Rackham Student Government Board Meeting: August 3, 2011

Agenda

I. Call To Order

II. Approval of Agenda

III. Approval of Previous Minutes

IV. Officer Reports
   a. Graduate Student Body President, Michael
   b. Graduate Student Body Vice President, Josh
   c. Graduate Student Body Treasurer, Mindy

V. RSG Budget Update

VI. RSG Bylaws Discussion
   a. Creation of an RSG Bylaw review committee
   b. 1 mile review

VII. Continuous Enrollment Dispute Resolution Board Appointment Process

VIII. Committee Reports
   a. Academic Affairs
   b. Budgetary
   c. Communications
   d. Elections
   e. Legislative
   f. Student Life

IX. Committee Coordination
   a. SMART Goal Update
   b. Board Input (Are the committees moving in the right direction?)

X. Open Discussion

XI. Adjournment
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<td>31</td>
<td>1</td>
<td><strong>Week 31 of 2011</strong></td>
<td>6 pm - RSG Board</td>
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<td><strong>First quarter 7:08am</strong></td>
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<td>8</td>
<td><strong>Week 32 of 2011</strong></td>
<td>6 pm - Legislative Affairs Committee</td>
<td>7 pm - Academic</td>
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<td><strong>Full moon 2:58pm</strong></td>
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<td>14</td>
<td>15</td>
<td><strong>Week 33 of 2011</strong></td>
<td>6 pm - RSG Board</td>
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<td>22</td>
<td><strong>Last quarter 5:55pm</strong></td>
<td>6 pm - Legislative Affairs Committee</td>
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<td>29</td>
<td><strong>New moon 11:04pm</strong></td>
<td>6 pm - RSG Board</td>
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<td>30</td>
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<td>3:30 pm - Broncos @</td>
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Academic Affairs Committee

7/28/11

7:00pm at Seattle’s Best in Border’s on State St.

Notes taken by Mindy Waite

Members present: Eli Eisman, David Cottrell, Mindy Waite

I. Call to Order

II. Discussion of Lunch with the Deans

III. Discussion of GEO updates
   a. Melinda Day lawsuit against GEO
   b. Recent town halls

IV. Discussion of spirullina as a source of essential nutrients, keeping your mind healthy while making you more efficient and ready for Academic Affairs
   a. Eli: 3 bananas + ½ mango + spirullina is a great breakfast recipe

V. Professional plans discussion

VI. End: 7:30pm
Legislative Affairs Committee Meeting

7/27/11

Notes taken by Mindy Waite

Members present: Christine Andres, Mindy Waite

6:00pn @ Café Royale on South University, Ann Arbor, MI

I. Call to Order by interim chair, Mindy Waite
II. Discussed PILOTS
   a. What are PILOTS
   b. How PILOTS are utilized at:
      i. Wisconsin (not utilized, rely on budgeted Federal funding)
      ii. Colorado (utilized based on formula calculations)
III. End: 6:25
Executive Order: EO-11-1

AN EXECUTIVE ORDER CREATING THE RSG 2011 BYLAW REVIEW COMMITTEE

WHEREAS, The Rackham Student Government (RSG) Board has traditionally reviewed and amended its bylaws annually during the spring and summer months; AND

WHEREAS, The RSG Vice President serves as the chief operating officer of the graduate student body as well as the parliamentarian of the RSG Board; AND

WHEREAS, Article 1, section D of the RSG bylaws (BYLAWS) defines the process by which the Board may amend its operating procedures and bylaws; AND

WHEREAS, Article 4, section A, subsection 1i explicitly grants the president the power to “create, charge, and oversee Ad-Hoc committees for special projects and interests”; NOW THEREFORE I, MICHAEL L. BENSON, AS THE DULY ELECTED PRESIDENT OF THE RACKHAM STUDENT GOVERNMENT AND BY THE POWER VESTED IN ME BY THE CONSTITUTION OF THE STUDENT BODY OF THE ANN ARBOR CAMPUS OF THE UNIVERSITY OF MICHIGAN AND THE BYLAWS OF THE RACKHAM STUDENT GOVERNMENT DO HEREBY ORDER THE FOLLOWING:

Section 1. That a bylaw review committee (BRC) be created, effective immediately.

Section 2. That the BRC’s composition, leadership, charge, and operating procedure shall comply with the RSG bylaws as well as section 3 of this order.

Section 3. BYLAW REVIEW COMMITTEE

A. Composition. The BRC shall be composed of a minimum of 4 members of the RSG Board, including the Vice President who shall serve as the chair of this committee. Any member of the Board may join the BRC and shall have voting rights, subject to the conditions outlined in subsection C.

B. Quorum. A quorum shall exist when half plus one of the committee members are present.
C. Voting Rights. All members of the Rackham student body are eligible to vote on this committee. Voting rights may be obtained at any point in time, following the committee’s formation by:

1) Notifying the chair of their intent to serve on the committee.

2) Attending a minimum of 60% of the committee meetings and discussions.

After meeting both requirements listed above, a member of the student body shall have voting rights on the BRC. Maintenance of voting rights shall be pursuant on continued compliance with the requirements listed above.

D. Charge. The BRC shall review all aspects of the RSG bylaws and will, by September 10, 2011 present to the Board a set of recommended amendments. The committee’s review should focus on RSG’s interactions with the student body, including but not limited to RSG’s financial structure, RSG’s external communications strategy, the RSG Board’s composition, and RSG’s use of the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan.

E. Renewal. The Board may, by a simple majority vote extend the timeline for the BRC up to the end of the 2011 calendar year. Any motion to extend the timeline of the board must include a new dissolution date.

F. Reports. The BRC will submit regular reports to the Board on its progress and will seek feedback from the same. The Vice President is tasked with ensuring regular input on the BRC’s activities is gathered from the Board.

IT IS SO ORDERED.

____________________________________
Michael L. Benson
President, Rackham Student Government
Rackham Graduate Student Government
Bylaws

Article I: Authority, Rules, and Regulations
Source of Power
Definitions
Rackham Graduate Student Government
Amendments to the Bylaws
Availability of the Bylaws
Conflicts

Article II: Powers and Functions
Rules
Fees
Appropriations
Sponsorship
Lobbying
Representation
Appointments
Elections
Bylaws
Summer Operations

Article III: Infrastructure
Committee Descriptions
Committee Composition and Powers
Committee Responsibilities
Recall of Committee Members

Article IV: Executive Officers
Officers’ Powers and Functions
Officers’ Terms

Article V: Board Elections
Elections
Board Composition
Terms
Filling of Elected Seats
Election Director
Petitions

Article VI: Duties
Board Procedures
Board Obligations

Article VII: Recall and Appointment Power
Recall
Appointments to Vacated Seats

Article VIII: Funding Guidelines

Article IX: Resolutions
11. “Authorized signer” shall be the president, vice president, or treasurer of RSG.

12. MSA Registered shall be all student organizations that annually register with the Michigan Student Assembly. Registered student organizations can be found on [http://www.umich.edu/~maizpgs](http://www.umich.edu/~maizpgs)

13. “SAGE” shall refer to the Student Advocates for Graduate Education coalition founded in part by the Rackham Student Government.

**C. Rackham Graduate Student Government.** The Rackham Graduate Student Government shall consist of the Board, the executives, and the Board’s committees: the budgetary committee, the administrative committee, the academic affairs committee, the elections committee, the student life committee, and the legislative affairs committee. RSG shall be the only recognized graduate student government by and within the Rackham Graduate School, the Central Student Government (MSA), and the University.

**D. Amendments to the Bylaws.**

1. Any amendment to the Bylaws must be presented in hardcopy or delivered electronically to all members of the board at a RSG general meeting. The amendment(s) may not be acted upon for fourteen (14) days.

2. An amendment to the Bylaws shall not be considered by the Board unless both the standing Bylaw and the proposed Bylaw are presented together in hardcopy to all members of the board at a RSG general meeting where a vote on the proposal is scheduled by the President.

3. An amendment to the Bylaws shall not be considered by the Board if the amendment creates a conflict within the Bylaws or a conflict between the bylaws and the Constitution. Such a conflict may be raised as a point of order by any voting member of the Board. Should a conflict be detected following a successful vote by the Board, the President will veto the resolution and thus declare it void.

4. Amendments will be adopted with a two-thirds majority vote of the Board. Amendments are immediate in effect, unless otherwise noted in the amendment, with the exception of changes to student fees.

5. Any amendment that shall modify student fees must be approved by Student body-wide, majority vote during either a scheduled fall or winter seat election. Fee adjustments approved by the student body will be presented by the President to the Board of Regents of the University of Michigan for their approval.

6. Amendments must be recorded in a RSG meeting’s official minutes. Official minutes must be approved on or before the next RSG general meeting or the amendments are void.
opinion of the student body on a given issue, or binding such that the outcome of the vote will be binding on RSG policy decisions.

**ARTICLE III**

A. Committee Descriptions.

1. **Budgetary Committee (BC)**
   Composition: 6 - 8 members
   Required Members: Treasurer (Chair)
   President
   Vice President
   4 current Board members (minimum)

a. The BC shall be required to maintain five representatives for the purposes of divesting Student funds democratically. In the event the BC falls below the required five members, the BC duties and powers detailed in III.A.1.b. of these Bylaws are rescinded until membership requirement is met. Until met, all funding requests shall be presented directly to the Board.

b. The BC is responsible for receiving, reviewing, and authorizing all funding requests from Student organizations by majority vote up to, but not in excess of, $700 dollars. Requests made for over $700 shall be presented to the Board during a RSG general meeting for approval, with recommendations by the BC.

c. The BC, with the action power described in III.A.1.b of the Bylaws, is required to maintain informal minutes. These informal minutes shall include the individual voting records of all members for all funding requests. Informal minutes shall be taken by the treasurer. Informal minutes shall be kept for three years before disposal. Informal minutes shall be presented to the Board upon request from the President.

d. The BC may hold its fiscal deliberations electronically. In such a case, all committee members will be required to participate in the discussion in a timely manner. Individuals that do not contribute to a discussion, without the approval of the Treasurer shall automatically relinquish their vote on the pending matter(s). Repeated lack of participation shall be cause for removal from the Committee by the Board. Unless otherwise specified by the Treasurer, a timely manner shall be considered to be 5 business days.

e. The president, vice president, and treasurer shall have signing power over the RSG accounts.
f. Disbursement of all RSG funds shall necessitate a pledge procedure. Student organizations granted funding by the Board shall be required to produce itemized receipts to the BC prior to receiving funds.

g. All rules contained in these bylaws as well as in the allocation email from the RSG Treasurer must be adhered to in order to receive reimbursements. Article VIII specifically addresses organization funding requests.

h. Five percent (5%) of the estimated yearly budget shall at all times be kept in reserve for emergency costs. These funds shall not be considered available for funding Student organizations. Use of this reserve shall only be authorized by a majority vote of the Board and the concurrence of both the Treasurer and the President.

i. Disbursements of $700 or less shall require one authorized signature.

j. Disbursements of over $700 shall require the signature of the treasurer with the approval of at least one other authorized.

k. Final funding amounts for each accepted Student organization request of $700 or less shall be determined by a majority of the BC.

l. Final funding levels for each accepted student organization request for funding of over $700 shall be recommended by the BC and voted upon by the Board. The Board may hear from the organization requesting funding and may modify the BC’s recommendation. A simple majority vote shall be required to approve funding up to $1,500. Funding above this level shall require a super majority as well as the affirmative vote of at least one executive.

m. The treasurer is responsible for producing a detailed Budget for each fall, winter, and spring/summer term, presented to the Board no later than the 4th week of the academic term. Budgets shall be approved by a majority vote of the Board and shall be posted on the RSG website, and hardcopies shall be made available to any interested Student.

n. The treasurer will produce a detailed spending report at the conclusion of each academic term. This report will include all funds budgeted and expended as well as all submitted event evaluation forms. The Board will review the report and approve it if correct by the 3rd week of the following semester. Approved funding reports will be placed on the RSG website and made available to any interested Student.

2. **Student Life Committee (SLC)**
   Composition: Open Enrollment
   Required Members: 3 current Board members
a. The Student Life Committee shall address all non-academic needs and concerns of the Student Body to the appropriate university administrator(s). Additionally, the committee shall serve to help unite the Student body through the hosting of large communal events designed to stimulate student social interaction. Specific attention shall be given to creating/hosting events that are inter-departmental, that strive to create a welcoming atmosphere for minority groups and that help to unite both central and northern sub-campus locations.

b. The Student Life Committee shall present funding requests directly to the Treasurer. Upon approval by the Treasurer, the request shall be presented to he Board for review and approval. The committee is not exempt from the funding guidelines found in article VIII of these bylaws.

c. The Student Life Committee shall be required to host at least three major Student social events per winter and fall semesters. One major social event during the spring and summer months shall be held, funding permitting.

3. Academic Affairs Committee (AC)
Composition: Open enrollment
Required Members: 3 current Board members

a. The Academic Issues Committee shall address program needs of the Student body to the Rackham Administration. These issues shall include, but are not limited to, financial aid, fellowships, grants, awards, summer funding, and academic policies.

4. Elections Committee (EC)
Composition: Open enrollment
Required Members: Vice President or Treasurer(Chair)* (The Vice President shall chair the committee in the fall term. The Treasurer shall chair the committee in the Winter term.)
4 current Board members (1 from each Division)
1 Election Director

a. The Elections Committee shall provide active advisement and procedural help to the Election Director, aiding him/her in running a smooth and timely election each fall and winter term.

b. The Elections Committee shall propose any changes to RSG’s election policy no later than 6 weeks prior to a given election.

c. The Elections Committee will assist the executives in the solicitation for and the selection of an election director.
5. **Communications Committee (ComCom)**  
Composition: Open enrollment  
Required members: Vice-President (Chair)  
2 current Board members

a. The Communications Committee shall facilitate bidirectional communication between RSG and the student body. The committee shall also be responsible for maintaining and managing the RSG website as well as publishing a monthly electronic newsletter.

b. The Communications Committee shall solicit applications – from within RSG as well as the general student body – to serve on various Rackham and University boards, panels, and committees desiring graduate student representation.

d. The Communications Committee shall, at the request of the President or Vice President, assist in the vetting for appointed members.

e. The Communications Committee shall be responsible for publicizing RSG meetings and events, producing RSG paraphernalia, and providing constituents with general information about RSG.

6. **Legislative Affairs Committee (LegCom)**  
Composition: Open enrollment  
Required Members: President  
Vice President  
3 current Board members

a. The Legislative Affairs Committee will collaborate with external lobbying organizations such as the Student Advocates for Graduate Education (SAGE) coalition and the Michigan Association of Graduate and Professional Students (MAGPS) to promote the legislative agenda of the student body.

b. The Legislative Affairs Committee will work with the Ann Arbor City Council to promote the interests of the Student Body.

c. The Legislative Affairs Committee will work with the State and Federal Governments, as well as other entities beyond the University to promote the interests of the Student Body.
B. Committee Composition and Powers.

a. The Vice President will, with the advice and consent of the President and Treasurer, nominate members of the Board to sit on RSG’s various committees by the 2nd meeting of each semester.

b. Each committee shall have a chair or co-chairs. At least one chair, per committee, must be a current elected representative or executive of RSG.

c. Chairs are voted on in committee with the exception of the BC and ComCom and will be presented to the Board for Confirmation by its (the Board’s) 3rd meeting each semester.

d. Committees with open enrollment may include any number of non-RSG members or Associate Members at the discretion of the committee chair or with the approval of the Board.

e. No committee shall act on issues outside of its stipulated responsibilities described herein without prior authorization from the Board.

f. Committees may be created on a temporary basis for special projects. The formation of ad-hoc committees shall be approved by the Board without the requirement of an amendment. Ad-hoc committees do not have any power of action and serve only as advisory panels to the Board. Full committee status requires a 2/3 majority vote by the Board and inclusion into the bylaws, formally stipulating composition and duties.

C. Committee Responsibilities.

1. Meetings

a. Committees shall meet at least twice monthly and at the discretion of the chair.

b. The chair of each committee shall establish the time and location of each meeting, providing at least 48 hours’ notice to committee members, and provide an electronic copy of the committee’s preliminary agenda to committee members and upon a written request, to members of the student body.

2. Reports

a. Each committee chair shall be required to report any and all committee activities to the Board at each general meeting.
b. Reports must contain attendance records for the committee’s meetings and activities.

c. Reports may be oral or in writing. The Board’s official minutes may serve as a record of committee reports.

d. The chair of each committee shall be responsible for maintaining a written record of meeting attendance. Minutes are required and must be emailed to the Vice President within one week the meeting

e. The chair(s) of each committee may appoint a vice-chair from within the committee’s membership. The vice chair shall be responsible for taking minutes and for chairing in the elected chair’s absense.

3. Budget
   a. Each committee must present to the Treasurer a budget no later than 14 days after formation by the Board. Committee chair(s) will take the lead in forming these budgets under the guidance of the Vice President.

D. Recall of Committee Members.

1. Any committee member including the chair may be removed from their position on the committee by a majority vote of the Board in the event of:
   a. Failure to report committee activities to the Board for two consecutive meetings (where committee activities have occurred).
   b. A motion by another member or chair of the committee, and a majority vote by the Board.

2. Any committee member including the chair who is up for recall by majority vote shall be given an opportunity to address the Board. Following this speaking opportunity, the Board will vote by secret ballot. The ballots will be counted by the executive officers.

3. The President may, with the consent of either the Vice President or the Treasurer temporarily remove a committee member or chair. Temporary removal shall be voided upon the next regularly scheduled meeting of the Board.

ARTICLE IV

A. Officers: Powers and Functions.

1. President: The president shall:
a. Be the chief executive officer of RSG, President of the Graduate Student Body, and shall preside at Board meetings with the power to vote.

b. Be an authorized signer on all RSG accounts.

c. Be an ex-officio voting member of all RSG committees.

d. Set the time, dates, and frequency for all general Board meetings, set the general Board meeting agendas, and chair general Board meetings.

e. Maintain an updated roster and attendance record for the Board’s elected and appointed members.

f. Provide voting members with excused absences as deemed necessary and appropriate, subject to appeal by the Board.

g. Bring to the Board a motion to vacate a representative’s seat upon the accumulation of three (3) unexcused absences.

h. Provide ultimate oversight and management of RSG’s paid staff members.

i. Create, Charge, and oversee Ad-Hoc committees for specifics projects and interests.

j. In the event of either the vice president or treasurer being recalled/removed and/or unable to fulfill his/her duties as described in these bylaws, nominate a successor. The Board will either confirm or reject that nomination. If rejected, the nomination process recommences.

k. Represent the Student body as a voting member of the Rackham Executive Board, the governing administrative body of the Graduate School.

l. Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new president.

m. Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.

2. Vice President: The vice president shall:
a. Be the chief operating officer of RSG, Vice President of the Graduate Student Body, and shall be a member of the Board meetings with the power to vote.

b. Be an authorized signer on all RSG accounts.

c. Take minutes at regular Board meetings.

d. Coordinate the activities of RSG committees, including collecting and publishing committee meeting minutes.

e. Provide management for RSG’s paid staff.

f. Be an ex-officio voting member of all RSG committees.

g. Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.

h. If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting. Assume all the powers of the president in the event that the president is unable to fulfill his/her duties as described in these bylaws and/or is recalled/removed.

i. When chairing, appoint a temporary secretary to take minutes from among the present Board members if the treasurer is unavailable. If the vice president assumes chairing duties, the treasurer shall take the minutes.

j. Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new vice president.

3. Treasurer:

   1. Be the chief financial officer of RSG with oversight authority of all RSG accounts and financial transactions

   a. Be an authorized signer on all RSG accounts.

   b. Chair the BC

   c. Be an ex-officio voting member of all RSG committees

   d. Recommend to the Board a salary, consistent with the bylaws, for all RSG paid staff members.
e. Prepare a budget with the advice and consent of the President by the 3rd Board meeting of each semester for adoption. Failure by the Board to adopt the treasurer’s proposed budget after the 5th meeting of a given semester shall constitute automatic approval.

f. Disburse funds appropriated by the BC and the Board as provided for in the Bylaws.

g. Compile an RSG budget at the beginning of each academic term including committee budgets, representative project budgets, executive discretionairy accounts, and other potential expenses.

h. Compile an RSG Funding report at the end of each term.

i. Manage the approved RSG budget

j. Report at every general Board meeting the current state of the RSG budget and all RSG accounts, including pending credits and debits.

k. If unable to attend a meeting, submit his/her report in writing to the president no later than 48 hours after the meeting.

l. Complete a full funding report at the close of the fall, winter, and spring/summer semesters for which s/he was appointed detailing all expenditures. This report shall be submitted to the Board and published to the Student body.

m. Upon leaving office, be responsible for training his/her replacement with respect to their new duties during the two weeks following the election of a new treasurer.

n. Present a report either orally or in writing to the Board at each meeting detailing his/her vice presidential activities.

B. Officers’ Terms.

1. Newly elected officers begin their terms with the commencement of the new semester. The president and vice president shall assume their duties at the start of the spring semester. The treasurer shall assume his/her duties at the start of the winter semester.

**ARTICLE V**

A. Elections. RSG general elections shall be held on dates determined by MSA. The election timetable and rules are found in Article V of MSA’s Compiled Code.
Continuous Enrollment Dispute Resolution Board

Commitment Pledge

Directions: Read this commitment pledge, sign it and return it to: rsg-academics@umich.edu. If you have any questions about the responsibilities you will assume as a student CEDR Board member, please discuss them with Rackham Student Government or the Rackham Resolution Officer.

I commit to uphold the duties and responsibilities of this Board position with integrity, fairness, and objectivity. I pledge:

1. To serve on the Board for at least two semesters.

2. To establish as a high priority my attendance at all meetings of the board.

3. To attend the student CEDR Board training. I realize that I will be removed from the Board if I do not attend this training session.

4. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and relevant background material.

5. To work with and respect the opinions of my peers who serve this board, and to leave my personal prejudices out of all board discussions.

6. To observe the administrative procedures, and display courteous conduct in all board meetings.

7. To familiarize myself with all related policies.

8. To willingly excuse myself from a dispute where I have prior knowledge of the situation or know the parties in a way that would bias my opinion.

9. To participate in:
   - Board evaluation activity
   - Board training and educational events, as necessary

If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a Board member.

___________________________  _________________________
Print name                                Board member’s signature

______________________________
Date
CE Dispute Resolution (CEDR) Board
Administrative Procedures

I. Board Composition

A. Each Board will consist of six members, three Rackham Ph.D. students and three Rackham Graduate School deans.

B. Student Board members enrolled in the same graduate program or department involved in the dispute will be excused from service. Any dean with an appointment in the same graduate program or department involved in the dispute will be excused from service.

C. Any dean or student Board member with a conflict of interest with any of the parties in the dispute will be recused.

D. Of the remaining student Board members, the Rackham Resolution Officer will choose three, at random, to serve.

E. The three Rackham representatives will be selected from among the Associate and Assistant Deans of Rackham.

F. The six member Board will convene without a chair and the decision will be issued by majority vote of all six members.

II. Procedures for a CEDR Board Review

A. If a student wishes to have the dispute referred to the CEDR Board, he/she must make a request in writing to the Rackham Resolution Officer.

B. The Rackham Resolution Officer invites all parties in the dispute to submit written statements.
   1. The student’s statement should include the basis for the dispute and the facts that support it. It may also include a summary of the steps which have already been taken to resolve the dispute.
   2. The Resolution Officer may also interview or request information from other persons with knowledge of the dispute. The Rackham Resolution Officer will allow the other parties approximately 10 days to respond.
   3. The Rackham Resolution Officer may suggest a solution, and if accepted, the process is completed.

C. If the parties do not accept the Resolution Officer’s proposed solution, the written materials are forwarded to the CEDR Board.
   1. The Resolution Officer will share the names and departments of the parties involved and will ask the Board members to disqualify themselves if they have a relationship with either party that would make it difficult to be fair in hearing the dispute.

   2. The Resolution Officer will notify the parties of the CEDR Board members who will be reviewing the case. Both parties have an opportunity to challenge for bias. The RO will determine whether the challenge has merit.

   3. The Board is convened to consider whether a student has been treated unfairly by faculty or staff members (relative to other students) in the application of the Continuous Enrollment Policy to the student’s situation.
4. The CEDR Board will meet and discuss the written materials. The Rackham Resolution Officer will be present as a resource during the Board’s deliberations in case any of the members have questions.

5. The Board will assess the history, procedures and information used in the particular situation.

6. The Board will determine whether the preponderance of the evidence supports the claims of the parties in the dispute.

D. At its discretion, the Board may convene a conference.

1. All parties have the right to be present and ask questions of one another.

2. The parties must represent themselves at the conference, and may also be accompanied by a support person.

3. The Resolution Officer is present as a resource during the Board’s deliberations.

4. The conference is not recorded.

E. The Board will seek to achieve consensus, and will recommend a solution to the dispute by majority vote.

1. If the solution agreed upon by the Board requires additional funding for the student, the Board may request this funding and the Rackham Dean will take the necessary steps to ensure that the funding will be provided.

2. In the event that the vote of the Board is tied in such a way that the three student members of the Board did not all vote for the same outcome, the Board will recommend a solution in favor of the student.

3. In the event that the vote of the Board is tied in such a way that the three students on the Board all voted for the same outcome, the Board will be dissolved and a new Board will be selected by the same process used to select the original Board. The second Board will be convened as quickly as possible, with the goal of selection within two weeks.

4. The second Board will review the materials available to the first Board and will be charged to agree upon a solution using the same process as the original Board.

5. In the event that the second Board has another tie vote, each group of Board members will produce a written recommendation that will be forwarded to the Dean of Rackham (or his/her designee) for a decision regarding which recommendation to accept.

6. The decision of the Dean is final.

7. There is no appeal of the Dean of Rackham’s (or his/her designee) decision.

F. One of the CEDR Board members will prepare a written recommendation and forward it to the Rackham Resolution Officer who will prepare the formal communication to the parties of the
dispute. The Board may write their decision in any style but should include the date(s) they met, their recommendations, and the rationale for their decisions.

G. The decision of the CEDR Board will be made available, in writing, to the parties involved in the dispute within ten days after the decision has been made.

III. Appeal of the CEDR Board Decision

A. Either party may appeal the decision of the Board to the Dean of Rackham for the following reasons:

1. Concerns that the Board’s process was arbitrary or unfair.
2. New information has become available since the decision of the Board.

B. Appeals must be submitted in writing to the Rackham Resolution Officer within 10 business days of receiving notification of the Board’s decision.

C. The Rackham Resolution Officer will submit a report and written statements by the parties to the Dean of Rackham within 5 business days of receipt of the appeal.

D. Upon review of the Rackham Resolution Officer’s report and submitted statements, the Rackham Dean will review the decision and either affirm or alter it.

E. The parties involved in the dispute will receive written notification of the Dean’s decision within 5 business days of receipt of the report from the Rackham Resolution Officer.

F. The decision of the Dean of Rackham is final.

G. There is no appeal of this decision.

IV. Authority and Duties of the CEDR Board

A. The Board may refuse to accept a dispute for review if it determines that these Continuous Resolution Board Procedures are not applicable to the case.

B. The Board does not have the expertise or the authority to make academic judgments about the quality or adequacy of a Ph.D. student’s academic, scientific, creative, or scholarly work.

V. Applicability of the CE Dispute Resolution Policy

A. These procedures are available for the review of disputes concerning the equity and fairness of decisions related to the continuous enrollment policy.

B. These procedures are applicable for Ph.D. students registered in Rackham Graduate School.

C. Students who have pursued a formal dispute resolution procedure in their own school, college or unit may not submit the dispute for review under these procedures.
VI. CEDR Board Evaluation

Periodically during the 2010-2011 academic year, and each year thereafter, the members of the Board and the Rackham Resolution Officer will review and evaluate the work of the Board. The Board will report the following information to Rackham Student Government and the Rackham Dean:

1. Number and types of cases (monthly)
2. Decisions of the CEDR Board (monthly)
3. The CEDR Board’s conclusions about whether the Board is fulfilling its intended role (in fall and winter term)
4. Whether the CEDR Board procedures are effective and efficient. (review each fall and winter term)
STUDENT APPLICATION

Background

Beginning Fall 2010, Rackham's Continuous Enrollment Policy has required all Ph.D. students to register each fall and winter term until their degree is awarded, unless on an approved Leave of Absence on Extramural Study Status. The Continuous Enrollment Dispute Resolution process, developed by Rackham Student Government (RSG), is available to Rackham Ph.D. students who have a dispute or disagreement with faculty or staff in their graduate program about the equity and fairness of decisions related to the continuous enrollment policy. The process begins with a conversation between a student and the Graduate Chair in his or her own program. There are a variety of steps a student can pursue if the conversation is unsatisfactory.

The Continuous Enrollment Dispute Resolution (CEDR) Board is convened to consider whether a student has been treated unfairly by faculty or staff members in the application of the Continuous Enrollment Policy to the student's situation. RSG is responsible for identifying 6-8 Ph.D. students to serve as CEDR Board members.

Application and Interview Process

Student CEDR Board members will be selected based on their application and interview. We seek students who represent different divisions of Rackham, as well as, different schools and colleges. Those who progress to the interview stage will meet with members of the Rackham Student Government who will assess the candidate’s level of interest and commitment in serving as a Board member. It is not required that interested participants have past or current experience in dispute resolution.

Requirements for Student CEDR Board Members

Selected candidates will be required to participate in a training session that will review the Continuous Enrollment Policy, the CEDR Board process, focus on the stages of the dispute resolution process, and learn effective communication and general conflict resolution skills. The term of service for CEDR Board members is one calendar year (May 1 – April 30) and is renewable.

**STATEMENT ON COMMITMENT:** Rackham Student Government wants to impress upon applicants that membership on the CEDR Board is a serious commitment. In addition to meetings of the Board, members are expected to participate in training sessions and review materials, and attend other meetings as needed. Adherence to the principles of impartiality, confidentiality, timeliness and effective communication are important to successful dispute resolution. Student Board members who use these principles will be successful in helping parties resolve their conflict. As stated above, Board members must be available to serve for two full semesters. Board members will be expected to sign a commitment pledge (sample attached).

To review a copy of the CE Dispute Resolution Board policy please visit:
http://www.rsg.umich.edu/system/files/CEDisputeResolutionBoard_1.pdf
Continuous Enrollment Dispute Resolution Board  
Rackham Graduate School, University of Michigan

**APPLICANT INFORMATION**

This application is for membership on the Continuous Enrollment Dispute Resolution (CEDR) Board selected by Rackham Student Government.

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<td>Current Status:  ___ Pre-candidate  ___ Candidate  ___ Writing Dissertation  ___ On Detached Study  ___ Other - Please specify</td>
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**Note:** Selected candidate must be an active Ph.D. student in Fall 2010.

| Estimated time to degree: |
| Expected date of graduation: |

1. **In your opinion, why will you be an effective Board Member?**

2. **Being impartial, fair, and holding the strictest of confidentiality is vital to the position of CEDR Board members. How will you ensure you held these values as a member of the board?**
3. What other commitments do you have that will have to be balanced with your service on the Board?

4. Do you have any questions or concerns about serving on the Board?

Printed Name

Signature: ___________________________ Date: ________________

Applications are due on Friday, April 9th, 2010 by 5:00 P.M. Please submit this application electronically to: rsg-academics@umich.edu

Selected candidates will be contacted to participate in an interview session by Monday, April 12th. Finalists will receive offers for membership on the CEDR Board by Friday, April 16th. Board members will be expected to sign a commitment pledge (sample attached).