Senate Bill

To: The Student Senate of the University of North Dakota
 Authors: Alan Oberg – EHD Senator
 Sponsors: Sean McClain – Off-Campus Senator, Molly Burke – Greek Housing Senator
 CC: Nick Creamer - Student Body President, Lexi Hanson - Student Body Vice President, Cassie Gerhart - Student Government Advisor, Andrew Freligh – Student Government Office Manager,
 Date: 09/08/2013
 Re: Revised Bylaws

Whereas, the Student Government Constitution and Bylaws are the official governing documents of the University of North Dakota Student Government, and

Whereas, poorly written and/or poorly organized governing documents reflect poorly on the organization itself, and

Whereas, well written and well organized governing documents are essential to the smooth functioning of any body, and

Whereas, the current Student Government Bylaws could be revised to better serve their purpose as a governing document of Student Government,

Whereas, the proposed Bylaws revision encompasses numerous organizational as well as content changes, and is being presented as a new set of Bylaws rather than a multitude of amendments,

Therefore, be it moved that the proposed Bylaws replace the current Bylaws as the official governing Bylaws of the University of North Dakota Student Government, and

Therefore, be it further moved that a proviso be attached to the second sentence in Article V, Section 3.2, to take effect at such time that it is no longer in conflict with the University of North Dakota Student Government Constitution, and

Therefore, be it furthest moved that a proviso be attached to Article IX, Section 2, to take effect at such time that it is no longer in conflict with the University of North Dakota Student Government Constitution.

Student Body President, Nick Creamer
UND STUDENT GOVERNMENT
BYLAWS

ARTICLE I
ELECTIONS

A. Scope

1. The Code of Student Government Elections will be created under the authority of these Bylaws.

2. Student Government Elections shall be conducted according to the procedures and guidelines set forth in the Code of Student Government Elections.

3. The Code of Student Government Elections shall be reviewed by the Elections Committee prior to and after each election.

4. The Code of Student Government Elections, once submitted in a bill to the Student Senate must sit for one (1) week before the whole Student Senate for review. After the one (1) week the Student Senate may approve the amendments with a simple majority vote of present and voting members. Under Special Circumstances this period may be suspended by a two-thirds 2/3 majority vote of Student Senate present and voting.

5. The Elections Committee shall have full discretion on any discrepancies regarding the election.

B. General Election Policies

1. Election Day shall be selected by the Student Senate by a two-thirds (2/3) majority vote by the last scheduled Student Senate meeting of the fall semester.

2. The apportionment plan for Student Senate representation shall be evaluated annually and approved by the last scheduled Student Senate meeting of the fall semester.

3. The Elections Committee shall present election results to the Student Senate for approval within three (3) weeks after the election.

4. Prior to the installation in office, each elected or appointed Student Senator and Executive shall sign a written release authorizing the Student Government Advisor access to their student records to verify their eligibility to hold office taking into consideration student status, “good standing”, academic division of enrollment, and place of residence.
   a. This verification shall be performed at least once each semester of the term of office.
   b. All information obtained shall remain confidential unless such information appears to affect a person's eligibility to serve in Student Government.
c. If a person's eligibility to serve in Student Government appears to be in question, the Student Government Advisor shall apprise an appropriate Student Government official of the information.

d. The Student Government official shall make a decision about action to be taken in accordance with the Constitution and Bylaws of Student Government.

C. Only those students who are in Academic Good Standing at the University as defined by the Academic Catalog, not on Conduct Probation as defined by the Code of Student Life and enrolled in a minimum of one course per semester shall be eligible for a position in Student Government.

D. C. Student Senate Apportionment Plan

1. Residential Student Senators shall be apportioned twelve (12) seats according to population.
   a. Residence Halls
   b. Greek Housing
   c. University Apartments
   d. Off Campus

2. Academic Student Senators shall be apportioned one (1) seat for each of the following academic districts:
   a. College of Arts and Sciences
   b. College of Business and Public Administration
   c. College of Education and Human Development
   d. College of Nursing and Interdisciplinary Studies
   e. School of Medicine and Health Sciences
   f. John D. Odegard School of Aerospace Sciences
   g. College of Engineering and Mines
   h. School of Law
   i. School of Graduate Studies
   j. Undeclared Academia
   k. Honors Department
B.D. Other Election Policies

1. In the event of a tie, the Student Senate will serve as the deciding vote upon receiving a recommendation from the Student Senate Judicial Subcommittee.

Comment [A06]: This is an unnecessary step.

2. Poll Worker Policies
   a. Poll workers shall not be involved or affiliated with any campaign be it presidential or senatorial.

Comment [A07]: Any campaign means any campaign. This addendum is unnecessary.

   b. Poll workers shall familiarize themselves with the procedures and guidelines set forth in the Code of Student Government Elections and these Bylaws.

F.E. Election Appeals Process

1. All appeals shall be submitted in writing to the Student Government Office and addressed to the Elections Committee within forty-eight (48) hours from the occurrence.

2. Appeals will first be heard by the Elections Committee. Procedures and guidelines will be in accordance with the Code of Student Government Elections.

Comment [A08]: The Elections Appeals Board was an unnecessary level. We have a Judicial Branch for a reason.

3. Only appeals to Elections Committee decisions may be further appealed to the Elections Appeals Board.

Comment [A09]: Last resort sounds negative. The new wording is more positive, but still firms.

4. Any further appeals after the Elections Committee Appeals Board will be submitted to the Judicial Branch of the Student Government as a last resort, whose decision shall be final.

G. Election Appeals Board

1. The Election Appeals Board will be appointed by the Student Body President and approved by a majority present and voting of the Student Senate at least two (2) weeks prior to the election.

2. Members of the Election Appeals Board shall not be involved or affiliated with any campaign be it presidential or senatorial.

3. Internal Composition:
   a. Five (5) students enrolled at UND;
   b. No more than two (2) current Student Senators who are not seeking reelection with one (1) serving as the chairperson, and
   c. The Student Government Advisor as a non-voting member.

4. Authority and Responsibilities
   a. The Election Appeals Board will not have the authority to hear original or first-time complaints, only appeals to decisions made by the Elections Committee.

Comment [A10]: Removed
b. The Election Appeals Board shall meet, discuss, and make a decision of the appeal within five (5) days of receipt of the written appeal. A written record shall be kept on all hearings on appeals of the Election Committee decisions.

c. The Election Appeals Board’s decision may be further appealed to the Judicial Branch of Student Government for final judgment as stated in Article I, Section E, Subsection 4.

ARTICLE II
COMMITTEES

A. Standing Committees

1. Constitutional Amendments

   a. Student Senate may amend a standing committee’s constitution in the following manner:

      i. The proposed amendment must be brought up at one (1) meeting and approved by a majority of the Student Senate before any further action can be taken.

      ii. The proposed revision(s) shall be considered at the next regular meeting of the standing committee.

      iii. At the third meeting following their introductions, a two-thirds (2/3) majority of the current total membership of the Student Senate may approve the revision(s).

2. Appeals

   a. All grievances shall be originally appealed to the standing committee. Any further appeal shall be made to an Appeals Board.

   b. An Appeals Board shall be appointed by the Student Senate Body President and consist of five (5) Student Senators and the standing committee chairperson. The Appeals Board will be chaired by the Student Body President who will vote only in the case of a tie. Any organization or individual has the right to appeal a standing committee decision to the Appeals Board. The appeal must be filed within ten (10) school days of the standing committee decision. The Appeals Board will make a recommendation to the Student Senate either affirming or denying the standing committee’s previous decision. The Student Senate, by a majority vote of those present and voting, may either affirm or deny the Appeals Board’s recommendation.
c. Any further appeals may be brought to the Judicial Branch for further consideration.

3. Standing committee members may serve on only one (1) standing committee at one given time; in addition, Student Senators may only serve as members of standing committees if elected by Student Senate as liaisons.

4. Any revision of a standing committee’s constitution, bylaws, policies, and procedures must be submitted to the Student Senate for approval.

5. In accordance with the constitution and bylaws of each of the respective Standing Committees, the Standing Committees shall recommend a candidate to the Student Senate to fill each vacant position on their committees. The Student Senate shall then hold a confirmation hearing on the Standing Committee’s nominee. The Student Senate shall reserve the right to accept applications and approve individuals to fill any vacant positions on the Standing Committees.

6. The Student Senate shall have financial jurisdiction and authority over its standing committees. Student Senate shall have the authority to investigate, sanction, or restrict any standing committee and/or chairperson.

7. Student Organization Funding Agency
   a. The Student Organization Funding Agency (SOFA) shall be established under the authority of Student Senate.
   b. SOFA shall have financial and policy authority over all recognized student organizations who receive funding from the SOFA.
   c. SOFA shall have a financial incentive for community enrichment programs (multicultural, etc.) that receive funding from the SOFA.
   d. Any recognized student organization that has applied to SOFA for funding will not be eligible to apply for funding from Student Senate for the same purpose if they have met SOFA’s criteria. This applies to student organizations that are denied as well as receive funding from SOFA. Exceptions may apply if SOFA has fully allocated its funds for the year.

8. University Program Council
   a. The University Program Council (UPC) shall be established under the authority of Student Senate.
   b. UPC is the designated student programming body for the students of the University of North Dakota.
   c. UPC shall have a multicultural component to encourage awareness, education, and enrichment for the university community.
B. Special Committees

1. Election Committee

   a. An Election Committee shall be established under the authority of these Bylaws and be governed by the Code of Student Government Elections, these Bylaws, and the Student Government Constitution.

   b. The Elections Committee will be organized as follows:

      i. Four (4) Student Senators not seeking reelection with one being the chairperson of committee as outlined in letter Art. II, Section B, subsection 1c.

      ii. Six (6) Non Student Senate members,

          (a) Four (4) Undergraduate students

          (b) Two (2) Graduate/Professional students, and

      iii. The Student Government Advisor as a non-voting member.

   c. A chairperson shall be appointed by the Student Senate by a two-thirds (2/3) majority vote of the Student Senate, by the second meeting in November. The chairperson will serve as one of the four (4) Student Senators on the Elections Committee.

   d. The appointments, with exception of the chairperson, shall be made by the Student Body President and approved by majority vote of the Student Senate. The Student Senators and Non Student Senate members will be approved by the last scheduled Student Senate meeting of the fall semester.

   e. The Election Committee shall publicize the election procedures and rules at least two (2) weeks in advance of the election, and shall also be responsible for carrying out all duties designated in Article I. of these bylaws and the duties outlined in the Code of Student Government Elections.

   f. No members of the Elections Committee shall be involved/affiliated with any campaign be it presidential or senatorial.

2. Presidential Finance Committee

   a. The Presidential Finance Committee shall be established under the authority of Student Government.

   b. Internal Organization:

      i. Membership shall be composed of eight (8) voting members and three (3) non-voting members.

      ii. Voting members shall be as follows:

         a. Five (5) at-large students within the University of North Dakota.
b. The Student Body Treasurer.

c. The Appropriations Chair serving the term immediately previous to the
year for which the budget is being prepared.

d. A Student Senator serving the term immediately previous to the year for
which the budget is being prepared to be elected by the Student Senate by
a two-thirds (2/3) majority present and voting.

The non-voting members shall be as follows:

a. The Student Body President serving the term immediately previous to the
year for which the budget is being prepared. The Student Body President
will serve as chairperson.

b. The Student Body Vice-President serving the term immediately previous to
the year for which the budget is being prepared. The Student Body Vice
President will serve as an ex-officio, non-voting member.

c. The Student Senate Advisor will serve as an ex-officio, non-voting member.

c. The functions of the Presidential Finance Committee are as follows:

i. To act in an advisory capacity to the Student Body President in conjunction
with his/her constitutional responsibility for planning a yearly budget for the
Student Government.

ii. To review budget requests of Student Government's standing and special
committees.

d. After the Presidential Finance Committee has reviewed the budget, it shall go to
the Appropriations Committee for a two-week review period with the following
meeting breakdown:

i. First meeting is an introduction meeting with a question and answer period.

ii. Second meeting is for possible final questions, and for possible action.

3. Special Programs

a. Definition. A program or project that UND Student Government can sponsor, put
on, or operate as part of the overall duties of Student Government until deemed
necessary that the special program is no longer needed, has changed its purpose, or
has developed into a permanent program.

b. Review of Programs. Any special program approved by Student Senate must have a
date of review. After a proper review of the program, a decision of renewal,
termination, or permanent status may be made.

i. Renewal: The program will continue as a special program.

ii. Termination: The program will no longer exist

iii. Permanent Status: Student Government shall adopt the special program as a
full program and create a specific section in the bylaws for that particular
program.
ARTICLE IV
APPOINTMENTS

A. Affirmative Action/Equal Opportunity; Open Meetings

1. The UND Student Government adheres to a policy of non-discrimination and follows the

2. The UND Student Government adheres to the principles of Affirmative Action and fair
   and equal opportunity for all applicants for the Student Government positions.

3. All interviews for Student Government positions shall be conducted in accordance with
   the State of North Dakota's Open Meeting Law.

   a. All interview times and places shall be publicly posted at least twenty-four (24) hours
      prior to the interview.

   b. Invited guests shall be designated in advance. Invited guests may only provide
      answers to clarify responsibilities of the position or the operation of the unit in
      response to the questions from the interviewer(s).

   c. Other interested individuals shall be admitted to the interview as guests. In order to
      maintain consistency in the interviews, guests are not normally allowed to participate.
      If the interviewer(s) recognizes one question, however, in the interest of fairness all
      individuals who wish to participate or speak must be recognized.

   d. All guests and candidates shall be informed of their right to be present during all
      interviews and discussions.

B. Application Process

1. All open positions shall be advertised for a minimum of two (2) weeks before interviews
   are held, under special circumstances this period may be suspended at the discretion of
   the Judicial Committee. Such advertisement will include position name and a brief
   description of duties, application deadline, and how to apply.

2. Application packets shall be available for all positions. They shall include a job
   description, a student records release form, an application form, and a cover letter
   providing information on the committee or organization, application procedures,
   deadline, tentative dates of interviews, and other materials required for a complete
   application. Where applicable, constitution and bylaws, current budget, and other
   relevant information will be included.

3. The Student Government Administrative Assistants shall keep a record of all application
   packets distributed and received for each position.
4. Prior to interviews, the chairperson or executive in charge of interviews shall verify that all applications are complete and shall have the appropriate advisor verify the student status of the applicant.

C. Interview Preparation

1. Prior to advertisement, the committee chairperson or executive in charge of interviews shall review and update, if necessary, all application packet materials including job descriptions, minimum qualifications for each position, and other materials.

2. Prior to interviews, the committee chairperson or executive in charge of interviews shall meet with other interviewers to develop interview rating sheets, a written criteria sheet to be used to evaluate applicants, and a list of standard questions to be asked of each candidate. The materials shall be approved by the Affirmative Action Office before they are used. At this time, interviewing guidelines from the Affirmative Action Office, position job description, and other relevant materials shall be reviewed and discussed.

3. Each applicant shall be notified in writing of the time and place of his/her interview, the procedures to be followed in the interview, the status of their application, and names of those who will be present at the interview. The applicant shall be reminded of their rights regarding the open meeting law, the interview process, and appeals process.

4. The following materials shall be forwarded to those conducting the interviews: a job description, criteria for evaluation of applicants, a copy of the approved question list, a rating sheet for each applicant, and a copy of all complete applications.

5. Pre-screening of applicants shall be made only on the basis of Student Senate approved minimum position requirements. Only applicants who do not meet these minimum position requirements may be omitted from the interview process.

D. The Interview

1. The committee chairperson or executive in charge of interviews is responsible for ensuring that all applicants receive a similar interview. Follow-up questions to an applicant’s answer or specific job-related questions referring to the applicant's application materials are permitted.

2. The following initial interview steps shall be used:
   a. Each interviewer will review the application for the next candidate before the interview starts.
   b. The candidate is introduced and asked to provide a brief summary of information about himself/herself.
   c. The chairperson or executive briefly describes the duties of the position.
d. The chairperson or executive explains that a number of questions will be asked during the interview process.

3. During the interview, the standard question list, applicant rating sheet and criteria selection sheets shall be used by all interviewers. Rating sheets will be used later in discussions to develop a statement of selection or non-selection by applicant. All rating sheets will be collected by the chairperson or executive in charge of the interviews after the interviews and discussion are complete. Rating sheets must be signed and are a matter of public record.

4. Discussion of a particular applicant's application or interview shall be postponed until all applicants have completed their interview. All comments by the interviewer(s) throughout the interview should be a job related and pertinent to the interview.

5. The chairperson or executive in charge will end the interview and thank the applicant. All applicants will be informed at this time of the process and timeline for the decision process, including the appeals process.

6. Applicants will be recommended by the following process.
   
   a. Committee Interviews:
      i. A discussion on each applicant will be held.
      ii. The Recording Secretary will note reasons for selection and against selection for each applicant.
      iii. Each voting member will rank all applicants with the rank of “1” representing the highest recommendation.
      iv. The chairperson will also rank the applicants, with the chairperson’s ranking to be used only in the case of a tie decision.
      v. The rankings are totaled. The lowest total represents the top applicant.
   
   b. Executive Interviews:
      i. The executive will prepare a statement of reasons for the selection and against the selection for each applicant.
      ii. All applicants will be ranked, with the rank of “1” representing the top applicant.

7. All application materials, including rating sheets, shall be collected and retained by the committee chairperson or executive in charge of interviews until the period, in which the appeal must be filed, has expired.

E. Post Interview Process
1. Each applicant shall be notified in writing of the decision concerning their application, the appeals process, and the possibility of being called for further inquiry.

2. When a Standing Committee has conducted the interviews, the following information shall be submitted to the Student Senate and/or the Student Body President upon request:
   a. A copy of all applications;
   b. Statement of selection and non-selection of applicants;
   c. A copy of the job description, interview questions, and selection criteria sheet, and;
   d. A list of applicants in rank order.

F. Confirmation Hearings

1. Upon receipt of recommendations from the appropriate officer, the Student Senate shall hold confirmation hearings, conducted through normal channels of Student Senate business and in accordance with Articles II and IV of these bylaws.

2. The Student Senate may require the following individuals to be present as invited guests at confirmation hearings:
   a. The standing committee chairperson or executive in charge of interviews, to explain the process used in selection and to answer questions related to the recommended nominee and interview process.
   b. Any individuals involved in the application process.

3. The Student Senate requires the following individuals to be present at confirmation hearings:
   a. The recommended nominee(s), to answer questions related to their credentials for the position.

4. The Student Senate may vote on a confirmation to:
   a. Approve the recommended nominee(s); or
   b. Reject the recommended nominee(s) and to direct the appropriate executive and/or standing committee chairperson to submit another nominee(s). In such a case, reasons for rejection of the recommended nominee(s) shall be recorded in the Student Senate minutes.

G. Due Process and Personnel Decisions

1. The following procedures may be used by any appointee to file a grievance regarding his/her appointed position.
a. A grievance exists when an appointee is dissatisfied with an aspect of the position he/she holds over which there is no personal control; and on which remedial action is desired.

b. If an appointee has a justifiable complaint or they have experienced unfair treatment, discussion with the committee's chairperson, committee, or executive is the appropriate first channel. Often misunderstandings can be straightened out by frank discussion.

c. All appointees have the right to present grievances to their committee chairperson, committee or executive, and are assured freedom from discrimination, coercion, restraint, or reprisal in presenting grievances.

d. If a grievance cannot be straightened out by the committee chairperson, committee, or executive, additional help may be sought from the appropriate advisor. If problems still occur, a grievance may be filed with the Student Senate or for paid positions, with the Financial Aid Office.

2. The following procedures apply to removal of an appointee from a position:

a. An appointee may be removed from a position without prior notice for just cause including dishonesty, theft, insubordination, or gross negligence. Authority for removal shall be as stated in the UND Student Body Constitution.

b. An appointee may not be removed from a position for inefficiency or inability to fulfill the expectations of the position or for violation of the Student Government or standing committee constitution and bylaws without being given at least two (2) verbal warnings on the same or similar actions or behavior. These verbal warnings shall be documented in writing as having occurred. In some instances, frank discussions may resolve a problem.

c. In all cases, the appointee has the right to appeal to the Student Senate and, for positions which receive pay or remuneration, through University student employee or grievance procedures established by the Office of Financial Aid.

3. All appeals of Student Government personnel decisions shall follow the procedures outlined in this section. Individuals or committees may appeal a personnel decision, related to either the appointment procedure or removal from office procedures, in the following matter:

a. Initial appeal of a personnel decision is made to the standing committee or executive who made the latest standing decision.

b. The initial appeal must be submitted in writing to the standing committee chairperson or executive who made the decision. If the decision being appealed was made by a standing committee, the standing committee chairperson shall place the appeal on the agenda at the next regular or special meeting of the standing committee. A copy of the appeal submitted should be sent to the appropriate Student Government personnel.
All decisions by standing committee chairpersons or executives on appeals shall be made within five (5) school days of receipt of the written appeal.

c. If the individual or committee is dissatisfied with the decision by the standing committee, standing committee chairperson, or executive on the appeal, the matter may be further appealed to Student Senate.

d. All appeals must be received within five (5) school days of the decision being appealed and must be submitted in written format, containing the reasons for the appeal.

e. Valid reasons for appeal shall be limited to procedural errors, violation of Article I of this bylaw, or new information not considered in the original decision.

f. In hearing appeals the appellate body is ruling on the appropriateness of a policy, procedure, or decision and does not have the power to make an appointment.

4. If an appointee finds it necessary to resign from the position that he/she holds prior to the end of office, such a resignation must be submitted in writing to the appropriate committee chairperson, committee, or executive.

H. North Dakota Student Association (NDSA)

1. The Governmental Affairs Commissioner must carry out the duties regarding the North Dakota Student Association as listed in the Governmental Affairs Commissioner Job Description.

2. If the Governmental Affairs Commissioner will not have time to fulfill the duties as Head Delegate due to time spent lobbying or other duties in their job description, the Head Delegate can be an appointed position by the Student Body President with confirmation by the Student Senate.

3. All further voting delegate positions along with five (5) alternate positions will be appointed and approved by the following process:

a. Applications must be turned in to the Governmental Affairs Commissioner at least two (2) Student Senate meetings prior to the NDSA meeting they will be voting at.

b. The Governmental Affairs Commissioner will make the voting delegate recommendations as well as five alternate recommendations to the Student Senate in order to be approved before the next NDSA meeting.

4. Voting Delegates are expected to attend all North Dakota Student Association meetings. Student Senators, University Senators, and Executive Committee members will have first priority to the Voting Delegate positions.
ARTICLE V
STUDENT SENATE ORGANIZATION

A. Subcommittees

1. Student Senate shall organize three (3) permanent subcommittees.

   a. These subcommittees shall be:

      i. Appropriations
      ii. Judicial
      iii. State and Local

   b. Membership of each committee shall be composed of at least one-third (1/3) of the current membership of Student Senate.

      i. These members shall serve the entire length of their Student Senate term.
      ii. Each subcommittee shall have a chairperson and a vice-chairperson.

         (a) The chairperson will be elected by the Student Senate.
         (b) Each respective subcommittee will elect the vice-chairperson.

      iii. Membership of subcommittees shall be determined by the Student Body Vice President, with the consideration of the Student Senators' seniority, requests, and with the final approval of Student Senate.

      iv. Quorum shall consist of a simple majority of current membership.

   c. These subcommittees shall hold regular meetings and shall be constituted under the authority of the Student Senate.

   d. The powers of these subcommittees are subject to Student Senate control.

   e. General categories and matters assigned to each subcommittee are described in this bylaw, however, Student Senate has the power to refer any matter or motion to a particular subcommittee.

   f. Any vote taken by a subcommittee is binding. A majority vote by the subcommittee is needed to allow for legislation to be introduced to Student Senate.
i. If legislation is failed in committee, it cannot be introduced to Student Senate until it is amended is such a way that the legislation is approved by the appropriate subcommittee, unless the vote is overturned by Student Senate.

ii. To overturn a failing vote by a sub-committee, thereby allowing the legislation to come before Student Senate, a motion must be made and passed by a two-thirds (2/3) majority of all present and voting members of Student Senate.

iii. The vote of a sub-committee is only binding if there is quorum present. In the event that quorum is not obtainable, the vote of the sub-committee is advisory and the bill will be presented to Student Senate regardless of the vote.

2. Appropriations Subcommittee

a. The general categories delegated to the Appropriations subcommittee are as follows.

i. Budget and budget overruns

ii. Activity and university fees

iii. Revenue and expenditure control

iv. Equipment and capital expenditures

v. Purchases and purchasing procedures

vi. Tuition stipends and other payments for services

vii. Line item charges

viii. Other similar issues

b. The subcommittee shall have the right to work on any monetary issue, policies, etc., that affects university students and university student fees.

c. All projects or programs sponsored by any Student Government entity must recognize Student Government sponsorship in an appropriate form.

d. Projects Account Guidelines

i. The Projects account may fund, with evidence of need and value to the University, the following items:

   (a) Equipment on a one-time basis, and

   (b) Projects on a one-time basis, and

   (c) Reoccurring Projects
ii. Equipment on a one-time basis and projects on a one-time basis must be brought to the Appropriations subcommittee for a two (2) meeting review period before full Student Senate body vote, with the following breakdown:

(a) First meeting is an introductory meeting with a question and answer period;

(b) Second meeting is for possible final questions and for possible action.

iii. Reoccurring Projects must be brought to the Appropriations subcommittee for a two (2) meeting review period before full Student Senate body vote, with the following meeting breakdown:

(a) First meeting is an introductory meeting with explanation of past proceedings;

(b) Second meeting is a question answer meeting and a time for possible action.

iv. Equipment on a one-time basis, projects on a one-time basis, and reoccurring projects need (2/3) passage of Student Senate present and voting.

v. The two (2) meeting review period for one-time basis bills and three (3) meeting review period for reoccurring bills may be waived by a three-fourths (3/4) majority vote of the Student Senate present and voting.

vi. Projects may not fund the following:

(a) Programming expenses (films, workshops, conferences, speakers, etc.)

(b) Banquets, dinners, luncheons, or refreshments in any form

(c) Depletable supplies (paper, typewriter ribbons, etc.)

(d) Equipment or projects which are intended primarily to fulfill a course, departmental and/or degree requirements

(e) Requests which have already received financial support from any other Student Government entity

(f) Projects or organizations which are political or religious in nature or affiliated with political or religious organizations

vii. When funding Projects, the Appropriations subcommittee shall consider criteria including but not limited to:

(a) The relevance of the project to the educational mission of the University

(b) The quality and quantity of student use
(c) The extent to which the Project will be open to all students and its use is campus-wide in scope and significance

(d) The need for encouragement of new, worthy projects

(e) The utilization of other funding sources

viii. Requirements for receiving funding from the Projects Account include:

(a) A member of the Student Senate must sponsor all requests

   (i) Sponsoring Student Senator must present the funding request to both
       the Appropriations Subcommittee and the full Senate

   (ii) Sponsoring Student Senator is responsible for sponsoring completion
        of the project

   (iii) Sponsoring Student Senator is responsible for making regular
        progress reports to the Student Senate until completion of the project

(b) Funding allocated must be "spent" within one hundred twenty (120) days
    after the money has been transferred from the Student Government
    account.

(c) Receipts for all items and services purchased off campus must be given to
    the Student Body Treasurer’s Office

(d) Projects must recognize Student Government sponsorship in an
    appropriate form

ix. When funding musical concerts sponsored by a Student Government Standing
    Committee the following criteria shall include but not be limited to:

(a) The projects account may be used as a source of allocation for musical
    concert.

(b) The proposal for a musical concert needs to be brought forward and
    approved by the Student Senate.

(c) The Standing Committee needs to provide a continuous update on the
    progress of the event.

(d) The musical concert should not be a line item or projects line amendment
    at any time in the Student Government budget.

(e) Concerts still have the possibility of receiving funding through the fees
    account.

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Comment [A053]: We no longer have two accounts. This should have been deleted in the bill
that combined Fees and Projects Accounts, but somehow wasn’t.
i. The Unallocated Student Fees Account may fund any item Student Government believes possesses need and value for the students of the University.

ii. When funding from the Unallocated Account, the Appropriations subcommittee shall consider criteria including, but not limited to:

(a) The relevance of the item to the long term need of students

(b) The urgency of the need of the item to the students

(c) The quality and quantity of student use

(d) The possibility of the item receiving funding from other entities instead of, or in addition to, Student Government

(e) The potential for repeated funding in the near future.

iii. Allocations out of the Unallocated Account shall require a two-thirds (2/3) vote of Student Senate present and voting.

iv. All bills must sit for one (1) meeting before being voted on. [The one meeting review period for bills may be waived by a two-thirds (2/3) majority vote of the Student Senate present and voting]

f. Student Government shall not allocate more funds from any account, than is expected to be received in student fees, as projected by the Presidential Finance Committee, in the fiscal year in which the funds are scheduled to be transferred, unless approved by three-fourths (3/4) of Student Senators present and voting.

3. Judicial subcommittee

a. The general categories of matters delegated to the Judicial subcommittee are as follows:

i. Review of constitution and bylaws

ii. All matters dealing with elections and appointments

iii. Contracts

iv. Judicial Review

v. Ethics and ethical issues

vi. Special investigations - Any matter in question will first be brought to the advisor of Student Government and if it cannot be resolved with the advisor the matter will then be turned over to Judicial subcommittee.

Comment [AQ54]: This was moved to Art. II, Sec. 1.5.3, as it referred to the 1 meeting review period in Senate. Legislation must sit in committee for 1 meeting unless pulled from committee by Senate itself.

Comment [AQ55]: This section was a subject of some debate last year. 3/4 of quorum (13) is only 10, which is less than half of Senate. Since several of the required votes for using funding were raised, we felt this section was no longer necessary.

Comment [AQ56]: If it gets to the Investigation stage, most likely it's already been addressed by the Advisor and handed over to Senate.
vii. Input into the hiring of classified personnel
viii. Policies and procedures
ix. Other similar issues

b. The subcommittee shall have the right to work on any policies, agreements, etc. that affect university students and Student Government.

e. All bills and resolutions must sit for one (1) meeting before being voted on. The one-meeting review period for bills and resolutions may be waived by a two-thirds (2/3) majority vote of the Student Senate present and voting.

4. State and Local subcommittee

a. The general categories of matters delegated to the State and Local subcommittee are as follows:

i. Lobbying efforts

ii. State Board of Higher Education

iii. North Dakota Student Association (NDSA) and North Dakota Intercollegiate State Legislature (NDISL)

iv. Project development

v. Faculty issues

vi. Curriculum

vii. University Senate actions

viii. University administrative actions

ix. Election awareness

x. Local issues

xi. City and campus bus service

xii. Other similar issues

b. The subcommittee shall have the right to work on related issues, policies, programs, etc. that affect university students at the state, city and university level.

e. All bills and resolutions must sit for one (1) meeting before being voted on. The one-meeting review period for bills and resolutions may be waived by a two-thirds (2/3) majority vote of the Student Senate present and voting.

Comment [A057]: Again, the first part was addressed in general committee policies (Art. II, Sec. 1.5), and the second part in Art. II, Sec. 1.6.3. This way it's in one spot rather than 3.

Comment [A058]: Unnecessary

Comment [A059]: Again, this is noted in general committee policies.
B. Parliamentary Authority

1. The parliamentary authority for all divisions of Student Government shall be Sturgis Standard Code of Parliamentary Procedure.

ARTICLE VI
ENVIRONMENTAL AWARENESS

A. Student Government will not fund any project which produces unnecessary pollution (excluding transportation) or presents an unnecessary threat to plant or animal life.

B. Student Government will not use any product which is neither recyclable nor reusable when recyclable or reusable items are available and affordable.

C. Any product used by Student Government that can be recycled (i.e., paper and cardboard) will be recycled.

ARTICLE VII
UNIVERSITY SENATE

A. Four (4) University Senators will be appointed ex-officio: The Student Body President, Student Body Vice President, the Student Senate President Pro Tempore and Student Senate Parliamentarian.

B. The remaining seats will be elected by the student body following the same process as Student Senators and the Student Body President and Student Body Vice President.

C. If any seats remain open after election or are vacated before the next election they will be filled by appointment by the Student Body President, upon majority approval of the Student Senate present and voting.

D. The elected or appointed University Senators will be required to fill the University Senate committee positions that are not already appointed ex-officio. However each University Senator may only be required to fill a maximum of two (2) University Senate committee positions. The elected University Senators are required to attend an additional monthly meeting of student University Senators to discuss policy issues.

E. Ex-Officio members of University Senate committees

1. The Parliamentarian of the Student Senate will be an ex-officio member of the Senate Executive Committee
2. One student member from each of the following University Senate committees will be appointed by the Student Senate Judicial Committee from the membership of the committee, upon majority approval of the Student Senate present and voting:

a. University Senate Academic Policies and Admissions Committee

b. University Senate Administrative Procedures Committee

c. University Senate Student Academic Standards Committee

d. University Senate Student Policy Committee

3. The Student Senate State and Local sub-committee chair and the Governmental Affairs Coordinator or UND Student Lobbyist or equivalent position as defined by the current Student Body President will be a member of the University Senate Legislative Affairs Committee

F. The term of student members on the University Senate and its committees shall be one (1) year, beginning June 1st

Updated:
10.14.97
07.28.98
10.18.98
09.30.99
10.13.99
10.25.99
02.15.01
04.02.01
11.26.01
03.12.03
10.16.03
11.19.03
01.28.04
04.23.04
08.26.04
02.15.05
03.24.05
02.31.06
01.29.07
03.25.07
04.30.07
09.22.08
02.01.09
04.06.10
Comment [A067]: As this is a complete revision, this track starts over.
UNIVERSITY OF NORTH DAKOTA
STUDENT GOVERNMENT BYLAWS

ARTICLE I
MEETINGS

1. Regular Meetings. All divisions of Student Government shall establish a regular meeting date and time. This may be weekly, bi-weekly, or monthly. Notice for regular meetings shall be given at least forty-eight (48) hours before the scheduled meeting.

2. Special or Emergency Meetings. A special or emergency meeting of any division of Student Government may be called by the chair of that division. Notice for special meetings shall be given at least twenty-four (24) hours in advance, and shall include a list of topics to be addressed. Topics that may be considered at an emergency or special meeting are limited to those included in the notice.

3. Cancellation. A regularly scheduled meeting may be canceled by the chair of the committee no later than twenty-four (24) hours prior to the meeting. Proper notice of cancellation must be given.

4. Parliamentary Authority. The current edition of *The Standard Code of Parliamentary Procedure* shall govern all divisions of Student Government in all parliamentary situations not provided for in law, NDUS and/or UND policies, the Student Government Constitution, Bylaws, or adopted special or standing rules.

5. Electronic meetings. A meeting may be conducted through electronic means, as outlined in the current edition of *The Standard Code of Parliamentary Procedure* and North Dakota’s Open Meetings Laws.

6. Recommended Agenda Format. The following agenda format is recommended, but not required, for use in meetings of Student Senate and its subdivisions:
   i. Call to order
   ii. Reading, correction, approval, or disposition of minutes of previous meetings
   iii. Approvals and Confirmation Hearings
   iv. Officer reports
   v. Committee Reports
   vi. Old Business
   vii. New Business
   viii. Announcements and Public Comment
   ix. Adjournment

ARTICLE II
STUDENT SENATE COMMITTEES

1. Student Senate shall organize three (3) permanent committees: (1) Appropriations, (2) Judicial, and (3) State and Local. The powers of these committees are subject to Student Senate control.

Comment [AO1]: All references to chairperson are now simplified to the more modern "chair".

Comment [AO2]: Wording copied from SCoPP, 5th ed.

Comment [AO3]: Got to keep up with the times.

Comment [AO4]: This is meant to encourage uniformity among the different parts of StuGov.
1.1. Committee Membership. Membership of each committee shall be composed of approximately one-third (1/3) of the current total membership of Student Senate. Members shall serve on their respective committees for the length of their term of office. Membership of committees shall be determined by the Student Body Vice-President, with the consideration of both the Student Senators’ seniority and requests. Final approval shall be a majority vote of Student Senate present and voting. Any Student Senators appointed after committee membership has been determined shall be assigned by the Vice-President to the committee with the least membership.

1.2. Each committee shall have a chair and a vice-chair.
1.2.1. The chair shall be elected by the committee and approved by Student Senate by a majority vote of Student Senate present and voting. The chair shall not vote, except to break a tie.
1.2.2. Each respective committee shall elect the vice-chair. The vice-chair shall be a voting member of the committee unless fulfilling the role of acting chair.

1.3. Quorum for each committee shall consist of a simple majority of current membership.

1.4. General categories and matters assigned to each committee are described in these bylaws. However, Student Senate retains the power to refer any matter or motion to a particular committee as it sees fit.

1.5. Bills, but not resolutions, must sit in committee for a minimum of one (1) meeting before being voted upon.

1.6. A majority vote by a committee is necessary for legislation to be introduced to Student Senate.
1.6.1. If legislation is failed in committee, it cannot be introduced to Student Senate until it is amended in such a way that the legislation is approved by the appropriate committee, unless the vote is overturned by Student Senate. A motion must be made and passed by a two-thirds (2/3) majority vote of Senators present and voting.
1.6.2. A committee can only vote on legislation if quorum is met. If quorum is not met, the legislation will sit in committee until the quorum is met and the legislation voted upon, unless Student Senate pulls the item from the committee with a two-thirds (2/3) majority vote of Senators present and voting.
1.6.3. Once legislation reaches the Senate floor, it must sit for one (1) meeting before being voted on. The one (1) meeting review period for bills and resolutions may be waived by a two-thirds (2/3) majority vote of Senators present and voting. If a bill or resolution is pulled out of committee or the vote of the committee is overturned, the bill or resolution must sit for the mandatory one (1) meeting review period. [This requirement may be waived by a three-fourths (3/4) vote of the current total membership of Student Senate.]

2. Appropriations Committee

2.1. The general categories delegated to the Appropriations Committee are as follows:
   i. Activity and university fees
   ii. Budget and budget overruns
   iii. Equipment and capital expenditures
   iv. Line item charges
   v. Purchases and purchasing procedures
   vi. Revenue and expenditure control
   vii. Tuition stipends and other payments for services
2.2. All projects or programs sponsored by any Student Government entity must recognize Student Government sponsorship in an appropriate form.

2.3. The Unallocated Student Fees Account may fund any item Student Government believes possesses need and value for the students of the University.
2.3.1. When funding from the Unallocated Student Fees Account, the Appropriations Committee shall consider criteria including, but not limited to:
   i. The relevance of the item to the long-term needs of students
   ii. The urgency of the need of the item to students
   iii. The quality and quantity of student use
   iv. The possibility of the item receiving funding from other entities instead of, or in addition to, Student Government
   v. The potential for repeated funding in the near future

2.3.2. The Unallocated Student Fees Account may not fund the following:
   i. Banquets, dinners, lunchdons, or refreshments in any form
   ii. Depletable supplies (paper, cups, etc.)

2.3.3. Allocations out of the Unallocated Student Fees Account require a two-thirds (2/3) vote of the current total membership of Student Senate.

3. Judicial Committee

3.1. The general categories of matters delegated to the Judicial Committee are as follows:
   i. Contracts
   ii. Ethics and ethical issues
   iii. Input into the hiring of classified personnel
   iv. Judicial review
   v. Matters dealing with elections and appointments
   vi. Policies and procedures
   vii. Review of constitution and bylaws
   viii. Special investigations

4. State and Local Committee

4.1. The general categories of matters delegated to the State and Local Committee are as follows:
   i. City and campus bus service
   ii. Curriculum
   iii. Election awareness
   iv. Faculty issues
   v. Lobbying efforts
   vi. Local issues
   vii. North Dakota Student Association (NDSA)
   viii. Project development
   ix. State Board of Higher Education
   x. University Administrative actions
   xi. University Senate actions

ARTICLE III
STANDING COMMITTEES
1. Student Senate shall have the power to create and disband any number of standing committees as it sees fit. Standing committees shall be constituted under the authority of Student Senate, and shall create their own constitution and bylaws, which shall not conflict with the Student Government Constitution or Student Government Bylaws.

1.1. Student Senate shall have financial jurisdiction and authority over its standing committees. Student Senate shall have the authority to investigate, sanction, or restrict and standing committee and/or chair.

1.2. Student Senate may amend a standing committee’s constitution in the following manner:

1.2.1. The proposed amendment must be brought up at one (1) Student Senate meeting and approved by a majority of the Student Senate.

1.2.2. The proposed amendment(s) shall be considered at the next regular meeting of the standing committee. The standing committee may suggest revisions to the amendment(s), or may suggest that Student Senate pass the amendments as is.

1.2.3. If the amendment(s) is recommended as is, it shall be placed on the agenda for the next meeting of Student Senate for any further discussion. If there are no revisions of the amendment(s), they shall stand as approved. If revisions to the amendment(s) are recommended by the standing committee, the final vote must be approved by a two-thirds (2/3) majority of the Student Senate present and voting.

1.3. An amendment or revision to a standing committee’s bylaws, policies, or procedures may be approved by Student Senate with a simple majority vote of Senators present and voting.

1.4. Appeals. All grievances of standing committee decisions shall be appealed directly to that standing committee. Further appeals may then be submitted to the Student Senate Judicial Committee. Any further appeals may be brought to the Judicial Branch.

1.5. Standing committee members may serve on only one (1) standing committee at a given time.

1.6. Liaisons. Student Senate shall appoint a Student Senator as a liaison for each standing committee, who shall report committee business to Student Senate each meeting.

1.7. Standing committees shall recommend a candidate to Student Senate to fill each vacant position on the committee, in accordance with the respective committee’s constitution and bylaws. Student Senate shall then hold a confirmation hearing on the standing committee’s nominee. Student Senate reserves the right to accept applications and approve individuals to fill any vacant positions on standing committee.

2. Student Organization Funding Agency

2.1. The Student Organization Funding Agency (SOFA) shall be established under the authority of Student Senate.

2.2. SOFA shall have financial and policy authority over all recognized student organizations who receive funding from SOFA.

2.3. SOFA shall have a financial incentive for community enrichment programs that receive funding from SOFA.

Comment [AO19]: This is to simplify the process. If Senate and the SC agree word for word, there’s no need for a 2nd vote by Senate.
2.4. Any recognized student organization that has applied to SOFA for funding will not be eligible to apply for funding from Student Senate for the same purpose if they have met SOFA’s criteria. This applies to student organization that are denied as well as approved to receive funding from SOFA. Exceptions may apply if SOFA has fully allocated its funds for the year.

3. University Program Council

3.1. The University Program Council (UPC) shall be established under the authority of Student Senate.

3.2. UPC is the designated student programming body for the students of the University of North Dakota.

3.3. UPC shall have a multicultural component to encourage awareness, education, and enrichment in the university community.

ARTICLE IV
SPECIAL COMMITTEES

1. Elections Committee

1.1. An Elections Committee shall be established under the authority of these Bylaws and be governed by the Code of Student Government Elections, these Bylaws, and the Student Government Constitution.

1.2. The Elections Committee shall be responsible for carrying out all duties outlined in these Bylaws and in the Code of Student Government Elections.

1.3. The Elections Committee will be organized as follows:

1.3.1. Four (4) Student Senators not seeking reelection, with one being the chair of the committee as outlined below in Section 1.5. [If there are not four (4) Student Senators not seeking reelection, this qualification may be suspended by a majority vote of Student Senate present and voting.]

1.3.2. Six (6) at-large students, two (2) of which must be Graduate/Professional students.

1.3.3. The Student Government Advisor shall be a non-voting member.

1.4. A chair shall be appointed by the Student Senate by a simple majority vote of the Student Senate present and voting, not later than the second meeting in November.

1.5. The appointments for at-large students shall be made by the Student Body President and approved by a majority vote of the Student Senate present and voting.

1.6. All members shall be approved no later than the last scheduled Student Senate meeting of the fall semester.

1.7. The Elections Committee shall publicize the election procedures and rules at least two (2) weeks in advance of the election.

1.8. No members of the Elections Committee shall be involved/affiliated with any campaign.
2. Presidential Finance Committee

2.1. The Presidential Finance Committee shall be established under the authority of Student Government.

2.2. The Presidential Finance Committee shall consist of eight (8) voting members and three (3) non-voting members.

2.2.1. Voting members shall be as follows:
   i. Five (5) at-large students attending the University of North Dakota
   ii. The Student Body Treasurer
   iii. The Appropriations Chair
   iv. One Student Senator, to be elected by the Student Senate by a simple majority present and voting

2.2.2. Non-voting members shall be as follows:
   i. The Student Body President, who shall serve as chair.
   ii. The Student Body Vice-President
   iii. The Student Government Advisor

2.3. The functions of the Presidential Finance Committee are as follows:

2.3.1. To assist the Student Body President in fulfilling his/her constitutional responsibility for planning a yearly budget for Student Government.

2.3.2. To review budget requests of Student Government’s standing and special committees.

2.4. After the Presidential Finance Committee has reviewed the budget, it shall go to the Appropriations Committee for a two-meeting review period.

2.5. The budget shall be presented before the Student Senate no later than the first meeting in April.

3. Special Programs

3.1. Definition. A program or project that UND Student Government can sponsor, put on, or operate as part of the overall duties of Student Government until deemed necessary that the special program is no longer needed, has changed its purpose, or has developed into a permanent program.

3.2. Review of Programs. Any special program approved by Student Senate must have a date of review. After a proper review of the program, a decision of renewal, termination, or permanent status may be made.

   i. Renewal: The program will continue as a special program.
   ii. Termination: The program will no longer exist
   iii. Permanent Status: Student Government shall adopt the special program as a full program and create a specific section in the bylaws for that particular program.

ARTICLE V
ELECTIONS

1. Code of Student Government Elections
1.1. The Code of Student Government Elections will be created under the authority of these Bylaws.

1.2. Student Government Elections shall be conducted according to the procedures and guidelines set forth in the Code of Student Government Elections. The Code of Student Government Elections may not conflict in any way with the Student Government Constitution or these Bylaws.

1.3. The Code of Student Government Elections shall be reviewed by the Elections Committee both prior to and after each election.

1.4. The Code of Student Government Elections, once submitted in a bill to the Student Senate, must sit for one (1) week before the whole Senate for review. After one (1) week, the Student Senate may approve any amendments with a simple majority vote of those Senators present and voting. Under special circumstances, this period may be suspended by a two-thirds (2/3) majority vote of the current total membership of the Student Senate.

1.5. The Elections Committee shall have full discretion on any discrepancies regarding elections.

2. General Election Policies

2.1. Election Day shall be selected by the Student Senate by a majority vote of Senators present and voting.

2.2. The Election Committee shall present election results to the Student Senate no more than two (2) weeks after the election.

2.3. Prior to installation in office, each elected or appointed Student Senator and Executive shall sign a written release authorizing the Student Government Advisor access to their student records to verify their eligibility to hold office, taking into consideration student status, academic “good standing”, academic division of enrollment, and place of residence.

2.3.1. This verification shall be performed at least once each semester of the term of office.

2.3.2. All information obtained shall remain confidential unless such information appears to affect a person’s eligibility to serve in Student Government.

2.3.3. If a person’s eligibility to serve in Student Government appears to be in question, the Student Government Advisor shall apprise an appropriate Student Government officer of the information. If the person whose eligibility is in question is an Executive, an appropriate officer shall be either the chair of the Judicial Committee or the Senate President Pro Tempore. If the person whose eligibility is in question is a Student Senator or a member of the Judicial Branch of Student Government, the appropriate officer shall be the Student Body President.

2.3.4. The Student Government officer notified shall make a decision on the action to be taken in accordance with the Constitution and Bylaws of Student Government.

3. Student Senate Apportionment Plan

3.1. The apportionment plan for Student Senate representation shall be evaluated annually and approved by the last scheduled Student Senate meeting of the fall semester.

3.2. Residential Student Senators shall be apportioned twelve (12) seats. One (1) seat shall be apportioned for each of the following, with the remaining seats being apportioned according to population:
   i. Greek Housing

Comment [AO23]: Since Greek Housing rarely (and University Apartments sometimes) don't meet the 1/10 requirement, those students would be left without residential representation. This ensures each a seat, and then apportions the remaining seats (currently 8) according to population (1/8 or 12.5% per seat). Unfortunately this section is duplicated in the Constitution, and so it has a proviso attached that would make it take effect if/when the Student Body approves the Constitutional Amendment removing it.
3.3. Academic Student Senators shall be apportioned one (1) seat for each of the following academic districts:
   i. College of Arts and Sciences
   ii. College of Business and Public Administration
   iii. College of Education and Human Development
   iv. College of Engineering and Mines
   v. College of Nursing and Professional Disciplines
   vi. Honors Department
   vii. John D. Odegard School of Aerospace Sciences
   viii. School of Graduate Studies
   ix. School of Law
   x. School of Medicine and Health Sciences
   xi. Undeclared Academic

4. Other Election Policies

4.1. In the event of a tie, the Student Senate will serve as the deciding vote.

4.2. Poll Worker Policies
   4.2.1. Poll workers shall not be involved or affiliated with any campaign.
   4.2.2. Poll workers shall familiarize themselves with the procedures and guidelines set forth in the Code of Student Government Elections and these Bylaws.

5. Election Appeals Process

5.1. All appeals shall be submitted in writing to the Student Government Office and addressed to the Elections Committee within forty-eight (48) hours from the occurrence.

5.2. Appeals will first be heard by the Elections Committee. Procedures and guidelines will be in accordance with the Code of Student Government Elections.

5.3. Any appeals of the Elections Committee will be submitted to the Judicial Branch of the Student Government, whose decision shall be final.

ARTICLE VI
APPOINTMENTS

1. Affirmative Action/Equal Opportunity/Open Meetings

1.1. The UND Student Government adheres to a policy of non-discrimination and follows the Equal Opportunity/Affirmative Action Policies of the University.

1.2. All interviews for Student Government positions shall be conducted in accordance with the State of North Dakota’s Open Meeting Law.
1.2.1. All interview times and places shall be publicly posted at least twenty-four (24) hours prior to the interview.

1.2.2. Invited guests shall be designated in advance. Invited guests may only provide answers to clarify responsibilities of the position or the operation of the unit in response to the questions from the interviewer(s).

1.2.3. Other interested individuals shall be admitted to the interview as guests. In order to maintain consistency throughout all interviews, guests are not allowed to participate.

1.2.4. All guests and candidates shall be informed of their right to be present during all interviews and discussions.

2. Application Process

2.1. Prior to advertisement, the committee chair or executive in charge of interviews shall review and update, if necessary, all application packet materials including job description, minimum qualifications for each position, and other materials.

2.2. All open positions shall be advertised for a minimum of two (2) weeks before interview are held. Under special circumstances this period may be suspended at the discretion of the Judicial Committee. Such advertisements will include position name, a brief description of duties, application deadline, and instructions on how to apply.

2.3. Application packets shall be available for all positions. They shall include a job description, a student records release form, an application form, and a cover letter providing information on the committee or organization, application procedures, deadline, tentative dates of interviews, and other materials required for a complete application. Where applicable, constitution and bylaws, current budget, and other relevant information will be included.

2.4. The Student Government Administrative Assistant(s) shall keep a record of all application packets distributed and received for each position.

2.5. Prior to interviews, the chair or executive in charge of interviews shall verify that all applications are complete and shall have the appropriate advisor verify the student status of the applicant.

3. Pre-Interview Process

3.1. Prior to interviews, the committee chair or executive in charge of interviews shall meet with other interviewers to develop interview rating sheets, a written criteria sheet to be used to evaluate applicants, and a list of standard questions to be asked of each candidate. The materials shall be approved by the Affirmative Action Office before they are used. At this time, interviewing guidelines from the Affirmative Action Office, position job description, and other relevant materials shall be reviewed and discussed.

3.2. Each applicant shall be notified in writing of the time and place of his/her interview, the procedures to be followed in the interview, the status of the application, and names of those who will be present at the interview. The applicant shall be reminded of their rights regarding open meeting laws, the interview process, and appeals process.

3.3. The following materials shall be forwarded to those conducting the interviews: a job description, criteria for evaluation of applicants, a copy of the approved question list, a rating sheet for each applicant, and a copy of all complete applications.
3.4. Pre-screening of applicants shall be made only on the basis of minimum position requirements as listed in the relevant constitution and bylaws. Everyone who meets these minimum position requirements shall be allowed to continue to the interview process.

4. The Interview

4.1. The committee chair or executive in charge of interviews is responsible for ensuring that all applicants receive a similar interview. Follow-up questions to an applicant's answer or specific job-related questions referring to the applicant's application materials are permitted.

4.2. The following initial interview steps shall be used:
   i. Each interviewer shall review the application for the next candidate before the interview starts.
   ii. The candidate is introduced and asked to provide a brief summary of information about himself/herself.
   iii. The chair or executive briefly describes the duties of the position.
   iv. The chair or executive explains that a number of questions will be asked during the interview process.

4.3. During the interview, the standard question list, applicant rating sheet and criteria selection sheets shall be used by all interviewers. Rating sheets will be used later in discussions to develop a statement of selection or non-selection for each applicant. All rating sheets will be collected by the chair or executive in charge after the interviews and discussion are complete. Rating sheets must be signed and are a matter of public record.

4.4. Discussion of a particular applicant's application or interview shall be postponed until all applicants have completed their interview. All comments by the interviewer(s) throughout the interview should be job related and pertinent to the interview.

4.5. The chair or executive in charge will end the interview and thank the applicant. All applicants will be informed at this time of the process and timeline for the decision process, including the appeals process.

4.6. Recommendation from committee interviews:
   i. A discussion on each applicant will be held.
   ii. The Recording Secretary will not reasons for selection and against selection for each applicant.
   iii. Each voting member will rank all applicants with the rank of "1" representing the highest recommendation.
   iv. The chair will also rank the applicants, to be used only in case of a tie.
   v. The rankings are totaled. The lowest total represents the top applicant.

4.7. Recommendation from executive interviews:
   i. The executive will prepare a statement of reasons for selection and against selection of each applicant.
   ii. All applicants will be ranked, with the rank of "1" representing the top applicant.

4.8. All application materials, including rating sheets, shall be collected and retained by the committee chair or executive in charge of interviews until the period during which an appeal may be filed has expired.
5. Post-Interview Process

5.1. Each applicant shall be notified in writing of the decision concerning their application, the appeals process, and the possibility of being called for further inquiry.

5.2. When a standing committee has conducted the interviews, the following information shall be submitted to the Student Senate and the Student Body President:
   i. A copy of all applications
   ii. Statement of selection and non-selection of applicants
   iii. A copy of the job description, interview questions, and selection criteria sheet
   iv. A list of applicants in rank order

6. Confirmation Hearings

6.1. Upon receipt of recommendations from the appropriate officer, the Student Senate shall hold confirmation hearings, conducted through normal channels of Student Senate business and in accordance with Articles V and VI of these Bylaws.

6.2. The Student Senate may require any individuals involved in the application process to be present as invited guests at confirmation hearings.

6.3. The Student Senate shall require the recommended nominee(s) to be present at confirmation to be present at confirmation hearings.

6.4. The Student Senate may vote to approve or reject the recommended nominee(s). If rejected, Student Senate will direct the appropriate executive or chair to submit another nominee. In such a case, reasons for rejection of the recommended nominee(s) shall be recorded in the Student Senate minutes.

7. Due Process and Personnel Decisions

7.1. The following procedures may be used by any appointee to file a grievance regarding his/her appointed position:
   7.1.1. A grievance exists when an appointee is dissatisfied with an aspect of the position he/she holds over which there is no personal control, and on which remedial action is desired.
   7.1.2. If an appointee has a justifiable complaint or they have experienced unfair treatment, discussion with the chair or executive is the appropriate first channel. Often misunderstandings can be straightened out by frank discussion.
   7.1.3. All appointees have the right to present grievances to the chair or executive, and are assured freedom from discrimination, coercion, restraint, reprisal or removal in presenting grievances.
   7.1.4. If a grievance cannot be straightened out by the chair or executive, additional help may be sought from the appropriate advisor. If problems still occur, a grievance may be filed with the Student Senate, or with the Financial Aid Office for paid positions.

7.2. The following procedures apply to removal of an appointee from a position:
   7.2.1. An appointee may be removed from a position without prior notice for just cause, including but not limited to: dishonesty, theft, insubordination, or gross negligence. Authority for removal shall be as stated in the UND Student Body Constitution.
   7.2.2. An appointee may not be removed from a position for inefficiency or inability to fulfill the expectations of the position or for violation of the relevant constitution and bylaws
without being given at least two (2) verbal warnings on the same or similar actions or behavior. These verbal warnings shall be documented in writing as having occurred. In some instances, frank discussions may resolve a problem.

7.2.3. In all cases, the appointee retains the right to appeal to the Student Senate and, for positions which receive pay or remuneration, through University student employee grievance procedures established by the Office of Financial Aid.

7.3. All appeals of Student Government personnel decisions shall follow the procedures outlined in this section. Individuals or committees may appeal a personnel decision, related to either appointment procedures or removal from office procedures, in the following matter:

7.3.1. All appeals shall be in writing and must be received within five (5) academic days of the decision being appealed. Reasons for the appeal must be stated.

7.3.2. Valid reasons for appeal shall be limited to procedural errors, violation of Article V or VI of these Bylaws, or new information not considered in the original decision.

7.3.3. Initial appeal of a personnel decision shall be made in writing to the committee or executive who made the decision. If the decision being appealed was made by a standing committee, the chair shall place the appeal on the agenda at the next regular or special meeting of the standing committee. A copy of the submitted appeal should be sent to the Judicial Committee chair. All decisions by standing committees on appeals shall be made within five (5) academic days of receipt of the written appeal.

7.3.4. If the individual or committee is dissatisfied with the decision made by the standing committee or executive on the appeal, the matter may be further appealed to Student Senate. The appeal must be in writing to the Student Body Vice-President. The Judicial Committee shall hear the appeal and make a recommendation to Student Senate, who shall rule on the appeal no later than the meeting after the appeal is heard.

7.3.5. If an individual or committee is dissatisfied with the decision by Student Senate, the matter may be further appealed to the Judicial Branch of Student Government. The decision of the Judicial Branch shall be final.

7.3.6. In hearing appeals, the appellate body is ruling on the appropriateness of a policy, procedure, or decision and does not have the power to make an appointment.

7.4. If an elected or appointed representative or official finds it necessary to resign from the position that he/she holds prior to the end of office, such a resignation must be submitted in writing to the appropriate committee chair or executive.

ARTICLE VII
UNIVERSITY SENATE

1. Four (4) University Senators will be appointed ex-officio: The Student Body President, Student Body Vice-President, Student Senate President Pro Tempore and Student Senate Parliamentarian.

2. The remaining seats will be elected by the student body following the same process as Student Senators and the Student Body President and Vice-President.

3. If any seats remain open after the election or are vacated before the next election, they will be filled by appointment by the Student Body President, upon approval of Student Senate with a simple majority vote.
4. University Senators will be required to fill the University Senate committee positions that are not already appointed ex-officio. Each University Senator may only be required to fill a maximum of two (2) University Senate committee positions.

5. University Senators shall attend a monthly meeting of student University Senators to discuss policy issues.

6. University Senate committees that are filled ex-officio:

6.1. The following committees shall be appointed a student representative from the membership of the Judicial Committee, upon approval of Student Senate with a simple majority vote.
   6.1.1. University Senate Academic Policies and Admissions Committee
   6.1.2. University Senate Administrative Procedures Committee
   6.1.3. University Senate Student Academic Standards Committee
   6.1.4. University Senate Student Policy Committee

6.2. The Student Senate State and Local Committee chair and the Governmental Affairs Commissioner, or State Governmental Affairs Commissioner if there are more than one, shall be members of the University Senate Legislative Affairs Committee.

7. Term of Office

7.1. The term of office for elected University Senators shall be one (1) year, beginning June 1.

7.2. The term of office for ex-officio University Senators shall be for the duration of their corresponding position in Student Government.

ARTICLE VIII
NORTH DAKOTA STUDENT ASSOCIATION

1. The Governmental Affairs Commissioner, or State Governmental Affairs Commissioner if there are more than one, shall be the Head Delegate representing UND at the North Dakota Student Association (NDSA) General Assembly.

2. If the Governmental Affairs Commissioner, or State Governmental Affairs Commissioner if there are more than one, is unable to fulfill the duties of Head Delegate, the Head Delegate position will be passed on to the State and Local Committee chair. If the State and Local Committee chair is unable to fulfill the duties of Head Delegate, the Delegate with the most seniority will be appointed Head Delegate until one of the former is able to resume the duties of Head Delegate.

3. The Student Body President, Student Body Vice President, State and Local Committee Chair and Governmental Affairs Commissioner, or State Governmental Affairs Commissioner if there are more than one, shall attend all NDSA meetings, and shall be Voting Delegates.

4. The remaining Voting Delegate positions along with up to five (5) alternate positions will be appointed by the Head Delegate and approved by the Student Senate no later than the meeting prior to the first NDSA meeting. Any vacant positions may be appointed at any time by the Head Delegate but must be confirmed by the Student Senate before they may vote at an NDSA meeting.
5. Priority for Voting Delegate positions shall be given first to State and Local Committee members, then other Student Senators and Student Government Executives, then University Senators, then standing committee and special committee members. Any remaining Voting Delegate positions may be filled by an at-large student.

6. Voting Delegates are expected to attend all NDSA meetings.

7. Alternate Voting Delegates will take the place of a Voting Delegate in his/her absence.

**ARTICLE IX**

**POLICIES**

1. All members of UND Student Government must adhere to the guidelines, principles, and stipulations set forth in the UND Student Government Constitution and these Bylaws. Failure to do so may result in disciplinary procedures as outlined in Section 4 below.

2. **Bylaws Amendments and Revisions**

   2.1. Any legislation that aims to amend these Bylaws shall need a majority vote of the current total membership of Student Senate. Adding sections to these Bylaws, regardless of the size, shall constitute an amendment, not a revision.

   2.2. Any legislation that aims to revise these Bylaws shall need a two-thirds (2/3) vote of the current total membership of Student Senate. A revision is defined as a change or removal of three (3) or more sections.

3. **Professional Conduct**

   3.1. Any Student Government member convicted of a felony committed during their term of office shall be immediately removed from office.

   3.2. **Dress Code**

       3.2.1. Dress Code for all meetings of Student Senate shall be business casual.

       3.2.2. The “Fighting Sioux” logo and/or nickname shall not be worn during any meeting of UND Student Government.

       3.2.3. If a member of Student Government violates this Dress Code, that member is ineligible to participate and shall be considered an audience member until the violation has been corrected. If the violation is not corrected, it shall be considered an unexcused absence.

4. **Impeachment Process**

   4.1. The process of impeachment may be held at either a regular Student Senate meeting or at a Special Meeting, as determined by the chair of the Student Senate.

   4.2. Due to the seriousness of impeachment charges, two (2) weeks’ notice must be given before an impeachment trial may be held.
4.3. The proceedings will start with the accused rising and standing before the Student Senate. The chair shall read the accusations and any applicable sections of the Student Government Constitution and Bylaws.

4.4. The accused shall be granted 10 minutes to plead their case in front of the Student Senate. The accused may have counsel plead their case as proxy.

4.5. The Student Senate shall discuss the evidence, applicable sections of the Student Government Constitution and Bylaws, and the testimony of the accused or counsel.

4.6. A two-thirds (2/3) majority roll call vote of the current total membership of Student Senate is necessary to remove the accused from their position in Student Government, as per Article III, Section D, subsection 5 of the Student Government Constitution.

5. Environmental Awareness

5.1. Student Government shall not fund any project which produces unnecessary pollution (excluding transportation) or presents an unnecessary threat to plant or animal life.

5.2. Student Government shall not use any product which is neither recyclable nor reusable when recyclable or reusable equivalents are available and affordable.

5.3. Any product used by Student Government that can be recycled shall be recycled.