

BYLAWS OF THE CU STUDENT GOVERNMENT INTERNSHIP PROGRAM

ADOPTED ON: APRIL 4TH, 2020

AMENDED OCTOBER 4TH, 2021

CHAPTER I: GENERAL PROVISIONS

S 101 Creation of Internship Program

- A. The name of this organization will hereby be known as “the University of Colorado Student Government Internship Program”.
- B. These bylaws will supersede all previously written bylaws on this matter, and supplement all other governing documents, including but not limited to the CU Student Government Constitution and Executive Branch Bylaws.
 1. This document shall not supersede the authority of the provisions of the CUSG Constitution. If a provision in this document and a provision within the Constitution conflict with one another, the provisions of the Constitution shall prevail.
- C. The CUSG Internship Program will exist as an entity under the Executive Branch of the University of Colorado Student Government (CUSG).

S 102 Purpose

- A. The purpose of this organization will be to address concerns from students, to learn about the internal operations of CU Student Government proper, to gain insight and training on fostering and building relationships with other organizations and individuals on the Boulder campus.

S 103 Membership

- A. The program will be composed of the following members:
 1. The Intern Director
 - a. This person will be selected by the Executives as a Director position within the Executive Staff.
 2. Members who are students currently in attendance at the University of Colorado.
 - a. There shall be no fewer than five (5) interns and no greater than ten (10) at a given time.
 3. Duration of the program will be one (1) semester with the option to renew position for the following semester, given that the student begins the program in the fall semester.

- a. Should a student be newly hired for the spring semester they will not be eligible to renew their position for a second semester.

B. Dismissal of Members

1. The Intern Director may present to the Executive(s) why a member of the Internship Program should be dismissed.
2. A member of the program may be dismissed for two (2) unexcused absences from the following: Cabinet meeting, mandatory events as outlined by the Executive Staff member, group intern meetings, scheduled check-in meetings, and their respective Department meetings.
 - a. Unexcused absences must be documented by the Intern Director and Chief of Staff.
3. A member of the program may be dismissed for failure to adhere to behavioral standards as set by the University of Colorado Code of Conduct, and/or at the discretion of the Executive(s).
4. Interns are employees at will and will be subject to the same expectations as Executive Staff members which are set by the Executives and Chief of Staff.
 - a. Failure to meet these expectations can result in dismissal by the Executives.

CHAPTER II: INTERNSHIP PROGRAM MEMBER DUTIES AND RESPONSIBILITIES

S 201 Member Duties

A. Intern Director

1. The Intern Director will oversee all program meetings, general support to program members, and other duties at the request of the Executive(s) and Chief of Staff.
2. Should the Intern Director not be able to attend the general program meetings, they will arrange for another member of the Executive Staff to attend.
3. Intern Director must meet with each individual intern on at least a bi-weekly basis, with the exception of university-scheduled breaks.
 - a. These meetings must be set within the first week upon hiring of the Interns.
4. The Intern Director shall attend department meetings of the

overseeing Executive Staff members at least once during each intern's tenure.

5. The Intern Director shall work with the Chief of Staff to develop and enforce expectations specifically for Interns that align with the expectations of the Executive Branch.

B. Deputy Chief of Staff

1. The Deputy Chief of Staff shall oversee the Intern Director.
 - a. The Intern Director shall report directly to the Deputy Chief of Staff
2. In the absence of the Intern Director, the Deputy Chief of Staff will act as the interim Intern Director.

C. Membership of Intern Program

1. Members will serve as an intern.
 - a. Members of the Internship Program are not designated as Executive Staff.
2. Members will intern for a specific department at the discretion of the Executive(s), Chief of Staff, and the Intern Director).
 - a. Specific duties may vary year to year and the Executive(s) will update the job description of interns as needed.
3. Members must attend training sessions provided by the Chief of Staff. The trainings will include, but are not limited to:
 - a. The structure of CU Student Government
 - b. The purpose and services that CU Student Government provides to the CU Boulder campus.
 - c. Roles and responsibilities of CU Student Government's constituent Branches, Boards, Committees, and Commissions, and other entities
 - d. University and System policies and procedures
 - e. Professionalism, ethics, and decorum
 - f. Expectations and responsibilities of the Executive Branch
 - g. Outline of different director positions and responsibilities
 - h. Diversity trainings compliant with the CUSG Executive Staff Bylaws
4. Members will meet individually with the Intern Director on a weekly basis.
5. Members will meet individually with their respective overseeing Executive Staff member on a weekly basis.

6. Members will attend all program meetings.
 - a. Should a member of the program not be able to attend an intern department meeting they will notify the Intern Director twenty-four hours (24) in advance.
 - b. If an intern is unable to attend a cabinet meeting they must inform the Chief of Staff twenty-four (24) hours in advance.
 - c. If an intern is unable to attend a meeting hosted or delegated by their overseeing Executive Staff member they must inform them twenty-four (24) hours in advance.
 - d. Interns may not send someone in their place to required meetings unless otherwise noted by the Intern Director.
7. Members will work together as a collective program to complete at least one (1) project led by the Intern Director that will promote the Executive(s) goals.
 - a. This project must be approved by the Executives, Chief of Staff, Deputy Chief of Staff, and/ or Intern Director.
8. Members will hold a certain number of office hours per week set by the Intern Director.
9. Members will be required to work an average of ten (10) hours per two (2) week pay period.
10. Members will be compensated via stipend for their work on a bi-weekly basis.
 - a. The pay for Interns will be set by the Executive(s) and must be consistent with similar stipend positions within CUSG.
 - b. Failure to turn in a timesheet in a timely manner will result in delayed pay.

CHAPTER III: AMENDMENT OF THE BYLAWS

S 301

- A. The authority to establish and amend the Internship Program bylaws will be reserved to the Intern Director, Chief of Staff, Attorney General, the Executive(s), and any other appropriate designees thereof.
- B. All changes must be approved by the majority of the Executive(s).

DocuSigned by:

Kavya Kannan

EC7F9F285E7C49B...

Kavya Kannan
Student Body President

DocuSigned by:

Ben Capeloto

F6CEAA19E1EB4A9...

Ben Capeloto
Student Body President

DocuSigned by:

Taylor Weinsz

60494064EC37470...

Taylor Weinsz
Student Body President