



UNIVERSITY OF  
**NORTHERN COLORADO**

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**Student Senate**

**Constitution**

**UPDATED**

02/21/2019

# Student Senate Bylaws

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### ARTICLE I - NAME

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1. The name of this organization shall be the Student Body.

### ARTICLE II - MEMBERSHIP OF THE STUDENT BODY

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1. The membership of the Student Body shall include all students enrolled at the University of Northern Colorado for one (1) or more hours of academic credit as defined by University policy.

## ARTICLE III - RIGHTS OF THE STUDENTS

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1. All members of the Student Body shall be entitled to equal rights and privileges as set forth in this Constitution and the Student Senate Bylaws.

## ARTICLE IV - STUDENT SENATE

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### Section 1: Authority and Composition

1. The official authority to represent the Student Body shall be vested in Student Senate, which shall be comprised of the Student Cabinet and representative members. Student Cabinet positions shall be elected each spring semester. Representative members shall be appointed or elected by their own respective organizations. Each Student Cabinet member and Representative member shall be voting members of Student Senate unless otherwise specified in this Constitution.

### Section 2: Governing Authority

1. Student Senate will be subject to policies enacted by the University of Northern Colorado Board of Trustees, Colorado law and United States law.

### Section 3: Powers

1. Student Senate shall be entitled to all power granted to it by this Constitution.
2. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to adopt, amend, and appeal Bylaws, procedural rules or policies for the operation of Student Senate.
3. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to represent the Student Body in the development of and recommendations for the allocation and management of all student fees subject to the approval of the University of Northern Colorado Board of Trustees.
4. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to appear on behalf of and speak for the University of Northern Colorado Student Body in the nation, state, city or University on all matters concerning the students of UNC. Student Senate shall have the responsibility to identify issues concerning the students of the University of Northern Colorado.
5. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to enact resolutions deemed necessary and appropriate to address the concerns or to promote the best interests of the Student Body. Student Senate has the responsibility to present all resolutions to the appropriate group of individuals and to work towards ensuring their success.
6. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to establish and abolish standing and temporary committees. All committees shall require a statement of purpose, a description of membership, a specified duration

and a set of Bylaws approved by Student Senate. All student appointments shall be administered through a Student Senate appointment process.

7. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to approve all student appointments to all University related Student Senate standing or temporary committees. All student appointments shall be administered through a Student Senate appointment process.
8. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to establish and/or sponsor services deemed useful to the needs of the Student Body.
9. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall have the power to establish and sponsor activities and programs deemed useful to the needs of the Student Body and/or the University community.
10. Upon a majority vote of the entire voting membership, Student Senate shall have the authority to amend this Constitution and the Student Senate Bylaws *through one hearing* in order to:
  - a. Update personnel titles;
  - b. Update office, school, department, and/or college titles to coincide with current University structure and titles;
  - c. Correct any spelling, grammatical, or punctuation errors;
  - d. Correct and/or update formatting;
  - e. Delete outdated material

#### **Section 4: General Duties**

1. All members of Student Senate shall uphold the Constitution of the Student Body of the University of Northern Colorado, Student Senate Bylaws, and policies; shall be voting representatives of the Student Body; shall function in an open and available capacity to all members of the Student Body, shall obtain and maintain representatives on all Student Senate related committees, shall fulfill these obligations while maintaining an open, informed, and responsible relationship with other members of the Student Body, Student Senate, Student Judiciary and the University; shall maintain communication between those committees and Student Senate. Student Cabinet shall be required to participate in a retreat during the summer semester, which is planned by the Student Body President; shall be required to return to campus 2 weeks prior to the first day of class for training and preparation for the coming year; and shall be responsible for all other duties and assignments.

#### **Section 5: Membership**

1. The Cabinet of the Student Senate shall be comprised of the following members:
  - a. Student Body President: The Student Body President shall act as the official representative of Student Senate, shall act as a chairperson at all meetings of Student Senate and vote only in the case of a tie; shall maintain communication channels with the office of the University President; 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.

- b. Student Trustee: The Student Trustee for Student Cabinet shall participate as an advisory member to the Board of Trustees of the University of Northern Colorado to the extent permitted under the governing documents of that organization; shall be enrolled as a full-time equivalent junior or senior at the University of Northern Colorado; shall have been a resident of Colorado for at least three years; shall fulfill all other requirements as outlined in the Colorado Statutes (Section 23-40-104, CRS as amended); and shall serve as Student Trustee from July 1 to June 30 of each fiscal year.
  - c. Director of Student Affairs: The Director of Student Affairs for Student Cabinet shall act as a coordinator of the student services for Student Senate; shall act as the personnel officer for Student Senate; and shall maintain communication channels and provide representation with the other recognized campus governance groups to the extent permitted under the governing documents of those organizations.
  - d. Director of Finance: The Director of Finance for Student Cabinet shall act as a budget officer for Student Cabinet; shall maintain communication channels with the office of the University Vice President for Finance and Administration; secure a student voice, identify concerns, and keep both Student Senate and the Student Body informed of all decisions and actions affecting the Student Body.
  - e. College Senators: Three (3) Senators from each of the recognized College Student Councils shall be elected by the constituents of the respective College, and shall act as liaisons between the College and the Student Senate.
    - i. “Recognition” of each College Student Council shall be at the discretion of the Dean of the College.
    - ii. Once declared, “recognition” of any College Student Council shall be deemed to be in effect until and unless rescinded by the Dean of the College.
2. Representative Membership shall be afforded to the following:
- a. Graduate Student Association (GSA): The Representative for the Graduate School Association shall be appointed by the Graduate School Association, who shall act as the official representative for the Graduate Students.
  - b. Faculty Senate: A Faculty Representative shall be appointed by the Faculty Senate, who shall act as the official representative of the University’s Faculty.
  - c. Classified Staff Council: A Classified Staff Representative shall be appointed by the Classified Staff Council, who shall act as the official representative of the University’s Classified Staff.
  - d. Professional Administrative Staff Council Representative: A Professional Administrative Staff Representative shall be appointed by the Professional Administrative Staff Council, who shall act as the official representative of the University’s Exempt Staff.
  - e. Executive Staff Representative: The President of the University may designate one member of the Executive Staff to serve as a non-voting Administrative Representative.

**Section 6: Voting Rights**

1. Each eligible member shall have one vote in all matters requiring a vote. A proxy may be appointed by any voting member, subject to the approval of the Student Body President, but no proxy may be issued retroactively.
2. Any voting rights not specifically addressed in this Constitution shall be governed by policies and procedures established in the Student Senate Bylaws.

### **Section 7: Student Cabinet Terms of Office**

1. The term of office for members of Student Cabinet shall commence the first week of the first summer session and conclude at the end of the following Spring Semester.

### **Section 8: Student Cabinet Vacancies**

1. Positions within Student Cabinet shall be declared vacant by Student Senate if any member of Student Cabinet is removed from office by a recall election or fails to meet the qualifications for office.
2. Upon a two-thirds (2/3) vote of the entire voting membership, Student Senate shall fill all vacancies of Student Cabinet. All candidates shall be selected through the Student Senate Hiring Procedure; the exception to this appointment process would be the position of the Student Trustee which requires replacement in accordance with state statute.
3. If filling the vacancy is deemed to be an emergency by the President and the Student Senate Advisor, then the President shall recommend a temporary appointment to Student Senate, not to exceed one (1) academic term or leaving the office vacant for not more than one (1) academic term. This appointment must be confirmed upon a two-thirds (2/3) vote of the entire voting membership.

### **Section 9: Order of Succession**

1. Should the Student Body President be unable to fulfill the responsibilities of President having resigned or otherwise been terminated, the Student Rights Advocate and Student Senate Advisor shall organize an unbiased committee to select a new Student Body President from any interested Cabinet Members.

### **Section 10: Advisor**

1. There shall be at least one staff member employed by the University to work with Student Senate as an advisor.
2. Selection of the Advisor for Student Senate shall be the responsibility of the University after consultation with Student Senate.
3. The qualifications of the Advisor shall be determined by the University Administration after consultation with Student Senate.
4. The Advisor shall not have voting rights.
5. The responsibilities of the Advisor for Student Senate shall include:
  - a. Assisting in an advisory capacity in the operation and viability of Student Senate;
  - b. Attending and participating as an active advisor at all Student Senate meetings;
  - c. Acting as an administrative liaison to both Student Senate and the University;

- d. Facilitating the resolution of issues presented to or within Student Senate;
- e. Assisting the Student Body President with personnel decisions related to the elected and appointed members of Student Senate, their evaluations, and interpersonal relations;
- f. Meeting as needed with all scheduled retreats or in-service training as deemed necessary by Student Senate;
- g. Fulfilling all other duties and responsibilities as required by the University pertaining to this position.

### **Section 11: Student Senate Meetings**

1. Official meetings of Student Senate are open to the public. Meetings dealing with personnel or legal issues may be closed.
2. Regular and Committee meetings of Student Senate shall each be held biweekly and governed by the Student Senate Bylaws.
3. Special meetings of Student Senate shall be governed by the Student Senate Bylaws, and may be called:
  - a. by petition of at least two percent (2%) of the Student Body; *or*
  - b. by the Student Senate President; *or*
  - c. by the majority vote of Student Senate.
4. Town Meetings, open for all members of the Student Body, shall be called at least once during the Fall and Spring academic terms, and shall be governed by the Student Senate Bylaws.

### **Section 12: Quorum**

1. Quorum shall be defined as fifty percent (50%) plus one (1) of the voting membership of Student Senate. A quorum must be present for any official vote of Student Senate. The Chair shall be considered as a voting member of Student Senate for purposes of determining the existence of a quorum.

### **Section 13: Rules of Procedure**

1. Every member of the Student Body shall have the right to attend Student Senate meetings, to be recognized by the Chair, and to participate in all deliberations within procedural restrictions. Any addition to the agenda submitted to Student Senate requesting an official meeting requires either the signatures of ten percent (10%) of the members of the Student Body or the endorsement of at least one Student Senate member, and approval by the Student Body President.

### **Section 14: Parliamentary Authority**

1. The most recent issue of *Robert's Rule of Order* shall be used for all questions and parliamentary procedure not specifically contained in this Constitution and the Student Senate Bylaws.

# ARTICLE V - STUDENT CABINET ELECTIONS

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## Section 1: Election Rules and Procedures

1. All regular and special elections of the Student Body shall be governed by a Student Senate Election Rules and Procedures that shall specify all rules, regulations, procedures, dates, and other information deemed pertinent to the election by Student Senate.

## Section 2: Regular Elections

1. Regular elections shall occur during the spring semester each year.
2. Election of Student Cabinet members shall be held during each regular election.
3. Public notice of regular election shall be given at least twenty (20) regularly scheduled class days prior to the election.

## Section 3: Special Elections

1. Special elections in the form of referendum, initiative, or recall on specific issues shall be called by a two-thirds (2/3) vote of the entire voting membership or by petition containing the signatures of a minimum of ten percent (10%) of the members of the Student Body stating the specific issues to be resolved.
2. Petitions involving a special election must be reviewed by the Student Legal Service Coordinator to be sanctioned as lawfully valid.
3. Such elections shall be held not more than fifteen (15) regularly scheduled class days, excluding the last week of classes in any academic term, following the Student Body President's receipt of the petition or a vote of the council.

## Section 4: Determination of Results

1. All elections shall be decided by a plurality vote of the qualified student electorate votes cast in a regular or special election.

# ARTICLE VI - STUDENT JUDICIARY

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## Section 1: Jurisdiction

1. The Student Judiciary shall hear all appropriate complaints filed against any person or group employed by, funded through, or volunteering through Student Senate acting in the performance of their duties. Student Judiciary shall make decisions upon a majority vote.



**Section 2: Composition**

1. The members of the Student Judiciary shall consist of five Student Justices.

**Section 3: Advisor**

1. The advisor for the Student Judiciary shall be appointed by the Dean of Students. The advisor shall not hold voting power.

**Section 4: Student Justices**

1. Student Justices shall be selected by the guidelines set forth by Student Judiciary
2. Each Student Justice shall hold voting power.

**Section 5: Appointments and Vacancies**

1. In the event of a vacancy, a Student Justice shall be hired by the guidelines set forth by Student Judiciary

**Section 6: Term of Office**

1. Student Justices shall serve until they are no longer a member of the Student Body, are removed from office through the Student Justice removal process, or fail to meet the qualifications for office. Student Judiciary shall have the option of whether or not to hold formal meetings during the summer session.

**Section 7: Student Judiciary Meetings**

1. Meetings of Student Judiciary shall be held at least biweekly during the fall and spring academic terms. Meetings falling on finals week shall be optional as determined by Student Judiciary.

**Section 8: Procedural Rules and Policies**

1. Upon a two-thirds (2/3) vote of Student Judiciary, the Student Judiciary shall have the power to adopt, amend, and appeal procedural rules or policies for the operation of Student Judiciary.

**Section 9: Appeals**

1. Students have the right to file a written appeal of all Student Judiciary decisions to the Dean of Students Office as delineated in the Student Handbook.

# ARTICLE VII – QUALIFICATIONS

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## Section 1: Exemption

1. This Article VII *shall not apply* to the following members of Student Senate:
  - a. Faculty Senate Representative
  - b. Classified Staff Council Representative
  - c. Professional Administrative Staff Council Representative
  - d. Executive Staff Representative

## Section 2: Eligibility

1. Any student seeking election and/or appointment to Student Senate *must*:
  - a. Be a member of the Student Body while running for office or applying for appointment; *and*
  - b. Be a full-time student as determined by the University (applies to Fall and Spring Academic Terms only); *and*
  - c. Have a cumulative University of Northern Colorado or equivalent college cumulative grade point average above or equal to 2.50 on a 4.00 scale; *and*
  - d. Have an academic term grade point average above or equal to 2.30 on a 4.00 scale. This shall apply to the most recently-completed academic term.

## Section 3: Academic Standing and Standards

1. Any elected or appointed member of Student Senate *must*:
  - a. Be a full-time student as determined by the University during each term in office (applies to Fall and Spring Academic Terms only); *and*
  - b. Maintain a cumulative University of Northern Colorado grade point average above or equal to 2.50 on a 4.00 scale; *and*
  - c. Maintain an academic term grade point average above or equal to 2.30 on a 4.00 scale.
    - i. In courses wherein “S-U” grading is used, a “U” shall be classified as less than a 2.30 for the purposes of any grade point average calculation.
  - d. No member shall be eligible to hold any office or appointment if these Academic Standards are not maintained.
  - e. Any member failing to meet Academic Standards shall be expected to notify the Student Senate Advisor as soon as possible to tender resignation.
  - f. In any case of serious illness (which *must* be documented by a physician) or family emergency beyond a student’s control which significantly impedes the student’s ability to complete coursework such that a grade of “I” (Incomplete) is given, then the student shall be placed into a probationary status, subject to a two-thirds (2/3) vote of Student Senate.
    - i. The student shall be given four (4) weeks from the first day of the new academic semester to replace the “I” with a permanent grade. The recalculated cumulative and semester grade point averages must still

- conform to the established Academic Standards.
- g. In the case of a masters or doctoral proposal, thesis, or dissertation process lasting more than one semester in which the grade of “NR” is given, the student shall have the following semester to replace this with a satisfactory grade “S”. A letter documenting satisfactory progress will be required from the research advisor supervising the student.
  - h. In addition to maintaining Academic Standards, all members must fulfill their job requirements as defined in this Constitution and the Student Senate Bylaws or face removal. Removal processes shall be governed by the Student Senate Bylaws.

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## **ARTICLE VIII - COMPENSATION**

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### **Section 1: Amount of Compensation**

1. All Student Senate members eligible for compensation shall be compensated in accordance with the policies established in the Student Senate bylaws.
2. Any changes in compensation submitted by Student Senate *must* be approved by the Director of Student Activities.

### **Section 2: Compensation Policy**

1. Compensation policies shall be governed by the Student Senate Bylaws.
2. Any compensation is subject to funding by student fees and is not subject to appropriated State funds. Compensation may be terminated or reduced if the funding is canceled or reduced during the term of office.

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## **Article IX - PUBLIC ACCESS TO INFORMATION**

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1. In order to ensure open and responsible information sharing, all documents of Student Senate and Student Judiciary (not dealing with student grievances, personnel, or legal items) shall be open and available to the public, pursuant to the Colorado Open Records Act.

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## **ARTICLE X. AMENDMENTS**

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1. Amendments to this Constitution may be passed by a majority of the Student Body voting in a regular or special election as outlined in Chapter XII of the Student Senate Bylaws.

