IV - ACADEMIC AFFAIRS COMMITTEE

SECTION 1: ACADEMIC AFFAIRS

- A. Purpose: Empowering students academically through the use of conference grants, academic excellence awards, and other programs.
- B. Membership
 - 1. The Student Body President is the liaison and chair of this standing committee.
 - 2. Voting Members:
 - a. Each Academic Affairs CSC must serve upon the committee.
 - b. A minimum of two (2) Student-At-Large
- C. Term of Appointment
Each appointed member shall serve from the time appointed until the end of the current academic year.
- D. Meetings
 - 1. Must be held every other week during the fall and spring semesters.

2. The chair may hold special meetings at his or her discretion.

SECTION 2: JOB DESCRIPTION

- A. Coordinate Academic Excellence Week Awards
- B. Ensure Student Senate representation on committees
 1. Academic Policies Committee
 2. Faculty Senate
 3. Other Academic Committees needing representation
- C. Aid the Student Body President with Conference Grant duties.
- D. Aid other Student Senate Standing Committees and Sub-Committees when needed.
- E. Research and actively participate in any academic issues, concerning the student body.

SECTION 3: BYLAW ADHERANCE

The Student Affairs Committee must adhere to all bylaws outlined in Chapter III.

PART 1 **ACADEMIC EXCELLENCE WEEK AWARDS**

SECTION 1: PURPOSE

The purpose of this chapter is to ensure that the academic achievement of students and the effective instruction of faculty members are publicly and formally recognized. The honorees shall be those who have fostered superior academic achievement within the student body. This recognition builds community throughout UNC and provides inspiration and motivation to the students, faculty, and staff of UNC.

SECTION 2: ELIGIBILITY

- A. Professor: Any individual that officially teaches at least one course (graduate or undergraduate) through UNC.
- B. Undergraduate Student: Any member of the undergraduate student body.
- C. Graduate Student: Any member of the graduate student body.

SECTION 3: AWARDS AND PROCESS

- A. There shall be an award given for each of the categories listed in SECTION 2 at the Student Senate Reception.
- B. To be honored with this award, an individual must first be nominated by a member of the student body, a professional staff member or a faculty member.
- C. Nomination forms will be made available at least one month prior to the reception by the Student Body President.
- D. The Academic Affairs committee shall review the nominations. This committee shall also be comprised of:
 1. The Student Body President shall not vote, except in the case of a tie.
 2. The Student Senate Advisor and the Student Rights Advocate shall serve as non-voting representatives
 3. Two UNC students that show representation from an undergraduate student and graduate student.
- E. All nominations will be due to the President two weeks before the reception.
- F. Each nomination shall be reviewed by the Student Rights Advocate to avoid any bias in choosing the honorees.

- G. The committee shall then review these nominations and choose one from each category to be the honoree.
- H. The President shall announce the honorees at the Student Senate Reception.

CHAPTER V - STUDENT CONFERENCE GRANTS

SECTION 1: PURPOSE

Student Senate has a firm commitment to produce excellence in all aspects of our University life. It is clear that we must seek a rigorous, intellectual climate, in each case, in every discipline. In order to stimulate such a climate, Student Conference Grants are established to provide grants for conferences that will augment the learning experience both in and out of the classroom.

SECTION 2: GUIDELINES FOR ALLOCATION DISPERSAL

The Student Body President shall allocate 10% of the conference grant funds to be expended in the Summer Semester, 45% in the Fall Semester, and 45% in the Spring Semester. The Student Body President shall set a minimum of two, but no more than four, within the fall and spring semesters in which a direct appointment of the semester budget may be allocated. All funds remaining at the end of the fall and summer academic terms shall become a part of the funds available for the following semester. All funds remaining at the end of Spring Semester shall be handled per UNC policy

SECTION 3: GUIDELINES FOR CONFERENCE GRANTS – INDIVIDUAL

Guidelines and procedures for grant funding to individuals:

- A. Be/have been an undergraduate student enrolled in at least one credit hour during the semester in which the conference was held/will be held; or be enrolled in no fewer than one credit hour in the semester immediately preceding and the semester immediately following the semester in which the conference was held.
- B. Applicants must be in good standing with the university in order to receive funding.
- C. Each application must be sponsored by a UNC faculty member, who either:
 - 1. Is currently teaching or has taught within the academic concentration of the conference;
 - OR*
 - 2. Has significant knowledge and experience relevant to the academic concentration of the conference.

This sponsorship shall only serve to ensure the conference is in academic nature.
- D. Individuals shall be limited to receiving \$550.00 per semester. Individuals shall be limited to receiving \$900.000 per academic year.
 - 1. Students may apply as many times as they see fit, as long as the amount received does not exceed \$500 per semester, or \$900 per academic year. These funds may go towards:
 - a. Conference Fee
 - b. Lodging, both while attending the conference and in transit.
 - c. Travel, both to and from the conference.
- E. The President will submit their recommendations for grant funding to Student Senate for approval by two thirds. This will be done at the first Student Senate meeting following the SCGC decision.
- F. The decision of Student Senate is final. The results of this decision must be posted outside the Student Senate office for at least one month following Student Senate approval.
- G. Elected or hired members of Student Senate are permitted to apply for a Student Conference Grant.

1. Student members of Student Senate will only use Conference Grants for the purposes outlined above.
 2. Student members of Student Senate applying for Conference Grant Funds for the purposes of leadership conferences require the signature of the Student Senate Advisor or Director of Student Activities.
 3. The Student Conference Grant process voting will continue to be anonymous to avoid conflict of interests.
- H. All expenditures of awarded funds will follow the established procedures of Student Senate and the UC Business Office.
- I. Grant funds must be used within the days listed on the application and for purposes listed on the application. If these expenditures have not been verified by the UC Business Office within 60 days of receiving an award letter, a request for extension may be filed with the Student Body President, who shall have sole authority to grant such extensions. If the extension is not requested or approved, then all funds for that conference grant shall be returned to Student Senate and be used for later conference grants.

SECTION 4: INDIVIDUAL ALLOCATION

- A. The President shall use the following formula to determine the amount of funding received by each applicant.
1. $A=BC (X/Y)$ WHEN $X \leq Y$
 2. $A=BC$ WHEN $X > Y$
 - a. A= Amount Granted
 - b. B=Amount Applied For
 - c. C= Completeness of Application
 - d. X=Total Funding Available
 - e. Y=Total Funding Requested

SECTION 5: GRIEVANCES

All grievances against the process, the Student Body President, or Student Senate must be submitted in writing to the Student Rights Advocate within three weeks of Student Senate approval. The Student Rights Advocate shall determine if the grievance is valid and if so ensure the problem is corrected.

CHAPTER VI - FINANCE COMMITTEE

SECTION 1: FINANCE

- A. Purpose
The purpose of the Finance Committee is to empower students through the implementation and allocation of student fees through the Organization Funding Board and Student Programming Allocation.
- B. Membership
1. The Director of Finance is the liaison and chair of this standing committee.
 2. Voting Members
 - a. Each Finance CSC shall serve as a representative upon the Finance Committee.
 - b. A minimum of two (2) Students-At-Large
- C. Meetings
1. Must be held every other week during the fall and spring semesters.
 2. The chair may hold special meetings at his or her discretion.

SECTION 2: JOB DESCRIPTION

- A. Maintain and coordinate funds allocated to the Student Cabinet General and Administrative Budgets, keeping an updated ledger on all revenue and expenditures.
- B. Oversee, as appropriate, training and upkeep of ledgers of Directors for Student Cabinet and Student Senate Student Services.
- C. Assist in the development of the Student Senate budget for the Student Organizations budget area.
- D. Responsible for the fulfilling of the bylaws within the SPA, and ITECH sub-committees.

SECTION 3: BYLAW ADHERANCE

The Finance Committee must adhere to all bylaws outline in Chapter III.

CHAPTER VII – STUDENT PROGRAMMING ALLOCATION

SECTION 1: STUDENT PROGRAMMING ALLOCATIONS

- A. Purpose
The Student Programming Allocations (SPA) Sub-Committee shall be responsible for the allocation of monies to SPA programs.
- B. Membership
 - a. The Director of Finance is the liaison and chair of the SPA Sub-Committee.
 - b. Voting Members
 - i. The Finance Committee CSCs shall serve as a representative upon the SPA Sub-Committee.
 - ii. A minimum of two (2) Students-At-Large.
 - iii. Other CSCs or Students-At-Large may serve as a representative upon the SPA Sub-Committee if needed.
 - c. Non-Voting Members
 - i. The Student Senate Advisor and the Student Rights Advocate shall serve as a non-voting representative upon the SPA Sub Committee.
- C. Meetings
 - a. Must be held biweekly during the beginning in November through spring semester.
 - b. The chair may hold special meetings at his or her discretion.
- D. Organization
 - a. The Finance Committee shall be the parent committee to the SPA Sub-Committee.
 - b. All members within the Finance Committee shall make up the sub-committees (ITECH & SPA Committees) at the appointment of the Director of Finance and the Student Body President.

PART I GENERAL INFORMATION

SECTION 1: GENERAL QUALIFICATIONS FOR SPA PROGRAMS

All SPA funded programs must meet these qualifications before any funding can be given:

- A. Programs must fit the criteria as outlined in the University Board Policy Manual in Section 1-1-406:
 - 1. Mandatory student fees shall be used to fund activities and services open to all students.

2. Student involvement in and awareness of fee issues shall be encouraged and increased.
- B. The program/activity must prove that UNC administrative oversight over the group's director or GA is clearly a part of its policy.
- C. The program/activity shall not engage in anything that is expressly forbidden by University Policy.
- D. The program/activity must provide a valuable service that directly benefits the university community and must be in the interests of the student body as a whole.
- E. The program/activity must possess the characteristics outlined in the University Mission Statement:

“The University of Northern Colorado strives to be a leading student-centered university that promotes effective teaching, lifelong learning, the advancement of knowledge, research, and a commitment to service. Graduates are educated in the Liberal Arts and professionally prepared to live and contribute effectively in a rapidly changing, technologically advanced society.”
- F. The SPA Allocation process is intended for new programs/activities that do not in part or in whole, duplicate an existing service or current program/activity.
- G. If a program/activity does resemble an existing service or current program/activity, it will need to show tangible improvements to the current program/activity and reason for additional funding.
- H. A program/activity that already exists or has received funding from the SPA process can only be funded through SPA three times.

SECTION 2: INAPPROPRIATE EXPENDITURES AND REQUESTS

- A. Student fees shall not provide for any scholarships, grant-in-aids, or similar applications of student fees.
- B. Student fees shall not support any activities that directly earn any student academic course credit; that is, internships affiliated with a SPA program must be carried out through an academic department.
- C. Student fees shall not go towards any charitable donations to any non-UNC organizations of any kind.

SECTION 3: RIGHTS AND RESPONSIBILITIES OF ALL PROGRAM DIRECTORS

- A. The individual SPA Evaluation Survey for each program should be submitted by the end of the academic school year to the respective Director of Finance.
- B. The End of Year Report is based on the individual programs generated report.
- C. The SPA Evaluation Survey for each program may include, but shall not be limited to, the following information:
 1. Dates of Activities/Events. If there are replicated instances of similar activities (e.g. movie series, sporting events, etc.), specific events need not be listed: specified *categories* of events will suffice in these cases.
 2. Respective names of Activities/Events
 3. Respective locations of Activities/Events
 4. Approximate number of students in attendance at each event and/or projections for future events.
 5. Approximate student fee cost and estimated costs for future events.
 6. A brief description of the activity/event. This should be no more than a paragraph briefly outlining the purpose or outcome of the activity/event carried out
 7. Denotation of co-sponsorships with other programs
 8. Specific intra-budgetary allocations
 9. A statement of goals and objectives for the coming fiscal year
 10. A reflection statement addressing how well annual goals were or were not met

- D. Requests can only be made if the monies you are requesting are going toward the promotion, advocacy or supporting of the SPA mission statement, as well as the Mission statement of Student Senate.
- E. All marketing documents must include the “Student Senate Funded” logo that will be provided by the Director of Finance.

SECTION 4: SPA TRAINING AND PROGRAM FAMILIARITY

- A. The Director of Finance, along with the Finance Committee shall conduct at least one SPA training sessions sometime before the SPA presentations begin. This can occur fall or spring semester.
- B. All Student Senate members and SPA Program Directors must attend at least one training session or arrange a special training with the Director of Finance if a scheduling conflict exists.
- C. Failure to attend a SPA training by a Student Senate voting member will result in a loss of voting privileges when deciding on programing allocation.
- E. A critical component of the training should focus on courtesy and ethics when dealing with programs and their directors. Student Senate members should be encouraged to be as open and up front with Directors as possible when considering their respective requests.

PART II **END OF YEAR REVIEWS**

SECTION 1: SPA EVALUATION SURVEY

- A. The purpose of the SPA Evaluation Survey shall be to review each program for:
 - a. How efficient the process of SPA went for both Student Senate and the applicants.
 - b. How efficient the program was executed. This would include but is not limited to:
 - i. Conformance with the goals and objectives of the funded program
 - ii. Level of service provided to students, and
 - iii. Appropriateness of expenditures.
 - c. Possible improvements if program were to continue for future academic years.
- B. The Director of Finance in concordance with the Finance Committee will be responsible for marketing the SPA Evaluation Survey to the campus community.
- C. Program Directors (or their delegates) shall be encouraged to submit their SPA Evaluation Survey shortly after their program has ended. If the program lasts up to the end of the school year, then the survey should be filled out by the end of the academic school year. Student Senate shall have the opportunity to ask for any further clarification at the conclusion of the survey.
- D. Upon the review of the SPA Evaluation Survey the Director of Finance and the Finance Committee along with the participation of the Student Body President will generate a professionally formatted report outlining any recommendations of budgetary increase/decrease and the said reasons for such an action. Such reports should be concise and outline the following:
 - a. Opinion on appropriateness of expenditures.
 - b. Recommendation for an increase, decrease, or no change in the program's budget.
 - c. Major questions, concerns or acknowledgments brought up by Students or that Student Senate noticed.

PART III **NEW SPA PROGRAMS**

SECTION 1: PROGRAM QUALIFICATIONS AND REQUIRMENTS

- A. To be considered for recognition as a SPA Program a new program must meet the qualifications and guidelines as outlined in Part I, Sections I and II of the bylaws.
- B. Any program that desires to take part in, and receive funding from the SPA must come to Student Senate and announce its intent. Student Senate shall organize a SPA public hearing before the close of fall semester at which the new program will present their case before Student Senate and the general public. During the hearing the new program will be allowed to give a presentation of up to fifteen (15) minutes. Following this presentation the members of Student Senate and the public may ask questions regarding the new program. At the end of the hearing, Student Senate will vote to approve or deny the program entrance in to the SPA. .
- C. In addition to the requirements for being a program as outlined in Part I, Sections I and II, a program that desires SPA status must also prove student advocacy by obtaining student signatures in the amount of 10% of the student body on a petition phrased in the following manner: "I support the inclusion of (name of program) in the Student Programming Allocations Process and feel that it deserves to receive a portion of the students' fees."
- D. The person(s) announcing the intent of a new program are ineligible to sit on Student Senate during SPA.

SECTION 2: ADMISSION PROCESS AND PROBATIONARY PERIOD

- A. For a new program to be admitted into the SPA it takes at least 2/3 of the voting members of Student Senate who have not forfeited their right to vote due to truancy at the SPA Trainings
- B. Should the program receive approval by Student Senate, it will automatically enter a probationary period, lasting from the date of admittance until the next school year's Student Senate Presentations, where the program will then be treated as a SPA Program eligible for requesting funding.
- C. The purpose of the probationary period is for new programs to prove that they meet the program qualifications as outlined in Part I, Sections I and II of the bylaws.
- G. Throughout the probationary period, the program's director shall have the same responsibilities, if applicable, as all other Program Directors, outlined in Part I, Section III of the bylaws. At the culmination of the probationary period, the program may receive the full rights as all other programs and be eligible to receive funding through the programing hearings.

PART IV **STUDENT PROGRAMMING ALLOCATIONS, SPA PROCESS**

SECTION 1: SPA MISSION STATEMENT

- A. The Student Program Allocation Process is designed to promote innovation within university organizations by providing funding and support for the implementation of new programs/activities with the intent of enhancing the university experience for all students.
- B. The cultivating or modification of the SPA Mission Statement should be done throughout the fall semester by all members of Student Senate. The Director of Finance in concordance with the SPA Committee shall probe campus and the campus community about possible needs and/or themes that could improve campus life, empower students, or enhance the university experience for their betterment.
- C. The Director of Finance, in coordination with the SPA Sub-Committee and/or the Student Affairs Committee may create and execute an inquiry of students to see what programing objectives student desire.

- D. If a new Mission Statement is suggested and wants to be discussed at any point in the process, it only is needed a majority vote of Student Senate during a regular scheduled Senate meeting.

SECTION 2: SPA THEMED PRESENTATIONS

- A. The final phase of SPA is the program presentations. The Director of Finance will create a specific schedule for the designated SPA programs to present. This schedule shall be given to the Directors no later than two (2) weeks before the first scheduled presentation.
- B. SPA Presentations shall take place throughout the Spring Semester and shall be finished by the end of March.
- C. Program Directors will be limited to a 10 minute presentation noting but not limited to the following:
 - 1. The name and place of the event(s).
 - 2. The respective cost/budget of the event(s).
 - 3. The three main objectives of the event(s).
 - 4. How the event(s) incorporates the SPA Mission Statement.
 - 5. How the event(s) benefit the students at UNC and Greeley community.
- D. During these presentations, the public and Student Senate will be given a specific opportunity to comment and ask questions regarding the proposed idea(s)
- E. All of the Student Senate voting members will be required to attend these presentations. Failure to attend without a form of absence submitted and approved by the Student Body President will result in a loss of voting privileges in the remaining of the SPA voting process.

SECTION 3: FINAL STUDENT SENATE REVIEWS

- A. Student Senate shall conduct two (2) readings of the proposed requests at regular scheduled meetings in the weeks immediately following the last SPA presentations. The purpose of these Final Student Senate Reviews is to develop a final, balanced allocation to the events in which Student Senate thinks will enhance the university experience for students, in coordination with the SPA Mission Statement.
- B. The allocation of the monies can be divided any way Student Senate warrants necessary to fulfill its goals. A lump sum can be given to one or multiple organizations that have presented.
- C. The finalized allocation of monies shall be voted upon by eligible Senate voting members and passed by a two-thirds (2/3) vote.
- .

SECTION 4: REMOVAL OF A SPA PROGRAM

- A. At any time during the school year, Student Senate shall have the authority to call for two removal hearings of an SPA program if the said program is thought to: violate any of the program requirements listed in Part I, Sections I and II of the bylaws, or misuse of the intended use of a past years allocation to a specific event.
- B. Student Senate shall provide specific, written examples of questionable behavior or policies that specifically violate the requirements mentioned above.
- C. To hold removal hearings it takes a vote of at least 2/3 of the voting members of Student Senate, who have not forfeit their right to vote due to truancy at either the SPA Trainings
- D. The removal hearings are to be held during regular Student Senate meetings. The program will be allowed a twenty (20) minute presentation at the first hearing to defend itself against the charges brought by Student Senate, in which it must specifically refute the stated charges.
- E. Following both hearings, discussion and questioning by Student Senate and the audience, Student Senate shall vote whether or not to officially remove the program from the SPA.

- F. To remove a program from the SPA it takes a vote of at least 3/4 of the voting members of Student Senate, who have not forfeited their right to vote due to truancy at either the SPA Trainings or the Student Fee Open Forums.

SECTION 5: BYLAW INTERPRETATION

- A. If bylaw interpretation is needed the voting members of Student Senate shall temporarily close the SPA session immediately. In regular session the voting members of Student Senate will then decide the interpretation of the bylaw or bylaws in question.
- B. When the interpretation has been established Student Senate shall re-enter the SPA process and the Chairperson shall announce their interpretation to the public.

Appendix A

SPA Program Performance and Assessment Guidelines

The following is a **NON-INCLUSIVE** list of considerations that Student Senate members should be expected to make, and Program Directors should be expected to be aware of. The sufficient performance or non-performance of any area established below does not necessarily warrant either a recommended increase or decrease in funding.

- Administration
 - Financial records and bookkeeping
 - Accuracy
 - Timeliness
 - Effort
 - Familiarity with financial situation of program
 - Creativity in usage of funds/collaborative effort
 - Extent of fundraising effort
 - Conveyance of information to Student Senate
- Student Reach
 - Accessibility of programming/services
 - Non-exclusive nature of programming/services
 - Reasonable per-student cost
 - Level of impact on student life
- Content
 - Alignment with UNC Academic Plan
 - Promotion of diverse interest
 - Community Benefit
- Planning/Objectives
 - Evidence of planning
 - Specificity and Intentionality of goals/objectives
 - Trends in performance/service
 - Attainment of goals/objectives
 - Opportunity Cost of Funding Decisions

CHAPTER VIII - INFORMATION TECHNOLOGY (ITECH) FUND ALLOCATION PROCESS

SECTION 1: INFORMATION TECHNOLOGY FUND ALLOCATION

- A. Purpose
Student Senate shall have the authority to establish policies and procedures for the allocation of the Information Technology (ITECH) money with the support of the University Center Director and/or the Student Senate Advisor. The availability of the ITECH funds is based on the UNC Board of Trustees' approval of the budget at the beginning of each fiscal year and is not an automatic amount granted to Student Senate.
- B. Membership
 1. The Director of Finance is the liaison and chair of this standing committee.
 2. Three (3) Finance CSCs shall serve as a representative upon the ITECH Committee and SPA Committee.
 3. A minimum of two (2) Students-At-Large
 4. The Student Senate Advisor and the Student Rights Advocate shall serve as a non-voting representative upon the ITECH Sub-Committee.
- C. Meetings
 1. Must be held every once a month during the fall and spring semesters.
 2. The chair may hold special meetings at his or her discretion.

SECTION 2: GENERAL QUALIFICATIONS

- A. To be eligible to apply for the ITECH funds, programs must be student fee funded. The only exception to this provision shall be the University Center Business Office, due to the amount of direct support it provides to student fee funded clubs, organizations, and programs.
- B. Programs' technology to be purchased or replaced must conform to the UNC Information Technology Desktop Computing standards. Exceptions may be granted on a case-by case basis, subject to the approval of the committee.
- C. Student fees shall not provide for any technology whose primary purpose appears to be for personal use.
- D. At no time will Student Senate be responsible for any deficit spending done through the repair and replacement of technology requests or any money received through the ITECH process.

SECTION 3: APPLICATION PROCESS

- A. In conjunction with the University Center Director and/or the Student Senate Advisor, the Director of Finance shall confirm that funding exists to initiate the ITECH Application Process. This confirmation is done through the Information Management & Technology Department.
- B. When funding exists, the Director of Finance will send an application and submission deadline to each eligible program the first Monday following the confirmation of the availability. Applications shall be submitted within fifteen (15) days of receiving the application.
- C. The Director of Finance shall work together to formulate a fair funding process using a rating system that can document and justify funding allocations.
- D. The ITECH Sub-Committee will review all ITECH applications to determine funding allocations two weeks after applications are submitted. After funding allocations are determined the Director of Finance will contact each applicant regarding the approval or denial of funding.

SECTION 4: RESPONSIBILITIES OF APPLICANTS

- A. All programs must submit an ITECH Application within fifteen (15) days of receiving the application from the Director of Finance.
- B. Programs must articulate:
 - 1. The impact the new technology will have on students
 - 2. The proposed budget for new technology
 - 3. A description of the existing technology to be replaced if ITECH funding is received

**Information Technology Funding Application
Student Senate
University of Northern Colorado**

Application Information

Name: _____ Program: _____

Email: _____ Campus Address: _____

Campus Telephone: _____

Eligibility

Is your program supported by student fees? Yes No

Does your program's current technology fall below the UNC standards?

Standards can be found at: <http://www.unco.edu/it/aboutIT/UNCDesktopStandards.pdf>

Purpose of Funding Request

In the space below, please provide a description of each of the following to the best of your ability:

1. Description of the impact new technology will have on students.
2. Proposed budget for new technology.
3. Description of existing technology to be replaced.

Please keep your answers clear and concise. Feel free to attach any additional pages or information that will help answer the questions and support your request for funding.

Student Senate Approval

- Request Not Approved**
- Request Approved for \$** _____

CHAPTER IX - STUDENT AFFAIRS COMMITTEE

SECTION 1: STUDENT AFFAIRS

- A. Purpose
The purpose of the Student Affairs Committee is to empower students to inspire change through communication and campus involvement.
- B. Membership
 1. The Director of Student Affairs is the liaison and chair of this standing committee.
 2. Voting Members
 - a. Each Student Affairs CSC shall serve as a representative upon the Student Affairs Committee.
 - b. A minimum of two (2) Students-At-Large
- C. Meetings
 1. Must be held every other week during the fall and spring semesters
 2. The chair may hold special meetings at his or her discretion.

SECTION 2: JOB DESCRIPTION

1. Coordinate all Student Senate outreach activities, which include but are not limited to:
 - a. Coordinates Student Senate Representation at the Student Involvement Fair.
 - b. Maintain the collection of student voice cards at designated suggestion box locations
2. The committee shall decide how to address concerns voiced by the Student Body from all forms of communication.
3. The committee is responsible for continuous student outreach.
4. The committee shall discuss content advertised on the Student Senate website, and any changes must be finalized by the Director of Student Affairs.
5. Maintain an open channel of communication with the Office of the Vice President of University Relations.
6. Maintain an open channel of communication with all of the Cultural Centers on campus
7. Assist in the development of the Student Senate budget for the University Relations budget area in collaboration with the Director of Finance
8. Act as a record keeping and resource historian for the Student Senate Student Services.
9. Coordinate the recruitment of student volunteers, and maintains a pool of student volunteers for Student Senate members needing students to serve on committees.
10. Obtain monthly reports for each service, which includes activities and projects, use statistics, and upcoming events of each service. This information will assist the Student Affairs Committee in the hiring procedures.
11. Compile semester reports at the end of each academic year, to be made available for public inspection.
12. Work as public relations for Student Cabinet.
13. Maintain the McKee Breezeway Chalkboard as needed.

SECTION 3: BYLAW ADHERANCE

The Student Affairs Committee must adhere to all bylaws outline in Chapter III.

CHAPTER X - PERSONNEL

PART I – GENERAL STUDENTS IN COMMITTEE

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 allowing any and all interested students to serve on a Student Senate Committee.

Part II – STUDENT SENATE HIRED POSITIONS DURING ELECTIONS

SECTION 1: INTENT

The following procedures are designed to guide the hiring process for filling the Student Senate Administrative Assistant, Student Rights Advocate, and Election Commissioner/Parliamentarian during times of Elections.

SECTION 2: JOB DESCRIPTION/APPLICATION

1. Once the position becomes available, the job description and application must be made available through Handshake or paper copies if needed.
2. The job description must include job requirements and qualifications which reflect the actual duties of the position, as well as the deadline for applications.
3. 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.
4. 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 enough applications turned in.
5. The applications must be submitted to Handshake or the Student Senate Office, by the deadline, to be considered for the position

SECTION 3: ADVERTISING

1. At any time, there is a position opening, the Director of Student Affairs shall meet with the Student Body President and the Student Senate Advisor to create an advertising plan.
2. At minimum, positions shall be:
 - a. advertised on the online student employment job bank,
 - b. and announce the open position at the first Student Senate meeting after the position becomes open.
3. Advertising for positions will take place at least ten (10) class days before the application deadline.
 - a. All advertisements will be approved and kept on file by the Student Rights Advocate.

SECTION 4: FORMATION OF AN HIRING COMMITTEE

1. The interview committee will be made up of three (3) to four (4) voting members and one (1) non-voting member as follows:
 - a. The Director of Student Affairs, or a Student Senate Director as proxy
 - b. The Student Body President, or a proxy appointed by the Student Body President
 - c. The Student Senate Advisor or a proxy appointed by the advisor
 - d. The Student Rights Advocate or a proxy appointed by the Student Rights Advocate shall serve as a non-voting member.
 - e. A Senator-At-Large or a proxy appointed by the senator (if applicable)
2. Proxies in the event of the hiring committee are defined as any current Student Senate member.
3. The Director of Student Affairs may choose to recommend Student Senate members for the interview committee. Alternates shall replace any committee members who are unable to fully complete their duties.
4. 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.
5. Upon approval by the Student Rights Advocate, 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.
6. Interviews are open to the public for observation, with exception of the opposing candidates. Therefore, interviews must be posted in accordance with Sunshine Laws outlined in CRS Section 24-6-402.
7. The interview committee shall be formed at least 24 hours before criteria and questions for the interviews are formulated.
8. 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 5: PAPER CUT PROCEDURE

1. If more than five (5) applicants apply for one position, the Director of Student Affairs may choose to implement a paper cut process.
2. The selected hiring committee for the position at the time shall sit on the paper cut process committee.
3. 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 the Director of Student Affairs, Student Senate Advisor, and Student Rights Advocate prior to the start of hiring for the academic year
4. 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 6: INTERVIEW PROCEDURE

1. Interviews must be conducted with consistent procedures and must ensure equal treatment of all candidates.
2. 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 Student Rights Advocate. Student Senate Bylaws

3. 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.
4. All applicants will be advised of their right to file a grievance with the Student Rights Advocate within 30 days of the interview. Applicants will be asked to fill out an Interview Questionnaire form after completion of the interview process, to be turned in to the Student Rights Advocate (Appendix A).
5. After all applicants have been interviewed, the interview committee shall deliberate and vote for the best applicant while none of the applicants are present.
6. All official decisions of the hiring committee require simple majority consent of the voting membership.
7. If none of the applicants are adequately qualified, the interview committee may choose to extend the application deadline, and interview new applicants.
8. All applicants for a position shall receive notification of the outcome of their interview within five (5) class days of the committee decisions.
9. It shall be the duty of the Director of Student Affairs to compile accurate and sufficient records of all proceedings and decisions throughout the interview process and retain hiring documents in accordance with university policy. All records will be kept on file by the Student Rights Advocate for the next 12 months following the interview.

SECTION 7: HIRING PROCESS FOR THE STUDENT RIGHTS ADVOCATE

1. The hiring committee for the Students Right Advocate position shall be compromised of the following members:
 - a. The Chief Justice of Student Judiciary or an appointed proxy in replace of the Student Body President. To provide neutrality and information on the grievance policy.
 - b. The Director of Student Affairs, or a Student Senate Cabinet Member as proxy
 - c. The Student Senate Advisor or a proxy appointed by the advisor
 - d. A Student Senate Member at Large appointed by the voting body of Student Senate.
2. This position shall not be appointed through a presidential appointment due to the nature of the work of the Student Rights Advocate being the neutral, unbiased, and non-discriminatory body of the Student Senate.

Part III – STUDENT SENATE VACANCIES PROCEDURE

SECTION 1: INTENT

The following procedures are designed to guide the hiring process for filling Student Senate Vacancies (excluding the Student Senate President, Student Rights Advocate, and Student Trustee)

1. To increase the likelihood that the hiring process will result in the employment of the most qualified applicant.
2. To ensure 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.
4. Student Senate does not discriminate based on ethnicity, gender, religion, color, age, disability, sexual orientation, national origin, veteran or economic status.

SECTION 2: JOB DESCRIPTION/APPLICATION

6. Once the position becomes available, the job description and application must be made available through Handshake or paper copies if needed.
7. The job description must include job requirements and qualifications which reflect the actual duties of the position, as well as the deadline for applications.
8. 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.
9. 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 enough applications turned in.
10. The applications must be submitted to Handshake or the Student Senate Office, by the deadline, to be considered for the position

SECTION 4: FORMATION OF AN HIRING COMMITTEE

1. The interview committee will be made up of three (3) to four (4) voting members and one (1) non-voting member as follows:
 - a. The Director of Student Affairs, or a Student Senate Director as proxy
 - b. The Student Body President, or a proxy appointed by the Student Body President
 - c. The Student Senate Advisor or a proxy appointed by the advisor
 - d. The Student Rights Advocate or a proxy appointed by the Student Rights Advocate shall serve as a non-voting member.
 - e. A Senator-At-Large or a proxy appointed by the senator (if applicable)
2. Proxies in the event of the hiring committee are defined as any current Student Senate member.

SECTION 5: PAPER CUT PROCEDURE

1. If more than five (5) applicants apply for one position, the Director of Student Affairs may choose to implement a paper cut process.
2. The selected hiring committee for the position at the time shall sit on the paper cut process committee.
3. 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 the Director of Student Affairs, Student Senate Advisor, Student Body President, and Student Rights Advocate prior to the start of hiring for the academic year.
4. 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 6: INTERVIEW PROCEDURE

1. Interviews must be conducted with consistent procedures and must ensure equal treatment of all candidates.
2. 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 Student Rights Advocate. Student Senate Bylaws

3. 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.
4. All applicants will be advised of their right to file a grievance with the Student Rights Advocate within 30 days of the interview. Applicants will be asked to fill out an Interview Questionnaire form after completion of the interview process, to be turned in to the Student Rights Advocate (Appendix A).
5. After all applicants have been interviewed, the interview committee shall deliberate and vote for the best applicant while none of the applicants are present.
6. All official decisions of the hiring committee require simple majority consent of the voting membership.
7. If none of the applicants are adequately qualified, the interview committee may choose to extend the application deadline, and interview new applicants.
8. All applicants for a position shall receive notification of the outcome of their interview within five (5) class days of the committee decisions.
9. It shall be the duty of the Director of Student Affairs to compile accurate and sufficient records of all proceedings and decisions throughout the interview process and retain hiring documents in accordance with university policy. All records will be kept on file by the Student Rights Advocate for the next 12 months following the interview.

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 - a. The Chief Justice of Student Judiciary or an appointed proxy in replace of the Student Body President. To provide neutrality and information on the grievance policy.
 - b. The Director of Student Affairs, or a Student Senate Cabinet Member as proxy
 - c. The Student Senate Advisor or a proxy appointed by the advisor
 - d. A Student Senate Member at Large appointed by the voting body of Student Senate.
- B. This position shall not be appointed through a presidential appointment due to the nature of the work of the Student Rights Advocate being the neutral, unbiased, and non-discriminatory body of the Student Senate.

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.

Appendix A
STUDENT SENATE INTERVIEW QUESTIONNAIRE

This is a questionnaire to aid the Student Senate Director of Student Affairs and the Student Rights Advocate 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?

PART IV: ATTENDANCE POLICY

All members of Student Senate must attend all meetings and may not accumulate more than two (2) unexcused absences per semester.

- a. Student Senate members must notify the Student Body President, Chief of Staff, and Student Senate Advisor before missing a meeting. Rescheduling office hours will be considered on a case-by-case basis following a conversation with the Student Senate Advisor.
 1. An excused absence includes medical reasons or emergencies, class and academic excused absence, and personal emergency, such as but not limited to family death or illness.
 2. An unexcused absence is any absence that is not covered by the stipulations of an excused absence. Failure to notify Student Body President, Chief of Staff, and Student Senate Advisor before missing a meeting, results in an unexcused absence.
- b. If a member of Student Senate exceeds their two (2) unexcused absences, the Student Body President, Chief of Staff, and Student Senate Advisor will ask the member to resign. If the member refuses to resign, a formal grievance may be filed against them by the Student Rights Advocate via Student Judiciary.

CHAPTER XI – ACCOUNTABILITY & EQUAL OPPORTUNITY

PART 1 - AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

SECTION 1: POLICY

Student Senate is an affirmative action/equal opportunity (AA/EO) employer and is firmly dedicated to AA/EO. Student Senate shall operate pursuant to the policies and regulations set forth by the University of Northern Colorado (UNC) concerning affirmative action and equal opportunity.

- A. Mandatory Reporting of Discriminatory Behavior
 - 1. Student Senate members who become aware of conduct that they believe may violate the University's non-discriminatory policies must report the behavior to the Student Rights Advocate immediately. All reports will be handled confidentially.
- B. Conflict of Interest
 - 1. Student Senate members shall avoid conflicts of interest and the appearance of impropriety. Student Senate members shall refrain from voting on election matters if they have an actual conflict of interest or a relationship with an interested party that gives rise to an appearance of impropriety. Relationships that constitute a conflict of interest include a familial relationship, amorous relationship, or any other relationship that affects the Student Senate member's ability to be unbiased in the execution of his or her election related duties or raises an appearance of impropriety. Each Student Senate member is responsible for determining whether he or she has a conflict of interest or a relationship with an interested party that could give rise to an appearance of impropriety and shall thereupon recuse him or herself from voting on that election matter. If a Student Senate member voluntarily removes him or herself from the vote, that member shall be subtracted from the entire voting membership for that vote. If the Student Senate member declines voluntary recusal, the Student Rights Advocate shall decide whether or not the Student Senate member who has been challenged shall refrain from voting. If the Student Senate member is removed from the vote by the Student Rights Advocate, that member shall be subtracted from the entire voting membership for that vote.
- C. Inasmuch as Student Senate has entrusted the Student Rights Advocate to act in a fair and equitable manner concerning AA/EO policies as defined by law, the decisions and expertise regarding any AA/EO procedures may not be questioned or challenged in a Student Senate meeting insofar as confidentiality may be breached.

PART 2 - STUDENT JUDICIARY

SECTION 1: STUDENT JUDICIARY

- A. Purpose – The Student Judiciary shall interpret and manage all grievances filed against any person or group pertaining to the Student Senate Bylaws and Constitution.
- B. Procedures – Student Judiciary will operate under the Rules and Procedures for Student Judiciary.

SECTION 2: ACCOUNTABILITY OF STUDENT CABINET OFFICERS

- A. Intent
 - 1. In effort of keeping student leaders accountable for their actions and representation of the student body, this procedure has been established as a method for removing Student Senate personnel.

- B. The following alleged conditions or occurrences are justification for the filing of a grievance and possible removal from Student Cabinet office:
1. Violation of the leave of absence contract
 2. Failure to follow job description and qualifications as outlined by the Student Senate Bylaws
 3. Failure to follow the Student Body Constitution, Student Senate Bylaws, or any of Student Senate's policies and procedures
 4. Contribute or participate in any act, which seriously violates the policies that govern the Student Body and/or the University of Northern Colorado

SECTION 3: REMOVAL PROCESS

A grievance to remove a Student Senate cabinet member must be submitted in writing to the Student Rights Advocate. If the Student Rights Advocate deems the grievance legitimate, she/he shall forward the grievance to the Student Judiciary who shall hear the case and determine appropriate action. Removal may also be a determined action of any grievance heard by Student Judiciary.

CHAPTER XII - STUDENT RIGHTS

SECTION 1: PURPOSE

The purpose of this chapter is to ensure certain rights of individual students and the entire student body as clearly defined to protect these rights from being violated.

SECTION 2: DEFINITIONS

Public Documents: Student Senate public documents shall consist of agendas and minutes for all meetings of Student Senate, Standing Committees, and Standing Sub-Committees. Public documents shall also consist of Standing Resolutions of Student Senate, Student Senate Bylaws, The Student Body Constitution, and any other document deemed public by Student Senate.

Non-Public Documents: Student Senate private documents shall consist of Student Senate Executive Meeting Minutes, Personnel Documents, Private Legal Documents and any other documents deemed private by Student Senate by a vote of two thirds of the Student Senate.

SECTION 3: STUDENT RIGHTS

- A. Proposals: Any student can submit a proposal on the floor. This can be done by providing a copy of the proposal to the Student Cabinet Administrative Assistant and obtaining the Student Body President's approval at least two days prior to the meeting. A student can submit a proposal at a Student Senate meeting by requesting an amendment to the agenda to include the proposal. In either case, the proposal must be seconded at the meeting by a voting member of Student Senate.
- B. Public Documents: Any student may view or request copies of public Student Senate documents by submitting a request in writing to the Student Cabinet Administrative Assistant, upon which the Student Cabinet Administrative Assistant will have five (5) working days to fulfill the request. All copying costs incurred by the request will be the responsibility of the individual requesting the documents.

- C. **Chair Recognition:** Every student has the right to be directly recognized to speak by the chair at any Student Senate function, except Executive Sessions.
- D. **Office Hours:** Every student has the right to come to a Student Cabinet member’s office hours. During these office hours, every student has the right to be heard and discuss any UNC issue relevant to the particular member’s Student Cabinet duties. In compliance with the Open Meetings Act C.R.S.A. Section 24-6-402.
- E. **Petitions:** Every individual student and any student group have the right to petition the student body. The student body can be petitioned on any issue including amendments to the Student Body Constitution (see Constitution), removing a member of Student Senate (see Chapter XIII), or on any other issue a student or group chooses. All official petitions must include name of student, their signature, and their PDID. Student petitions may not use the UNC website.

SECTION 4: 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.

CHAPTER XIII - STANDING RESOLUTIONS OF STUDENT SENATE

SECTION 1: PURPOSE

It is the purpose of this chapter to archive resolutions that a particular Student Senate believes to be important and significant enough that they stand as ongoing resolutions. Each standing resolution will be designated a number and dated. The vote on that resolution will also be recorded. To add/retract a resolution a 2/3 majority vote is required. All resolutions must be kept on file by the Student Body President and shall be posted on the Student Senate website.

SECTION 2: Standing Resolutions

Standing resolutions are those resolutions that have no definite ending time. These resolutions shall be kept indefinitely on file by the Student Body President and posted on the Student Senate website. For a Student Senate to retract a standing resolution that a previous Student Senate enacted a vote of two thirds of Student Senate is required. If a resolution is retracted it will placed in the Student Senate archives and labeled as retracted. It will also be removed from the Student Senate website.

SECTION 3: Time-Specific Resolutions

Time-specific resolutions are those resolutions that Student Senate passes which deal with an issue that has a definite ending time. Time-specific resolutions must have the length of time in which they are valid. This time must be expressly stated in the resolution. Until that time, the resolution will be kept on file by the Student Body President and posted on the Student Senate website. After this time, the resolution is considered retracted. It will be placed in the Student Senate archives and labeled as expired. Also, it will be removed from the Student Senate website.

SECTION 4: Resolution Format

In addition to the text of the resolution, each resolution must have the following information: resolution number, date adopted, adopting council, and proposer(s). Within the text of the resolution it must expressly state what Student Senate is resolving and the reasons that make this resolution necessary. It must be adopted during a Student Senate meeting by two thirds of Student Senate.

CHAPTER XIV . UNIVERSITY CENTER ADVISORY BOARD & CAMPUS RECREATION ADVISORY BOARD

PART 1: UNIVERSITY CENTER ADVISORY BOARD

SECTION 1: HISTORY

In 1956, the student body of the University of Northern Colorado approved the assessment of a fee to construct a University Center to provide programs and services to the students and other members of the University community (faculty, staff, alumni, and guests). The bond issue was retired in 1984. In 1986, a proposal to renovate the University Center was approved by the student body. Through the construction and subsequent renovation the University Center, the students of UNC have demonstrated their willingness to provide and be responsible for a community center for the University.

The University Center Advisory Board is to work in conjunction with the University Center for the purpose of formulating, initiating, recommending and reviewing all policies with respect to the management of the facility and services offered to all members of the University community.

SECTION 2: PURPOSE

It is the purpose of the UCAB with the policy power granted it by the University of Northern Colorado President, to initiate, review, and make recommendations concerning the following:

- A. General policies regarding the operation, management, budget, renovation, and future planning of the University Center
- B. Procedural policies related to the use of the University Center facilities
- C. Policies related to the regulation of the activities, members, guests, and organizations using the facilities
- D. Policies related to the suspension of use or denial of privileges of the facilities providing such action does not supersede University regulations
- E. Policies related to permanent or temporary space assignments within the University Center
- F. Any other policies of the University Center that UCAB believes should be reviewed

SECTION 3: MEMBERSHIP

- A. Student Trustee shall serve as a representative on UCAB
- B. Voting membership of UCAB shall include:
 - 1. Four students at large to be appointed by Student Senate
 - 2. One faculty representative appointed by Faculty Senate
 - 3. One representative appointed by the Professional Administrative Staff Council
 - 4. One representative appointed by the Classified Staff Council
- C. Ex Officio Membership:
 - 1. University Center Director
 - 2. One staff member of the University Center appointed by the University Center Director

3. One staff member of the Student Activities Office appointed by the Associate Director for Student Activities

SECTION 4: TERM OF APPOINTMENT

Each appointed member shall serve from the time appointed until the end of the current academic year.

SECTION 5: JOB DESCRIPTION

- A. The Student Trustee is responsible for recruiting students-at-large to serve on UCAB. These students must be approved by Student Senate.
- B. The Student Trustee must assist the chair with the organization and implementation of meetings.
- C. The Student Trustee shall keep Student Senate Cabinet Members informed discussions and recommendations specific to UCAB.

SECTION 6: MEETINGS

- A. Meetings of the UCAB shall be held at the chair's discretion. Meetings should be held at least once per semester during the regular academic year. Meetings shall be announced at a Student Senate meeting at least (7) days in advance and open to the public.
- B. All votes require a majority of the members present to pass. Proxy votes will not be accepted.

SECTION 7: OVERSIGHT AUTHORITY

- A. Policies related to legal and fiscal matters are subject to the review and approval of the Board of Trustees.
- B. The University Center Director may veto UCAB policies if he/she feels they are not in the best interests of the total University Center operation and/or the University. Justification for vetoing any UCAB policy shall be submitted in writing by the University Center Director at the next UCAB meeting. Such veto may be appealed to the University Vice President for Finance & Administration.

SECTION 8: AMENDMENTS

- A. Amendments to these Bylaws must be proposed by a voting member of UCAB giving notice of such amendments, in writing, one week prior to its consideration.
- C. Amendments shall become effective upon a 2/3 vote of the entire voting membership of Student Senate.
- D. No Bylaws or amendments to the Bylaws shall be contrary to nor overrule any section of the Student Body Constitution or Student Senate Bylaws.

SECTION 8: PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Roberts Rules of Order shall govern the UCAB in all cases to which they are applicable and in which they are not inconsistent with the UCAB Bylaws.

CHAPTER XV - GRADUATE STUDENT ASSOCIATION

SECTION 1. PURPOSE

- A. The purpose of the Graduate Student Association (GSA) is to advance the interests of graduate students at the University of Northern Colorado through representation of graduate student's needs and support of activities central to graduate education, such as research and scholarly activities.

SECTION 2. GOVERNANCE

- A. The GSA President will direct all functions of the GSA. The GSA will compensate the GSA President with a .40 FTE stipend. Student Senate will remunerate tuition expense (up to 10 credits for fall and springs semesters) for the GSA President. Student Senate will only remunerate out of state tuition expenses for a maximum of one year. The GSA President is responsible for:
1. Developing the administrative budget and proposing all GSA budgets in the SPA process. All expenditures from the administrative budget will be subject to approval of the GSA President.
 2. Maintaining communication channels with and advocating the interests of the graduate student population of the University
 3. Serving as a representative member and/or nominate student appointments to various councils/committees relevant to graduate students' interests, such as:
 - a. Graduate Council
 - b. Faculty Research and Publications Board
 - c. Any others deemed appropriate by the GSA President or the Dean of the Graduate School
 4. Recruiting and maintaining an active group of GSA Representatives
 5. Establishing a budget for the GSA that is approved by the Dean of the Graduate School
 6. Hiring a Vice President if the need is present
 7. Supervising and/or collaborating on Academic Research Day during Academic Excellence Week
 8. Serving as the President of the Graduate Student Association on Student Senate
 9. Completing an End of the Year Report at the end of the Spring semester, to be passed on to the incoming GSA President
 10. Directing the Conference/Research Grant application process
 11. Collaborating with Graduate School staff in updating and maintaining the GSA website
 12. Collaborating with Graduate School staff in planning and coordinating graduate student professional development workshops with various organizations around campus
- B. The GSA President's term of office will be one year from the time of their hire. The term will coincide with the fiscal year (i.e., beginning July 1 and ending June 30). The President has the option of applying for up to two terms.
1. The acting GSA President has the responsibility of training the incoming GSA President before or immediately after the start date.
 2. The GSA President will undergo a yearly review after the Fall Semester, held by the Dean of the Graduate School.
 3. If the Dean of the Graduate School deems the review unfavorable, he/she may begin the removal process.
 4. If the GSA President leaves office, he/she may be replaced by an appointed graduate student. The Dean of the Graduate School and Director of Student Activities with consult and jointly appoint the replacement.

- C. The Vice President's responsibilities shall be determined by the current GSA President. These responsibilities may include:
1. Assist in maintaining the GSA's web site
 2. Assist in maintaining the GSA's database of expenditures and application information
 3. Acting for the GSA President in his/her absence
 4. Assist in coordinating the graduate student listserv
- D. The GSA President will appoint up to eleven Representatives for the graduate student body (two per college, and one to represent off-campus students). Prospective representatives will submit a letter of interest and resume to the GSA and will complete an interview process with the GSA President and Vice President, who will make the final decision to select all GSA representatives. The maximum amount of time a GSA representative can serve on the GSA Council is 2 years. Removal of a GSA Council Representative will be initiated by the GSA President and voted on by the GSA Council. There must be a 2/3 majority vote. The GSA Representatives will be responsible for the following:
1. Attending all GSA meetings in order to review grant applications
 2. Helping the President make informed decisions about GSA policies and procedures
 3. Giving input regarding student concerns and needs around campus
 4. Helping to plan and prepare for GSA-sponsored events

SECTION 3. HIRING OF THE GSA PRESIDENT

- A. All persons seeking the office of President of the Graduate Student Association must file a letter of intent, resume, and vision statement for their term with the current GSA President. Following the application deadline the Graduate Student Association Council will screen each application. The GSA Council will be responsible for recommending up to five applicants to be interviewed. At this point the Dean of the Graduate School, the current GSA President, and the Director of Student Activities shall interview and select the most qualified candidate.
1. All candidates must be a graduate student and enrolled in one (1) credit or more of graduate courses during the semester of the hiring process and the academic year for which they will serve. They must hold an overall GPA of at least 3.0.

SECTION 4. REMOVAL OF THE GSA PRESIDENT

- A. If a grievance is filed against the GSA President, it is to be reviewed by the Dean of the Graduate School, the Director of Student Activities and the GSA Council. They together shall decide if the grievance has merit, and if so, shall discuss and vote on an appropriate course of action. All votes require a 2/3 majority. If the GSA President is to be removed early from their term of office, the Dean of the Graduate School and Director of Student Activities with consult and jointly appoint a suitable interim replacement until the hiring process for a new President is completed.

SECTION 5. FUNDING

- A. GSA monies are a separate line item on the Student Fee Budget as approved by the Student Programming Allocations. The GSA must comply with Chapter II of the Student Senate bylaws in order to receive funding.
- B. The GSA will determine the parameters and procedures for the dissemination of funds allocated to the GSA by the Student Programming Allocations.
- C. The President of the GSA is the director of the GSA budget.

- D. During the Student Programming Allocations, the President of the GSA, as the director of the GSA budget, cannot act as a voting member of Student Senate. To ensure there is graduate student representation within the voting membership, another graduate student must be appointed by the President to act as a voting member. This appointed graduate student must be trained in SPA proceedings by the Director of Finance before the first Student Fee Open Forum or they will lose privileges associated with being a voting member.

SECTION 6. GSA BYLAWS

- A. The GSA administration may construct bylaws to govern processes under their administration. These bylaws are not subject to Student Senate approval, but Chapter IV of the Student Senate bylaws takes precedence over GSA bylaws.