



Student Senate
Judiciary Committee

Student Activity Fee Appeals Process

Standard Operating Procedures

Current as of January 2018



About

The Student Activity Fee (SAF) Appeals Process serve as the governing document for appealing a decision of the Student Activity Fee Committee or the Student Activity Fee Committee Executive Board.

These Standard Operating Procedures (SOPs) are established by the Judiciary Committee of the Student Senate, a committee of Student Senators that interpret the Student Senate governing documents and assess the validity of

certain items under them. The Student Senate Parliamentarian is the Chair of this Committee.

Have any questions? Visit our website at www.unh.edu/student-senate, or email the Student Senate Speaker at senate.speaker@unh.edu

Photo Credit

Photo from Mills Quad in winter at sunset

Cover photo courtesy of UNH Housing

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Section 1: Submission of a Petition for Appeal

- (A) Any member of the Student Activity Fee Committee, the Student Senate, or a legitimate representative of any student organization may submit a 'Petition for Appeal', which shall call for the appeal of a decision of the Student Activity Fee Committee.
- (i) A Petition for Appeal shall be submitted to the Speaker of the Student Senate prior to its consideration.
 - (ii) After receiving a Petition for Appeal, the Speaker of the Student Senate shall submit a copy thereof to the Judiciary Committee, who may then submit the same to the Student Activity Fee Committee Appeals Board according to the procedures outlined herein.
 - 1) After submitting a Petition for Appeal to the Judiciary Committee, the Speaker of the Student Senate shall inform the Student Senate Executive Board and the Dean of Students of the submission thereof within twenty-four (24) hours.
- (B) A Petition for Appeal shall consist of:
- (i) A list of all decisions that have been called for appeal, and the dates thereof;
 - (ii) A list explaining the reasoning behind the intent to submit the Petition for Appeal;
 - (iii) The date on which the appealing party formally called for an appeal;
 - (iv) A list of all members and member organizations within the appealing party;
- (C) Grounds for submitting a Petition for Appeal shall be based on, but not be limited to, a decision of the Student Activity Fee Committee believed to be passed:
- (i) Out of the bias of a member thereof;
 - (ii) Out of a lack of information;
 - (iii) Out of a submission of erroneous, misleading, or fraudulent information;
 - (iv) Without any other consideration for due process.
- (D) The Student Activity Fee Committee Appeals Board shall not review any Petition for Appeal that calls for the appeal of a decision of the Student Activity Fee Committee made more than three (3) academic days before the submission thereof.
- (i) The Judiciary Committee shall be empowered to exempt a Petition for Appeal from this requirement under extenuating circumstances.

Section 2: Review of a Petition for Appeal

- (A) The Judiciary Committee shall review, and either approve, disapprove, or refer back to the appealing party for revision, the completeness and permissibility of a Petition for



Appeal within four (4) academic days of the submission thereof from the Speaker of the Student Senate.

- (i) In the event that the Judiciary Committee shall vote to approve the completeness and permissibility of a Petition for Appeal, the Judiciary Committee, through the Parliamentarian, shall refer the Petition for Appeal to the Student Activity Fee Committee Appeals Board for action.
 - (ii) In the event that the Judiciary Committee shall vote to disapprove the completeness and permissibility of a Petition for Appeal, the Parliamentarian shall communicate the decision thereof to the Student Activity Fee Committee Chairperson, the Speaker of the Student Senate, and all members of the appealing party within twenty-four (24) hours.
 - (iii) In the event that the Judiciary Committee shall vote to refer the Petition for Appeal back to the appealing party for their revision, the Parliamentarian shall compose a 'Statement of Revision' outlining the incompleteness or impermissibility of the Petition for Appeal, and send a copy thereof to the appealing party within twenty-four (24) hours.
 - 1) The appealing party shall be entitled to submit, within twenty-four (24) hours of receiving a Statement of Revision from the Parliamentarian, a revised Petition for Appeal to the Speaker, who shall send the same to the Judiciary Committee for action.
 - 2) The Judiciary Committee shall only vote to approve or disapprove, and shall not vote to refer back to the appealing party, a revised Petition for Appeal.
- (B) The Judiciary Committee shall review the completeness and permissibility of a Petition for Appeal under:
- (i) The Student Senate Constitution;
 - (ii) The Student Senate Bylaws;
 - (iii) The Student Rights, Rules, and Responsibilities;
 - (iv) The Standard Operating Procedures of the Student Activity Fee Committee Appeals Process.
- (C) The Judiciary Committee shall not debate or judge a Petition for Appeal based on the facts and merits thereof.
- (D) When debating the completeness and permissibility of a Petition for Appeal, the Chairperson of the Student Activity Fee Committee shall be entitled to sit as an ex officio, non-voting observer of the Judiciary Committee.
- (E) When sitting in such a manner, the Chairperson of the Student Activity Fee Committee shall not be called on to speak during debate except in such instances as a voting member of the Judiciary Committee shall call upon them during debate to answer a question pertaining to the relevant agenda.



- (F) When the Judiciary Committee shall be debating the completeness and permissibility of a Petition for Appeal, at least one (1), and no more than two (2), members of the appealing party shall be present in order to formally present their Petition for Appeal.
 - (i) When sitting in such a manner, the members of the appealing party shall not be called on to speak during debate except in such instances as a voting member of the Judiciary Committee shall call upon them during debate to answer a question pertaining to the relevant agenda.

Section 3: Referral of a Petition for Appeal

- (A) Upon the referral of a Petition for Appeal to the Student Activity Fee Committee Appeals Board, the Petition for Appeal shall become the 'Appellant Statement'.
- (B) The Judiciary Committee, through the Parliamentarian, shall submit the Appellant Statement to the Student Activity Fee Committee Executive Board, who shall then compose a 'Respondent Statement' and send a copy thereof to the Speaker of the Student Senate within four (4) academic days.
 - (i) The Respondent Statement shall include the individual and collective opinions of the voting members of the Student Activity Fee Committee Executive Board in response to the opinions and matters contained within the Appellant Statement.
- (C) The Appellant Statement and Respondent Statement shall be submitted to the members of the Student Activity Fee Committee Appeals Board no fewer than two (2) academic days before a meeting thereof.
- (D) The Speaker of the Student Senate shall call a meeting of the Student Activity Fee Committee Appeals Board no longer than seven (7) days following the referral of a Petition for Appeal thereto.

Section 4: Composition of the Student Activity Fee Committee Appeals Board

- (A) The Speaker of the Student Senate shall act as the Chairperson of the Student Activity Fee Committee Appeals Board.
- (B) The voting membership of the Student Activity Fee Committee Appeals Board shall consist of twelve (12) members, which shall include:
 - (i) Eleven (11) members of the Student Senate Executive Board, Student Senate Officers, and the Cabinet of the Student Body President who shall be nominated by the Judiciary Committee.



- 1) The selection of nominees for these positions shall be determined within two (2) academic days of the referral of a Petition for Appeal to the Student Activity Fee Committee Appeals Board.
 - 2) The approval of the nominations for these positions shall require the majority approval of the Student Senate.
 - (ii) The Dean of Students, or their designee.
- (C) The following shall not be entitled to sit on the Student Activity Fee Committee Appeals Board:
- (i) Any member of the Student Activity Fee Committee, with the exception of the Speaker of the Student Senate as outlined herein;
 - (ii) Any person who shall have been appointed to proxy for a member of the Student Activity Fee Committee at the meeting during which the appealed decision was debated or voted on.

Section 5: The Appeals Hearing

- (A) The Speaker of the Student Senate shall conduct the hearing to deliberate the Petition for Appeal in accordance with the Student Senate Constitution, Student Senate Bylaws, and Robert's Rules of Order Newly Revised.
- (B) The Speaker of the Student Senate shall conduct this meeting within the following agenda:
- (i) Presentation of the written Appellant Statement and any additional oral arguments by a representative of the appealing party;
 - (ii) Presentation of the written Respondent Statement and any additional oral arguments by the Student Activity Fee Committee Chairperson;
 - (iii) Examination of the facts, wherein the voting members of the Student Activity Fee Committee Appeals Board may ask any relevant questions or concerns they may have of any member of either the appealing party or the Student Activity Fee Committee Executive Board;
 - (iv) Deliberation, wherein the Student Activity Fee Committee Appeals Board shall move into executive session in order to debate the information presented before them;
 - (v) Voting, which shall be conducted in executive session and by secret, written ballot;
- (C) A two-thirds (2/3) majority vote of the current voting membership of the Student Activity Fee Committee Appeals Board shall be required to constitute a decision thereof.



- (D) The Student Activity Fee Committee Appeals Board shall be entitled to either affirm, reverse, or remand back to the Student Activity Fee Committee, any appealed decision brought before it.
- (E) The Student Activity Fee Committee Appeals shall be entitled to divide separate matters within a Petition for Appeal and vote separately on each matter.
- (F) Following the adjournment of the Student Activity Fee Committee Appeals Board, the Speaker of the Student Senate shall compile an 'Appellate Report', which shall include:
 - (i) All documentation and arguments that were provided to the Student Activity Fee Committee Appeals Board during the relevant hearing;
 - (ii) A list of any decisions reached by the Student Activity Fee Committee Appeals Board;
- (G) The Speaker of the Student Senate shall communicate the Appellate Report to the appealing party, the Student Activity Fee Committee Executive Board, and the Dean of Students within two (2) academic days.
- (H) The Appellate Report shall be made public upon its communication to the required parties, and shall be available to any student, member of the public, or employee of the University of New Hampshire upon request to the Speaker of the Student Senate.