

# THE PERSONNEL POLICY OF THE UNIVERSITY OF NORTH CAROLINA ASSOCIATION OF STUDENT GOVERNMENTS

*[Editorial Note: Beginning in the 37th Session, the Association adopted a new Constitution and began comprehensively revising its other governing documents.*

*New Statutes adopted by the Association are organized into Chapters by subject matter and supersede these bylaws where: (i) the bylaws conflict with the revised Constitution or the adopted Statutes (e.g. the creation of a Board of Directors in the Constitution supersedes the designation of the Council of Student Body Presidents for that role); (ii) the bylaws fall within the scope of an adopted Chapter of the Statutes (e.g. the statutory Chapter on elections supersedes all elections-related bylaws); or (iii) provisions adopted in the new Statutes make provisions within the bylaws unworkable.*

*Until superseded, bylaws remain in full force and effect. To simplify readability, superseded sections are printed ~~in strikethrough~~ while non-superseded sections are highlighted.*

*-T. Greg Doucette, President Emeritus, 37th & 38th Sessions (2008-10)]*

## **CHAPTER 1- NAME AND PURPOSE**

### **Section 1. Definitions.**

~~(1.) The name of this organization is the University of North Carolina Association of Student Governments (UNCASG), hereafter referred to as “the Association.”~~

~~(2.) For the purpose of this policy the University of North Carolina Council of Student Body Presidents is hereafter referred to as the “Board of Directors.”~~

### **Section 2. Name.**

This document shall be known as the Personnel Policy of the University of North Carolina Association of Student Governments (UNCASG), hereafter referred to as “the Association.”

### **Section 3. Purpose.**

This Personnel Policy establishes the employment policies and practices, which govern the Association in such manners, and establishes the rules and procedures which the Association is required to follow in order to ensure responsible and correct management of their employees.

### **Section 4. Authority.**

The authority to administer the policies and procedures in this policy is vested in the following, in order of increasing authority: the administrative staff, the President, and the Board of Directors.

## **CHAPTER 2- SPA EMPLOYEE POLICIES**

### **Section 1. State Policy.**

In all cases regarding SPA employees, the Association shall follow the policies and procedures set out in the University of North Carolina Office of the President and General Administration Human Resource SPA Policy Manual. This policy manual shall be regarded as the complete UNCASG Personnel Policy regarding SPA employees.

### **Section 2. Hiring and Dismissal Authority.**

Not inconsistent with Chapter 2 Section 1 of this Personnel Policy, the Board of Directors shall maintain all hiring and dismissal authority over any permanent employee of the Association.

31 **CHAPTER 3- STUDENT INTERNS**

32 **Section 1. Definition.**

33 As covered by this document, student interns shall be classified separately from other SPA office staff, and shall  
34 have separate hiring and dismissal policies.  
35

36 **Section 2. Hiring Authority.**

37 The President, in consultation with the Board of Directors, maintains hiring authority over any internship positions  
38 allowed in the Association budget. The Association budget dictates the will of the General Assembly in allowing  
39 the President any potential student intern positions.  
40

41 **Section 3. Selection, Evaluation, and Dismissal.**

42 The President, in consultation with the Board of Directors, maintains the authority of selection, evaluation, and  
43 dismissal of student interns. A student intern shall be immediately dismissed by the President once all monies  
44 allocated for interns in the Association budget have been used.  
45

46 **Section 4. Wages.**

47 Hourly wages shall be paid to all student interns, not to exceed \$15 per hour, as determined by the President. The  
48 President must take into account the amount allocated for interns in the Association budget when determining wage  
49 levels.  
50

51 **CHAPTER 4- PAID STUDENT OFFICERS**

52 **Section 1. Organizational Structure.**

53 ~~As prescribed in the Constitution, the President shall devise the organizational structure of the executive of the~~  
54 ~~Association and present this structure to the Board of Directors at their first meeting after his or her election. The~~  
55 ~~President shall create such Vice President positions as needed, in this organizational structure, to accomplish the~~  
56 ~~goals of the Association.~~  
57

58 **Section 2. Appointments.**

59 ~~The President shall appoint all officers in the manner prescribed by the Constitution.~~

60 **Section 3. Officer Stipends.**

61 (1.) ~~The Association budget, as approved by the General Assembly, determines the annual stipend~~  
62 ~~payments given to Association officers. The President shall direct such payments on a 10-month pay scale.~~

63 (2.) ~~The President or Board of Directors may direct the withholding of stipend payments to any appointed~~  
64 ~~officer if it is determined that the officer has not met minimum progress in their division to have earned this stipend.~~

65 (3.) ~~Any officer who has a stipend payment withheld may submit a written appeal of the decision, within 30~~  
66 ~~days, to the Personnel Committee. The Personnel Committee will then take up the appeal or refer it to the Board of~~  
67 ~~Directors. Any decision on the appeal by the Personnel Committee or the Board of Directors shall be final.~~

68 (4.) ~~All appeals shall be held in closed session, not inconsistent with the North Carolina Open Meetings~~  
69 ~~Law regarding personnel decisions.~~  
70

71 **Section 4. Dismissal of Appointed Officers.**

72 (1.) ~~The President may dismiss any appointed student officer if they fail to meet minimum progress in their~~  
73 ~~division for two consecutive months.~~

74 (2.) ~~The Personnel Committee of the Board of Directors may immediately dismiss Appointed Officers, with~~  
75 ~~or without cause.~~  
76

77 **CHAPTER 5- AMENDMENTS**

78 Amendments to this policy require a two-thirds vote of the Board of Directors, and shall take effect thirty days after  
79 approval. The administrative staff should be included in discussions leading to amendments and shall be notified of  
80 any amendments. All amendments to the UNCASG Personnel Policy regarding SPA employees shall not conflict  
81 with the University of North Carolina Office of the President and General Administration Human Resource SPA  
82 Policy Manual.