UND STUDENT SENATE
Wednesday, September 20th, 2017
River Valley Room
6:00 PM

I. Call to Order

II. Approval of Consent Agenda
   A. Senate Minutes:
      1. 9/13/17

III. Guest Speakers

IV. Reports
   A. Executive
      1. President- Cole Bachmeier
      2. Vice President- Erik Hanson
      3. President Chief of Staff - Kaleb Dschaak
      4. Vice President Chief of Staff – Eric Gefroh
      5. External Affairs – Hannah Carlson
      6. Governmental Affairs – Austin Emineth
      7. SOFA Chairman- Nick Adams
      8. Student Government Advisor: Cassie Gerhardt
      9. Committees
         a. Judicial
         b. Appropriations
         c. State and Local
   B. Special Reports
      1. Constituent Reports
      2. Others Matters Arising

V. Unfinished Business
   A. SB 1718 – 06
   B. SB 1718 – 07

VI. New Business
   A. SR 1718 - 03

VII. Announcement/Public Comment

VIII. Adjournment

**********All Are Welcome To Attend**********
## STUDENT SENATE ATTENDANCE RECORD

September 20\(^{th}\), 2017

**Please keep this sheet with Senate members**

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<th>Name</th>
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# STUDENT SENATE
## ATTENDANCE RECORD

**Please Write Legibly!**

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Student Senate  
September 20th, 2017  
Red River Valley Room  
6:00 pm

Minutes

Members
Lucas Knowlton**  
Shawn Peterson  
David Wischer  
Chris Petschen**  
Hunter Huberty  
Sarah Strube  
Brayan Quintero**  
Corey Haller  
Alayna Simpson  
Allison Harvey  
Samantha Klocke**  
Izaiah Reynolds  
Theresa Hanley**  
Carley Cook**  
Kara Kohns  
Payton Thimjon  
Macy Kopp  
Jackie Pinkerton  
Danielle Nelson**  
Foley Schreier  
Victoria Christian**

Non-Voting Members
Cole Bachmeier  
Erik Hanson  
Eric Gefroh  
Kaleb Dschaak  
Hannah Carlson  
Nick Adams  
Cassie Gerhardt  
Darryl Joy

Visitors
Amber Flynn  
Chase Johnson  
John T. Opland  
Brandon Beyer  
Cheryl Grew Gillan  
Stephanie Walker

* Arrived after call to order
** Absent
*** Left before adjournment
**** Excused Absence

I. CALL TO ORDER
Vice President Erik Hanson called the September 20, 2017 meeting of the UND Student Senate to order at 6:05pm.

II. APPROVAL OF CONSENT AGENDA

MOTION
Senator Kohns moved to approve the consent agenda.

Seconded by Senator Reynolds.

VOTE
MOTION CARRIED (00:00:24)

GUEST SPEAKERS
Amber Flynn – coordinator for sexual respect and violence prevention – approached the senate floor to give a presentation about the national “It’s On Us” week. The presentation gave an overview regarding sexual assault and violence at UND. Amber called for action and support
from senate to aid in promoting “It’s On Us” week at UND. From October 23rd – 27th, different events will be held to raise awareness for sexual assault and violence prevention. Events will include the annual clothesline project, “Take Back the Night”, as well as a performance by the band AJR on October 27th at 8 PM in the memorial union.

III. REPORTS

A. Executive Reports

President – C. Bachmeier

(00:18:50) President Bachmeier gave an update to the SEC council that met to discuss senate direction and tuition models for the upcoming year. The goal is create a clearer idea of what the standard tuition and expenses would be for prospective students.

He reported that the Farmer’s Market on campus was a success; over 700 food vouchers were distributed to students.

In addition, President Bachmeier gave awareness to the bookstore issues that occurred over the beginning of the semester. He noted that ownership had switched in spring 2017 and the transition has not been smooth. A plan is being developed to compensate for any troubles students had ordering books.

Applications have been submitted and reviewed for the project coordinator and treasurer positions. Izaiah Reynolds will transition from ARH senator to project coordinator. Chase Johnson will assume his position as the student body treasurer.

Vice President – E. Hanson

(00:23:20) VP Hanson reported that the “Game Day Experience” committee met. He also noted that the search committee for Vice President of University Relations is heading to a close. Open forums will be held Tuesday, September 26th, and Thursday, September 28th, from 3:30pm – 4:30pm.

Pres. Chief of Staff – K. Dschaak

(00:26:18) The Greenway Takeover Festival began on September 21st and will run through September 24th.

A new tech committee has been formed. The committee will be responsible for website updates, app development, and issues on Blackboard. In addition, the business savings committee has been formed and met on September 20th.
MOTION  Senator Reynolds moved to approve SB 1718-06 bylaw changes.

Seconded by Senator Peterson

DISCUSSION  President Bachmeier clarified the motion is to approve all bylaw revisions.

VOTE  (00:54:07) MOTION CARRIES. SB 1718-06 APPROVED

LINE ITEM B:  SB 1718-07

MOTION  Senator Haller moved to bring SB 1718-07 to the floor

Seconded Senator Harvey

DISCUSSION  This bill would ratify the proposed FY19 Student Government budget. Governmental affairs budget line item increased to facilitate lobbying across the state of North Dakota. An increase in executive payroll was increased for an executive administrative assistant. Other line items include the CAT prowler, college readership program, popular reading, and collegiate link.

VOTE  (01:03:40) MOTION CARRIES. SB 1718-07 APPROVED.

V. NEW BUSINESS

LINE ITEM A:  SR 1718-03

President Bachmeier stated the resolution is in support of sun setting the bill continuation regarding student health, counseling, and TRIO programs.

MOTION  Senator Reynolds moved to approve SR 1718-03

Seconded by Senator Kohns

DISCUSSION  Cassie Gerhardt clarified that the intent of the bill was to approve construction of McCannel Hall. Over the course of its life it has been reassessed for continuous approval. This resolution supports the continuation of using allocated student fees to support the services in which McCannel Hall provides.

VOTE  (01:07:21) MOTION CARRIES. SR 1718-03 APPROVED.
VI. PUBLIC COMMENT/ANNOUNCEMENTS

No announcements.

VII. ADJOURNMENT

VP Hanson adjourned the 9/25/2017 meeting of the student senate at 7:12 pm.

Respectfully Submitted,

Erik Hanson
Chair

Darryl Joy
Recording Secretary
Senate Resolution

To: The Student Senate of the University of North Dakota

Authors: Cole Bachmeier – Student Body President

Sponsors: Sarah Strube – Honors/Other Programs/Undeclared Senator

CC: Cole Bachmeier - Student Body President, Erik Hanson - Student Body Vice President, Cassie Gerhardt - Student Government Advisor, Andrew Freligh - Student Organization Funding Agency Advisor; Dr. Cara Hailgren - Vice President for Student Affairs and Diversity;

Date: 09/13/2017

Re: Support of the Sunset of McCannel Hall Bond Fee

Whereas, the University of North Dakota (UND) Student Government is a body dedicated to the students of UND, and

Whereas, this dedication takes many forms, one of which being a dedication to fiscal conservation of UND Student Fees, and

Whereas, UND Student Government has supported a McCannel Hall Bond Fee since the 1960s, providing increased funding to meet the student demand for quality services, and

Whereas, this fee has run its course, with its funding never intended to last over 50 years, and

Whereas, the official end of the McCannel Hall Bond Fee was set to expire June 30th, 2017, and

Whereas, this fee currently is $1.25/credit hour up to 12 credits per semester, costing students on average of $15 a semester;

Therefore, be it resolved that the UND Student Senate supports the sunset of the McCannel Hall Bond Fee effective such that Fall 2017 is the final semester that the fee shall be collected.

Cole Bachmeier, Student Body President
Senate Bill

To: The Student Senate of the University of North Dakota

Authors: Cole Bachmeier – Student Body President

Sponsors: Izaiah Reynolds – Residence Hall Senator

CC: Cole Bachmeier - Student Body President, Erik Hanson - Student Body Vice President, Cassie Gerhardt - Student Government Advisor, Andrew Freligh - Student Organization Funding Agency Advisor; Dr. Cara Hailgren - Vice President for Student Affairs and Diversity,

Date: 09/13/2017

Re: Proposed Student Government Budget FY19

Whereas, the University of North Dakota (UND) Student Government is a body whose primary function is to support the students of UND, and

Whereas, this support is multifaceted, including budgetary items, and

Whereas, the Student Government Budget must be ratified and approved by Student Senate, in accordance with our Bylaws and Constitution, and

Whereas, this process is critically important, for it allows the Student Senate to debate and discuss the budget for the upcoming year,

Whereas, this debate produces the most responsible budget for the students that attend this university;

Therefore, be it moved that UND Student Government ratifies the proposed FY19 Student Government Budget.

Cole Bachmeier, Student Body President
Senate Bill

To: The Student Senate of the University of North Dakota
Authors: Cole Bachmeier – Student Body President
Sponsors: Allison Harvey – College of Nursing and Professional Disciplines Senator
CC: Cole Bachmeier - Student Body President, Erik Hanson - Student Body Vice President, Cassie Gerhardt - Student Government Advisor, Andrew Frelich - Student Organization Funding Agency Advisor; Dr. Cara Halgren - Vice President for Student Affairs and Diversity,

Date: 09/13/2017
Re: Proposed Bylaw Changes

Whereas, the University of North Dakota (UND) Student Government is a body whose primary function is to support the students of UND, and
Whereas, this support can be provided through a defined source of influence and power, in this case being the UND Student Government Bylaws and Constitution, and
Whereas, the UND Student Government Bylaws provide the very basis of this support, yet do not adequately provide and define the powers and workings of the current UND Student Government System, and
Whereas, the UND Student Government Bylaws have not been updated since May of 2016;

Therefore, be it moved that UND Student Government modifies its Bylaws in accordance with the Proposed 2017 Fall Bylaw Edits.

Cole Bachmeier, Student Body President
STUDENT SENATE VOTING RECORD

Title of Motion: **Approval of SB1718-07**

Date: **9/20/17**

Motion: It was moved by **Haller**, seconded by **Harvey**, “to approve SB1718-07”

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Motion Carried  Motion Failed
STUDENT SENATE VOTING RECORD

Title of Motion: **Approval of SB1718-06**

Date: **9/13/17**

Motion: It was moved by _____________, seconded by _____________, “to _____________.

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Motion Carried  Motion Failed
Title of Motion: Approval of Consent Agenda

Date: 9/20/17

Motion: It was moved by Kohns, seconded by Reynolds, "to approve consent agenda."

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Motion Carried  Motion Failed
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, and time with no more than one month between meetings. Notice for regular meetings shall be given at least forty-eight (48) twenty-four (24) 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. All meetings conducted by a division of Student Government shall adhere to the North Dakota Open Meetings Statute.

4.5. 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.

5.6. 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.

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.

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 deemed the most critical at the time.

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 chair of that committee may select a Student Senator on a different committee to serve as a temporary member.
   1.6.3. If a bill or resolution is pulled out of committee or the vote of the committee is overturned, that 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 Student Senate present and voting.

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 General 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 General 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. Investments under the Student Government General Account may not fund the following:
   i. Banquets, dinners, luncheons, or refreshments in any form
   ii. Depletable supplies (paper, cups, etc.)

2.3.3. Allocations out of Investments under the Student Government General Account require a two-thirds (2/3) vote of the Student Senate present and voting.

2.3.4. The cost of formal academic instruction should be borne by non-student fee dollars; therefore, neither funds from the Student Government General Account nor the Investments account shall not be allocated for any credit generating activity, though not wholly inclusive to, classroom, academic credit towards graduation, or credit appearing on transcript.

2.3.3.2.4. The Student Body Treasurer shall present a budget for the next fiscal year to the Appropriations Committee no later than October 15. The budget shall have a two-meeting review period in the Appropriations Committee and be approved by a simple majority of Student Senate present and voting.

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. Judicial review
   iv. Matters dealing with elections and appointments
   v. Policies and procedures
   vi. Review of constitution and bylaws
   vii. 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 STUDENT GOVERNMENT JUDICIAL BRANCH

1. The general responsibilities of the Judicial Branch shall include:
   a. Judicial Review
   b. Review of the Constitution and Bylaws
   c. Special Investigations as directed by the Student Body President or the Student Senate

2. The Chief Justice shall be responsible for the swearing in of all elected Student Government Officials if applicable.

3. The Chief Justice shall preside over any Student Government impeachment proceedings.

ARTICLE IV STUDENT GOVERNMENT AGENCIES

1. Student Senate shall have the power to create and disband any number of standing committees or agencies 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 any 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(s) must be brought up at one (1) Student Senate meeting and approved by a majority of the Student Senate present and voting.

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 amendment(s) 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 to the amendment(s), it 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 a 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. Any recognized student organization receiving funds from SOFA cannot receive funds from the Student Senate or any other Student government branch, whether before or after SOFA funds are received, for the same program, publication, transportation, operations, or equipment request.

**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.

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

1.2. An Elections Committee chair shall be appointed by the Student Body President and approved by a majority vote of the Student Senate present and voting, not later than the last Student Senate Meeting of the fall semester.

1.3. The Elections Committee will be organized as follows:

1.1.
1.3.1. The Chair.

1.3.2. Two (2) Student Senators not seeking reelection, with one being the chair of the committee as outlined below in Section 1.5. If two (2) Student Senators not seeking reelection cannot be found, this qualification may be suspended by a majority vote of Student Senate present and voting.

1.3.3. Five (5) at-large students, with a preference for at least one (1) graduate student, appointed by the Student Body President.

1.3.4. The Student Government Advisor (or his/her designee) shall be a non-voting member.

1.2.1.1. 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 last Student Senate Meeting of the fall semester.

1.3. 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.

1.4. All members shall be approved by a majority vote of the Student Senate present and voting no later than the second meeting of the spring semester.

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

1.6. No members of the Elections Committee shall be involved/affiliated with any campaign.

2. Ad Hoc Committees

2.1. Ad Hoc Committees shall be a temporary committee created and approved by the Student Senate under the direction of the Student Body President if/when a situation arises that needs a body dedicated to the research of the feasibility of a particular facet of Student Life.

2.2. These committees shall adhere to all governing documents of UND Student Government.

2.3. Student Senate shall have financial jurisdiction and authority over its Ad Hoc committees.

2.4. Ad Hoc Committees must consist of at least one Student Senator to be seen as a legitimate sub-body of the Student Senate.

1.6.

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) nonvoting 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, who shall serve as chair.

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
   ii. The Student Body Vice President
   iii. The Student Government Advisor (or his/her designee)

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 and approved by a simple majority of Student Senate present and voting.

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 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, being included on the election ballot in office, each elected or appointed, candidates for Elected Executive Officers, Student Senate, and University Senate or and Executive shall sign a written release authorizing the Student Government Advisor (or his/her designee) 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 for those elected or appointed to serve.

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 eleven (11) seats.

i. Off Campus 8

ii. Residence Halls-2

iii. University Apartments 1
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. John D. Odegard School of Aerospace Sciences
   vii. School of Graduate Studies
   viii. School of Law
   ix. School of Medicine and Health Sciences
   xi. Honors and Other Programs- Undeclared

4. Other Election Policies

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

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 of 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 then be submitted to the Judicial Committee where it is to be voted upon.

5.3.5. In the event of an appeal of the Judicial Committee's decision, to the Judicial Branch of the Student Government shall hear the case, and 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. (GC7)

2. Application Process—Hiring Process

2.1.—Under the discretion of the Student Body President and Vice President, the fulfillment of the organization’s positions shall be appropriated by whatever means are seen fit, in accordance with the nature and spirit of the Student Government Bylaws and Constitution.

2.1.1.—This appropriation shall be treated as a hiring process, with the role of hiring and firing delegated to the Student Body President and Vice President.

2.1.2.—Appointment of all Senators must be still be approved and ratified by the Judicial Committee of the Student Senate.

2.2.—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 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. The record will be maintained in the Student Government Office.

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 record 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 hearings.

6.4. The Student Senate may vote to approve or reject the recommended nominee(s). If rejected, the 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 Appointment 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 appointment decisions shall follow the procedures outlined in this section. Individuals or committees may appeal an appointment 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 an appointment 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.

7.4.2.2. 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) Two (2) University Senators will be appointed ex-officio: The Student Body President and the 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 Student Senate, 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

6.2. 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 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.

4. 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.

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

6. 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 3 below.

2. Professional Conduct

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

3. Impeachment Process
3.1. 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.

3.2. Due to the seriousness of impeachment charges, two (2) weeks’ notice must be given before an impeachment trial may be held.

3.3. 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.

3.4. The accused shall be granted 10 minutes to plead his/her case in front of the Student Senate. The accused may have counsel plead his/her case as proxy.

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

3.6. 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.

4. Financial Stipend Policies

4.1. Student Government shall only be allowed to increase and/or decrease those financial stipends for the upcoming term.

4.2. The newest an alteration in stipend would occur is under the following Student Government Executive Team and Senate.

4.3. New tuition stipends and alterations must be approved by a two-thirds majority vote and will go into effect under the next Student Government administration. [GCC8]

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