

Constitution of the Student Government Association of the University of Wisconsin-Superior AMENDED (4/26/10)

We the students of the University of Wisconsin-Superior, acting under our authority in Chapter 36 of the Wisconsin Statutes hereby adopts this Constitution of the Students.

The authority for student government rests in Chapter 36 of the Wisconsin Statutes and in the customary role the students have played at the University of Wisconsin-Superior.

Chapter 36.09 (5) states the primary and consultative responsibilities of the students. Chapter 36.09 (5) STUDENTS. The students of each institution or campus subject to the responsibilities and power of the board, the president, the chancellor and the faculty shall be active participants in the immediate governance and policy development for such institutions. As such, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees, which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representation to participate in institutional governance.

The principle of shared governance (the active participation or all interested and affected parties in the decision making process), as understood by the students of the University of Wisconsin-Superior is predicated upon two major concepts, (1) primary responsibility, and (2) consultative responsibility.

Primary responsibility means the formal power to initiate action, carry out reviews and make recommendations, which result in legislation and can be overruled only in rare instances for compelling reasons, which must be stated in detail.

Primary responsibility does not exclude the interests of the other party. Either party may initiate a request for action of the other whether it has primary responsibility or not.

Consultative means a formal procedure or practice that provides a means to present a judgment in the form or vote in to affect the decision being made.

The consultative process has six elements:

1. Consultation should occur early in the decision-making process.
2. The procedures for consultation should be uniform and fair to all parties.
3. There must be adequate time to formulate a response to a request for consultation.
4. Information relevant to the decision should be freely available.
5. The advice rendered must be adequately considered and feedback given.
6. The decision, when made, should be communicated to the consulting group.

This constitution recognizes the right of the Faculty to be active participants in institutional governance pursuant to section 39.06 (4m) of the Wisconsin Statutes. Academic Staff participation in student governance shall mean the right to participate on the appropriate standing Councils of the Student Senate and to address the Student Senate when recognized by its chair.

Article I.

Section 1

All legislative powers herein granted shall be vested the University Student Senate of the University of Wisconsin-Superior.

Section 2

Be it established that the USS shall be enacted to serve as the legislative body of the University of Wisconsin-Superior Student Government. The USS membership shall be comprised of a representative from each departmental combination, at-large students, graduate students, and part-time students. The term of office shall commence May 1 and terminate April 30 of each academic year.

A. Membership

- a. The students within the combination of the Departments of Accounting, Finance, and Economics; Business Administration; Elementary Education shall elect two (2) senators.
- b. The students within the combination of the Departments of Biology; Chemistry; Math and Computer Science; and Human Performance and Health Promotion shall elect two (2) senators.
- c. The students within the combination of the Departments of Communicating Arts, Music, Visual Arts, English, and World Languages, Literatures, and Culture shall elect two (2) senators.
- d. The students within the combination of the Departments of Politics, Law and Justice; Social Inquiry; and Human Behavior and Diversity shall elect two (2) senators.
- e. The student body shall elect four (4) at-large senators
- f. The graduate students shall elect one (1) senator.
- g. Secondary Education students will claim their major area of study for the department they will vote under.

B. Eligibility

- a. To be eligible to serve as a senator, a person must be a registered student, and have a cumulative grade point average no lower than a 2.0. A student with no academic history at UW-Superior shall be presumed to have a 2.0.
- b. To be eligible to represent a combination of departments, a person must have declared an undergraduate major within the combination of departments.
- c. To be eligible to serve as a Senator of Graduate Studies, a person must be enrolled in the graduate studies department.

C. Vacancies

- a. A senator who represents a combination of departments and changes majors to one that falls under a different combination of departments shall be ineligible to continue as a senator, and the seat will automatically be declared vacant.
- b. Any senator who withdraws from the University shall have his/her seat automatically declared vacant.
- c. Any senator who wishes to resign from his/her seat shall inform the President of the student government, a member of the executive cabinet, or to the Speaker of the USS. His/her seat shall be declared vacant upon a vote of the USS.
- d. Any vacancies created within the legislative branch shall be filled with an appointment by the president and confirmation of the senate. If at any time, one quarter of the seats on senate become vacant, a student vote shall be required to confirm appointments in which they are eligible to vote.

D. Powers and Duties of the USS Senators

The powers and duties of the USS shall be

- a. To originate legislation and make recommendations to the USS and the President as provided in Section 3;
- b. To establish its own bylaws and rules of procedure;
- c. To establish special and standing committees as necessary;
- d. To elect a Speaker of the USS from among its membership.
- e. To submit a report, written or verbal, to the USS no less than once a month.

E. Powers and Duties of the USS Speaker

The USS Speaker shall

- a. Perform and carry out the powers and duties of a USS Senator;
- b. Attend at least one meeting per semester of each of the standing USS committees;
- c. Submit a report to USS no less than every other regularly scheduled Senate meeting;
- d. Chair Student Senate meetings in the absence of the President and Vice-President, but not lose voting power while holding the chair;
- e. In the absence of a President or Vice President of the student government, ascend to the position of president.
- f. Control the order of new and old business items on the agenda;
- g. Control the length of debate on the new and old business;
- h. Perform the role of parliamentarian during USS Senate meetings in situations where the speaker is not the chair.
- i. Assign Senators to the standing committees of The Senate.

Section 3. All orders, resolutions, legislation, or action of any kind on behalf of the students of the University of Wisconsin-Superior shall require approval of the Senate.

A. Powers and Duties of the USS

The powers and duties of the USS are

- a. To create and establish rights, privileges, and protection for all University of Wisconsin-Superior students;
- b. To review all constitutional amendments;
- c. To initiate and review all actions on behalf of the students of the University of Wisconsin-Superior;
- d. And to recall any official of the University of Wisconsin-Superior student government.

Section 4. Recall of Officers of the University of Wisconsin-Superior Student Government and Student Government Satellites

A. Impeachment

- a. The USS shall have sole authority to impeach any officer of the Executive Branch. The officer shall be judged for impeachment by the USS, and punitive action shall be brought forth if deemed necessary.

B. Recall of Officers or Members of the Student Government

- a. All recalls of officers or members of the student government shall be reviewed by the Internal/External Committee. The recommendation of the Internal/External Committee shall be approved by two-thirds (2/3) majority vote of the USS.
- b. All recalls of officers or members in satellite organizations (ex: SUFAC, I/E, Academic Affairs, etc.) of the University of Wisconsin-Superior Student Government shall first be impeached by the satellite's members; then the impeachment shall be ratified by a two-thirds (2/3) majority of the USS.
- c. Any students seeking a recall of an officer shall provide a letter of explanation clearly defining the violation of duties and/or violation of requirements defined in the constitution to the Executive Director of the Student Government Association. A petition for the recall must be signed by twenty-five percent (25%) of the current student population; signatures must be gathered within thirty days of submitting the letter, with no signatures to be obtained prior to the date of submission of the letter.

Section 5. The USS shall approve all action, recommendation, legislation, and budget proposals by University Student Government Committees before they are submitted to the President for a signature of approval.

Section 6. Presidential veto shall be overturned by a two-thirds (2/3) vote of the USS.

Section 7. The USS shall hold at least one meeting during each month of the academic year, with the first meeting held in May of the current academic year. The meetings will be chaired by the Vice President except in the case of the first and last meeting of the year and executive session meetings, which will be chaired by the President. Special meetings may be called by the Chair, or scheduled by the Senate, special sessions require a written request of four (4) senators in the USS. Quorum for the USS shall be defined in their respective by-laws. Robert's Rules of Order, most recently revised, shall govern the conduct of business of all meetings, unless otherwise stipulated by the Constitution, Bylaws, or Rules of Procedure. Meetings are subject to Open Meeting Law. Anyone may address the legislature when recognized by the chair.

Section 8. No legislation or resolution shall be considered by USS unless it was first received in electronic form by the Director of Communications and Public Relations and President. An exception can be made with a motion during the approval of the agenda by a majority vote of Senate, but any legislation or resolutions granted an exception must be received by the Director of Communications and Public Relations and President within thirty-six (36) hours of the conclusion of the meeting where it was passed by the person who sponsored the legislation or resolution. If the legislation or resolution is not received within thirty-six (36) hours it is null and void.

Article II.

Section 1. The executive power shall be vested in a President of the University Student Government. Be it established, that the executive branch of the University of Wisconsin-Superior Student Government shall be comprised of the President, Vice President, and the executive cabinet, consisting of the Executive Director, SUFAC Director, Vice SUFAC Director, Legislative Affairs Director, Vice Legislative Affairs Director, Diversity Director, Vice Diversity Director, Shared Governance Director, Communications and Public Relations Director and Vice-Communications and Public Relations Director. The Speaker of the Senate shall be an ex officio member of the executive cabinet.

Section 2. The President and Vice President represent the students of the University of Wisconsin-Superior and therefore appoint students to the positions Executive Director, SUFAC Director, Legislative Affairs Director, Diversity Director, Shared Governance Director and Communications and Public Relations Director. If the President wishes, he/she may appoint persons to the positions of Vice-Legislative Affairs Director, Vice-Diversity Director Vice SUFAC Director, and Vice-Communications and Public Relations Director. A two-thirds (2/3) majority of the USS must approve all appointments to the Executive Cabinet. The term of office for the President and Vice-President shall be one (1) year, beginning May 1 and ending April 30.

The term of office for all Executive Cabinet Members shall commence upon their confirmation by the Student Senate and end either on the last day of the spring semester or upon the confirmation of their successor, whichever comes first.

If the President is unable to secure a permanent director, he/she may appoint an interim director with majority approval of the senate; the President shall not be allowed to appoint a person as interim director who has been previously been denied by USS for that directorship position.

A. Representation

- a. The student body shall elect the President and Vice President

B. Eligibility

- a. To be eligible to serve as President or Vice-President, a person must be a registered student of the University of Wisconsin- Superior and have a cumulative grade point average no lower than 2.5.
- b. To be eligible to serve in the Executive Cabinet, a person must be a registered student of the University of Wisconsin-Superior and have a cumulative grade point average no lower than 2.25.

C. Vacancies

- a. A vacancy in the presidency by termination of student status, resignation, or any other reason shall automatically be filled by the ascension of the Vice President
- b. A vacancy in the vice-presidency shall be filled by the President appointing any elected student representative of the USS to that position
- c. In the case of the vacancy of the vice presidency, the president may choose to appoint a member of his cabinet, or an elected senator to the position of the vice president. Any executive accepting the nomination must resign from their position to be eligible for the appointment made by the president, and the nomination must pass in the USS by a two-thirds (2/3) majority vote.

D. Powers and Duties of the President

- a. The president shall be the official representative of the student body in all matters affecting its life, services, and interests;
- b. The president shall be the presiding officer of the President's Cabinet;
- c. The president shall exercise general supervision over the functioning of the President's Cabinet of the University of Wisconsin-Superior Student Government;
- d. The president shall appoint individuals to oversee the executive departments and committees that he or she establishes with the consent of the University Student Senate

- e. The president shall be the ex-officio member of all University of Wisconsin-Superior Student Government committees and satellites;
- f. The president shall have the power to require reports of any nature from any student government agency or member. A student government member is anyone granted power or by Student Government Association;
- g. The president shall enforce this constitution and all legislation established by the University of Wisconsin-Superior Student Government;
- h. The president has veto power over all legislation passed by the University of Wisconsin-Superior Student Government, which can be overturned by a two-thirds (2/3) vote of the University Student Senate. Notice of any veto shall be included on the agenda of the next USS;
- i. The president has line item veto power of and only of entire paragraphs in a piece of legislation;
- j. The president has line item veto power on and only on entire numbers in budget proposals;
- k. The president shall hold a minimum of three (3) scheduled office hours per week;
- l. The president shall have the power to chair the USS meetings, or may temporarily relinquish the chair to a member of student government that he/she so chooses.
- m. The president shall have the power to call and chair special sessions of the USS;
- n. The president shall have the power to issue executive orders to the executive cabinet about policy; the president must inform the USS within twenty (20) days.
- o. Legislation and resolutions passed by the USS shall be signed or vetoed no later than nine (9) school days after their passing in Senate. Those items not addressed automatically pass.
- p. The President has two options to fill empty senate seats. A.) to direct the I/E Director to conduct a special election as outlined in the rules of procedure. B.) to appoint student(s) to the open seat(s), with a 2/3 majority of Senate. If one quarter or more of senate seats are open at the same time, there shall either be a special election or the seats may be filled by appointment; these appointments must first be approved by Senate and then approved by the student body in a confirmation vote. The choice between the options is left to the discretion of the President.
- q. The President shall give two formal reports to the University Student Senate. A report shall be given at the first regular Senate meeting of the fall semester in which the President shall state her or his goals for the academic. Another report shall be given at a regular meeting of the Student Senate that occurs after the beginning of the spring semester and before the beginning of spring break in which the President announces the progress made on her or his agenda.

E. Powers and Duties of the Vice President

- a. The vice-president shall assume the office of the president in the event of a vacancy or absence;
- b. The vice-president shall be the chair of the Academic Affairs Council and ex-officio member of its subordinate committees;
- c. The vice-president shall be an ex-officio member of all University of Wisconsin-Superior Student Government committees and satellites;
- d. The vice president shall be the presiding officer of the Rothwell Student Center Board;
- e. The vice-president shall be charged with collaborating with the Student Government Advisor(s) to provide training to the members of the Student Government Association. This training must occur no later than the first month of the constitutional term
- f. The vice-president shall hold a minimum of three (3) office hours per week.

F. Powers and Duties of the Segregated University Fee Allocations committee (SUFAC) Director

- a. The SUFAC director shall keep a complete and accurate record of all receipts, disbursements, and other financial transaction made with student fees;
- b. The SUFAC director shall be the presiding officer of the SUFAC Council and ex-officio member of its subordinate committees;
- c. The SUFAC director's records must be maintained in accordance with generally accepted accounting practices;
- d. The SUFAC director shall release funds only after resolutions or legislation has passed through the USS and the President, has granted such release of funds;
- e. The SUFAC director must hold a minimum of three (3) office hours per week

G. Powers and Duties of the Executive Director

- a. The executive director shall be the presiding officer of the Internal/External Council and ex-officio member of its subordinate committees;
- b. The executive director shall be in charge of the fulfillment of all constitutional requirements as they affect the office hours of the President's Cabinet, and members of the USS and the security of the University of Wisconsin-Superior Student Government hardware, software, information, and property;

- c. The Executive Director shall issue written interpretations of the USS Constitution, By-Laws and Rules of Procedure that offer reasoning for the interpretation. These interpretations shall be subject to the review and revision of the Student Senate and the Internal/External Affairs Council at the written request of any member of either body.
- d. The executive director shall hold a minimum of three (3) office hours per week.

H. Powers and Duties of the Legislative Affairs Director

- a. The legislative director shall be the presiding officer of the Legislative Affairs Committee;
- b. The legislative director shall be responsible for keeping the President's Cabinet and the USS informed of all State of Wisconsin legislation, federal legislation, and court decisions that affect the students of the University of Wisconsin System (Superior);
- c. The legislative director shall be responsible for presenting a detailed report to the appropriate entities of student government of the effect such aforementioned decisions shall have, positive and negative, on the University of Wisconsin-Superior Student Government;
- d. The legislative director shall hold a minimum of three (3) office hours per week.

I. Powers and Duties of the Diversity Director

- a. The diversity director shall be the presiding officer of the Diversity Committee and an ex-officio member of its subordinate committees;
- b. The director and council shall help the Multicultural Affairs Center to provide solutions to diversity problems on campus;
- c. The director and council will educate people on campus about multicultural affairs issues;
- d. The director and council will keep relations up with the Multicultural Affairs Center and other organizations by making monthly visits;
- e. The diversity director shall hold a minimum of three (3) office hours per week.

J. Powers and Duties of the Shared Governance Director

- a. The director shall ensure the participation in institutional governance set by Wisconsin State Statute 36.09(5) by monitoring all committees within the institution that require student participation on all decision-making; establishing student roles on newly formed decision making structures; filling all student seats on the University faculty-student committees with final approval of the University Student Senate President; filling seats on search-and-screen committees; responsible for acting upon any violations of Wisconsin State Statute 36.09(5) (ie. NCAA conflicts, committee appointments, lawsuits regarding student

fees or free speech on campus); monitoring and acting upon policies set by the Board of Regents and ensuring student input into all decisions regarding students.

- b. The shared governance director shall maintain all non-financial records of the President's Cabinet and the USS. Specifically, he or she shall retain and enforce the terms of all agreements, and other documents of a similar legal classification, entered into by the President and/or the Student Senate.
- c. The shared governance director shall have the power to call a special council on shared governance. This council will stand for a defined period of time and follow a clearly stated agenda. It will consist of five senators selected by the president. This council will be chaired by the shared governance director. The President of the Student Senate will serve as ex officio to the council. This council will be accountable to the Student Senate. All of its actions shall be communicated to the senate.
- d. The shared governance director shall hold a minimum of three (3) office hours per week.

K. Powers and Duties for the Director of Communications and Public Relations

- a. The Director of Communications and Public Relations shall inform the student body of the intentions and existence of SGA and Student Senate.
- b. The Director of Communications and Public Relations shall publicize and attract students to join or participate in SGA and Student Senate events including elections, meetings, and other such events.
- c. The Director of Communications and Public Relations shall oversee all Public Relations matters pertaining to SGA and Student Senate, in regards to the University or other outside media sources.
- d. The Director of Communications and Public Relations shall keep in constant contact and work with the Executive Cabinet, Speaker of the Senate, and all Senators to promote events at UW-Superior, current legislation, projects, and other events pertaining to UWS.
- e. The Director of Communications and Public Relations shall submit press releases to all relevant media sources.
- f. The Director of Communications and Public Relations shall record and distribute minutes of the President's Cabinet and the USS;
- g. The Director of Communications and Public Relations shall maintain all non-financial records of the President's Cabinet and the USS;
- h. The Director of Communications and Public Relations shall give individual written notice of all regular meetings of the President's Cabinet and the USS to each of their respective members;
- i. The Director of Communications and Public Relations shall ensure an updated webpage representing student government is accessible and consistently updated as necessary;

- j. The Director of Communications and Public Relations shall hold a minimum of three (3) office hours per week.

Section 4. The president's cabinet shall act on behalf of the University Student Government in cases of extraordinary emergency; any action(s) taken by the president's cabinet in lieu of the University Student Government shall be placed on the next USS agenda for potential ratification or reversal and potential punitive action unless the action taken is unalterable. The president's cabinet shall define "extraordinary emergencies" with the approval of the USS.

Section 5. The line of succession of the presidency falls to the vice president, after which the Speaker of the Senate assumes the responsibility. In the absence of the Speaker, the order of succession falls to the SUFAC Director followed by the Shared Governance Director, Senators in order of seniority, the Internal/External Director, the Legislative Affairs Director, and then Diversity Director. At the level of the SUFAC director and below, the incoming president must be confirmed by a vote of the University Student Senate.

Article III.

Section 1. Amendments to this constitution must be proposed in written form to the USS by five (5) students or by the Internal/External Council and shall be ratified by a four-fifths (4/5) majority vote of the University Student Senate.

Section 2. Any amendment to this Constitution shall change the language of that section or article which is being amended. However, the amendment will not change the constitution until action, or no action by the President has taken place. Once action by the President has taken place, the Executive Director shall add the words " 'AMENDED (DATE)' " under the main heading of the Constitution. This must be uploaded to the website, and distributed to the SGA no later than forty-eight (48) hours after action by the President.

Student Government Association

Article IV.

Section 1. There shall be five (5) councils managed by the Student Government. Standing committees under the councils will be defined in the By-laws of the legislative, executive, and judicial branches.

- A. The Academic Affairs Council
- B. The Internal/External Council
- C. The Segregated University Fees Allocation Council (SUFAC)
- D. The Legislative Affairs Council
- E. The Diversity Council

Article V.

Section 1. In order to replace this Constitution, a decision to replace must come from a unanimous vote of the University Student Senate, and upon passing it must be signed off by the President. This will trigger a referendum that will require a three-fourths majority (3/4) vote by the students of the University of Wisconsin-Superior.

Article VI.

Section 1. Amendments to the By-Laws shall be made by a 2/3 vote of the Student Senate as a whole, (minimum of 8 members must be present for the vote.)

Section 2. Amendments to the By-Laws must be introduced at a regular meeting and will be voted on at the next regular meeting.

Article VII.

Section 1. Ratification of this Constitution shall occur by a referendum vote of the student body.

Section 2. The President acting with a majority vote of his/her cabinet or 2/3 of Senate shall have the power to suspend any portion of the SGA Constitution dealing with the term of office. The President, after having received a written statement from a majority of Senate to re-instate the Constitution shall at once restore the Constitution. The Constitution may also be restored by a majority vote of the Presidential Cabinet. The suspension of the Constitution must last no longer than 14 calendar days.



BY-LAWS OF THE STUDENT SENATE

ARTICLE I: DUTIES AND RESPONSIBILITIES OF SENATORS

1. Attend all Student Senate meetings, unless excused by the President, Vice President or Executive Director 24 hours in advance.
2. Serve on two of the five Student Senate Standing Councils.
3. Serve on at least two committees outside the Student Senate.
4. Maintain two scheduled and one floating office hour per week.
5. Communicate with constituents and constituencies.

ARTICLE II: THE ACADEMIC AFFAIRS COUNCIL

1. The name of this Student Senate Standing Council shall be the Academic Affairs Council.
2. Members
 - a. The chair shall be the Vice President of the Student Senate.
 - b. Five Student Senate Members shall serve on this Council, one of who must be a Senator At-Large.
 - c. The President of the Student Senate shall serve as an ex-officio member of this council.
 - d. The Chair of the Faculty senate shall be invited to appoint two voting members to this council.
 - e. The Chair of the Academic Staff Council shall be invited to appoint two voting members to this council.
 - f. The Director of Student Life and Services shall serve as an ex-officio member.
3. Purposes
 - a. This Council shall be accountable to the Student Senate, as representative of the students who have primary responsibility for student life, service and concerns. All of its actions shall be communicated to the Senate and the Senate has authority over this council.
 - b. The purposes of the Council shall be to review, develop, and recommend policy and guidelines regarding student life, services, and concerns as determined by the President or directed by the Student Senate.
4. Meetings
 - a. Regular meetings of this Council shall be held twice monthly during the academic year and as needed during summer session.
 - b. Special meetings can be called by the Chair or the Student Senate.
- c. Quorum shall consist of a majority of the voting members.
5. Standing committees
 - a. As a tool of **institutional governance** this council shall have the following standing committees.
 1. Foreign Student Service Committee
 2. Rothwell Student Center Board
 3. Student Financial Aid Review Board
 4. University Health services Committee

5. Omnibus hearing and Appeals Committee

ARTICLE III: THE INTERNAL/EXTERNAL AFFAIRS COUNCIL

1. The name of this Student Senate standing council shall be the Internal/External Affairs Council.
2. Members
 - a. The chair shall be the Executive Director of the Student Senate
 - b. Five Student Senate Members shall serve on this Council.
 - c. Two students-at-large shall serve on this Council which will be appointed by the president and confirmed by a majority vote of senate.
 - d. The President of the Student Senate shall serve as ex-officio, non-voting member of this Council.
3. Purposes
 - a. This Council shall be accountable to the Student Senate. All of its actions shall be communicated to the senate.
 - b. The purposes of this Council shall be monitoring the functions of the Student Senate, operating elections, hearing parking and housing appeals, hearing impeachments, maintaining communication with the University Community, and regulating student organizations.
4. Meetings
 - a. Regular meetings of this Council shall be held at least monthly during the academic year and as needed during summer session.
 - b. Special meetings can be called by the Chair or the Student Senate.
 - c. Quorum shall consist of a majority of the voting members.
5. May appoint Ad hoc committees when needed.

ARTICLE IV: SEGREGATED UNIVERSITY FEES ALLOCATION COUNCIL

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ARTICLE V: LEGISLATIVE AFFAIRS COUNCIL

1. The name of this Student Senate Council shall be the Legislative Affairs Council.
2. Members
 - a. The chair shall be the Legislative Affairs Director.
 - b. The President of Student Senate will serve as an ex-officio member.
 - c. The Chancellor or his/her designee will serve as an ex-officio member.
 - d. The Chair of the Faculty Senate is invited to appoint one ex-officio member to this council.
 - f. Two students-at-large shall be approved by the senate to serve on this Council which will be appointed by the president and confirmed by a majority vote of senate.
 - g. Five senators shall serve on this committee.
3. Purposes
 - a. Organize all educational and legislative campaigns that the senate chooses to participate in.

ARTICLE VI: DIVERSITY COUNCIL

1. The name of the Student Senate standing council shall be the Diversity Council.
2. Members
 - a. The chair shall be the Diversity Director of the Student Senate
 - b. The President of the Student Senate shall serve as an ex-officio, non-voting member of this council.
 - c. Up to five students-at-large shall be approved by the senate to serve on this Council which will be appointed by the president and confirmed by a majority vote of senate.
 - d. Up to five senators shall serve on this council.
3. Purpose
 - a. This council shall be accountable to the Student Senate. All actions shall be communicated to the Student Senate.
 - b. This council may make recommendations to the Student Senate President in regard to vacant positions on the Student Senate.
 - c. This council shall help the Multicultural Affairs Center to provide solutions to diversity problems on campus.
 - d. This council will provide resources for people on diversity; the Diversity Council will keep an ongoing file of information from all diversity conferences and symposiums, as this provides more information and tools on dealing with their issues to help with education.
 - e. This council will educate people on campus about multicultural affairs issues.
 - f. This council will provide a safe place and forum for the airing of problems or issues that their underrepresented group may have.
 - g. This council will build coalitions with organizations, administration, and other schools.
 - h. This council will keep relations up with the Multicultural Affairs Center and other organizations by making monthly visits.
 - i. This council includes these purposes but is not limited to the list above.
4. Meetings
 - a. Regular meetings of this Council shall be held at least bi-monthly during the academic school year and as needed during summer session.
 - b. The Chair or the Student Senate can call special meetings.
 - c. A quorum shall consist of half the voting members plus one. If there are only half the voting members present, there can still be a discussion but no voting can take place.

ARTICLE VII: QUORUM

1. Quorum shall be defined as the Chair and a majority of the voting members.

ARTICLE VIII: RULES OF PROCEDURE

1. Rules of Procedure shall be developed by March 1, 1995 to govern the operations of all Councils and committees. They must be adopted by 2/3 of the membership of the Council or committee and ratified by a majority of the Student Senate.

Amended- Fall 2007

University of Wisconsin – Superior Student Government Rules of Procedure

I. Presidential and Vice-Presidential Elections

a. Depending on which is earlier, nomination papers shall be available second Monday of March at 8:00 am or the Monday following spring break at 8:00 am

b. Nomination papers shall include the following information: the office sought, dates of the election, conduits name, blanks for signatures of 100 students, the last four digits of those students' identification numbers, those students' signatures, and the date on which they signed.

c. Nominations papers shall be due no later than 4:00 pm two weeks after they are issued (spring break does not count) to the Rothwell Students Center (hereafter RSC) Front Desk. The nomination papers shall be date stamped and mark received. Candidates may request a receipt from the RSC staff member who receives their papers. At 4:05 pm the Executive Director of the USS shall receive nomination papers from the RSC Front Desk and begin the validation process.

d. An official list of candidates for President and Vice-President must be posted no later than 12:00 pm on the Thursday preceding elections.

e. President and Vice President shall be elected together on the same ballot. The President and Vice Presidential candidates are required to collect 100 signatures together.

II. Senator Elections

a. Depending on which is earlier, nomination papers shall be available second Monday of March at 8:00 am or the Monday following spring break at 8:00 am

b. Nomination papers shall include the following information: the office sought, dates of the election, conduits name, blanks for signatures of 35+ students, the last four digits of those student's identification numbers, those students' signatures, and the date on which they signed.

c. Nominations papers shall be due no later than 4:00 pm two weeks after they are issued (spring break does not count) to the RSC Front Desk. The nomination papers shall be date stamped and mark received. Candidates may request a receipt from the RSC staff member who receives their papers. At 4:05 pm the Executive Director of the USS shall receive

nomination papers from the RSC Front Desk and begin the validation process.

d. An official list of candidates for senator positions must be posted no later than 12:00 pm on the Thursday preceding elections.

III. Running for Office as the Executive Director

1. If the Executive Director runs for office in the Spring Election which he or she oversees, and the nomination of said individual is approved by the Internal/External Affairs Council the President must appoint an interim Executive Director to replace the previously appointed Executive Director from the time the nomination packets are approved until the day on which the final grievance, if any, pertaining to the Election is resolved.
2. The interim Executive Director shall be confirmed to the position with majority approval of the Senate.
3. After the last day of the specified timeframe has expired, the permanent Executive Director shall resume the powers and duties of his or her position until the remainder of their constitutionally specified term.

IV. Ballots

Six separate ballots shall be developed, one for each of the following:

A. The Departments of Accounting; Finance and Economics; Business Administration; and Elementary Education shall include the names of candidates for the Department senator positions, Presidency, Vice-Presidency, and senators at large.

B. The Departments Biology; Chemistry; Math and Computer Science; and Human Performance and Health Promotion shall include the names of candidates for the Department senator positions, Presidency, Vice-Presidency, and senators at large.

C. The Departments of Communicating Arts; Music; Visual Arts; and Language and Literature shall include the names of candidates for the Department senator positions, Presidency, Vice-Presidency, and senators at large.

D. The Departments of Politics, Law and Justice; Social Inquiry; and Human Behavior and Diversity shall include the names of candidates for the Department senator positions, Presidency, Vice-Presidency, and senators at large.

E. The Department of Graduate Studies shall include the names of candidates for the Department senator position, Presidency, Vice-Presidency, and senators at-large.

F. Undeclared majors shall include the names of candidates for

- Senator at-large positions, Presidency, and Vice-Presidency.
- b. Spaces will be provided for write-in candidates' names for department senator positions, at-large senator positions, President, and Vice-President positions.

V. Write-in campaigns and Electoral Ties.

- a. Students are welcome to run write-in campaigns pursuing seats for which they qualify. Those write-in candidates that are found to have violated the Fair Campaign Practices Pledge may be denied victory by a 2/3 vote of the I/E Council.
- b. If an electoral tie should leave any seat in dispute, a runoff election shall be held within one week of the conclusion of the original election. The Executive Director shall generate a ballot that contains the names of the tying candidates. Write-in campaigns shall not be allowed during runoff elections. Runoff elections shall only resolve contested seats and cannot unseat any victor from the general election.

VI. Code of Conduct and Ethics

- a. Upon becoming a member of the USS, all persons shall be required to read and sign the following:

Code of Conduct and Ethics for the University of Wisconsin-Superior Student Government

As a University of Wisconsin-Superior Student Government member:

**I will promote the general welfare of the student body at UWS. I will not practice any discrimination or prejudice based on someone's gender, race, sexual orientation, ethnicity, age, or personal difference.*

**I will not verbally, physically, or mentally abuse others during meetings, in the governance offices, before the student constituency, and/or among organizations they are associated with.*

**I will not abuse the character or integrity of another during meetings, in the governance offices, before the student constituency, and/or among organizations they are associated with.*

**I will not use my title for any personal gain, nor will I abuse my title and position or use them in a manner that does not benefit my constituents.*

**I will not use office supplies for personal use.*

**I will do my best to show candidates and other members of the student government my utmost respect, regardless of differences in opinion.*

**I will behave in a professional manner while in the governance offices, resist raising my voice above a normal speaking level, resist the use of profanity, and will always behave in a professional manner.*

**During Student Governance meetings, I will be prepared to discuss the issues that are on the agenda to the best of my ability.*

**I will attempt to attend all USS meeting unless excused for illness or personal emergency.*

**I will be open to suggestions, requests, and complaints from the student body.*

**I will solicit student input and involve students at-large in the development and implementation of policy at UWS.*

**I will carry out all official duties with full honesty and forthrightness.*

**I will attend the training provided for student government members at the beginning of my term. I may only be excused from this training through illness or an urgent personal emergency that precludes my attendance.*

I _____ have read and understand the Code of Conduct and Ethics for the University of Wisconsin-Superior Student Government and I will do my utmost to comply with them in full.

Signature _____ Date _____

VII. Academic Affairs Council

A. The Council will act on matters regarding academic issues.

1. All matters pertaining to academic issues will be referred to the Academic Affairs Council.
2. Once the matters are referred to the Academic Affairs Council, they will appear on the agenda of the next regularly scheduled meeting of the Academic Affairs Council and the Council will recommend action on the matter to the USS.

B. The Council will monitor all university committees dealing with academic issues.

1. The chair of the Academic Affairs Council will contact all the chairs of those university committees dealing with academic issues and request that minutes be sent to him/her so that he/she can monitor those committees.
2. If any action taken by a university committee is against student interest, the chair will refer it to the Council by placing it on the agenda for the next regularly scheduled meeting of the Academic Affairs Council.
3. The chair will be in touch with students on university committees dealing with academic issues. The chair should request a student member be present if the council is discussing the actions of the university committee on which the student serves.
4. The chair will maintain a list of university committees dealing with academic issues and the members on each committee.

C. Diversity Council

- A. The Council will act on matters regarding to issues of diversity.
 - 1. All matters pertaining to issues of diversity will be referred to the Diversity Council.
 - 2. Once the matters are referred to the Diversity Council, they will appear on the agenda for the next regularly scheduled meeting of the Diversity Council and the Council will recommend action on the matter to the USS.
- B. The Council will communicate with and collaborate with university committees, student organizations, and other bodies pertaining to the diversity of the student body.
 - 1. The chair of the Diversity Council will contact all the chairs and leaders of the committees, organizations, and other bodies pertaining to diversity and request minutes from meetings.
 - 2. The Council shall use these minutes to monitor and maintain familiarity with these bodies. An archive shall be established and maintained from these records.
 - 3. The Chair shall communicate with the members of the such bodies and request that a member or members of such bodies be present at Council meetings when the agenda contains business relating to their body.

VIII. Internal/External Affairs Council

- A. The Council will act on all matters not specifically addressed by other USS Councils or Committees.
- B. The Council will oversee the recognition of all student organizations at UW-S. The council will then give its recommendation to the USS for final approval of each organization.
- C. The Council will guide the Executive Director in regulating all student organizations and shall act on grievances regarding student organizations.
- D. The Council will guide the Executive Director in monitoring the USS budget.
- E. The Council will guide the Executive Director in governing elections.
- F. The Council may review any decision made by the Executive Director. If necessary, the Council may overturn any decision made by the Executive Director.

IX. Internal/ External Affairs Council-Organizational Renewal Deadline

- A. The chair shall send out a letter to all organizations reminding them of the renewal deadline at the end of each academic year and the second Monday in September.
- B. An organization submitting an application for renewal shall do so no later than 4:00 pm on the first Monday in October.
- C. An organization submitting an application must include the following:
 1. a letter of intent to organize,
 2. a copy of the organizations current constitution,
 3. a list of current officers, council members, or other representatives as proscribed by their constitution, and
 4. a signed letter from a faculty/staff member indicating willingness to act as an advisor to their organization.

X. Segregated University Fee Allocation Council (SUFAC)

See page 32 for SUFAC Policy Paper 09-1

XI. Legislative Affairs Council

- A. The Council will act on matters regarding legislative issues.
 1. All matters pertaining to legislative issues will be referred to the Legislative Affairs Council.
 2. Once the matters are referred to the Legislative Affairs Council, they will appear on the agenda for the next regularly scheduled meeting of the Legislative Affairs Council and the Council will recommend action on the matter to the USS.
- B. The Council will monitor all university committees dealing with legislative issues.
 1. The chair of the Legislative Affairs Council will contact all the chairs of those university committees dealing with Legislative issues and request that minutes be sent to him/her so that he/she can monitor those committees.
 2. If any action taken by a university committee is against student interest, the chair will refer it to the Council by placing it on the agenda for the next regularly scheduled meeting of the Legislative Affairs Council.
 3. The chair will be in touch with students on university committees dealing with legislative issues. The chair should request a student member be present if the council is discussing the actions of the university committee on which the student serves.

4. The chair will maintain a list of university committees dealing with legislative issues and the members on each committee.

C. A member of the Legislative Affairs Council shall act as Common Council Liaison.

1. The Common Council Liaison shall:

- a. Attend the Common Council's monthly meetings and advocate for student's rights with the intention of keeping the USS informed as to what the Common Council is doing that will affect students at UWS,
- b. Maintain contact with the Common Council Representative for the university's district, and
- c. Report to the USS and work under the direction of the Legislative Affairs Director.

XII. Agenda Items

A. The President may place any item on the agenda under New Business; it must appear in his/her report or be an urgent item.

B. Resolutions to appear on the agenda under Old or New Business shall be passed by a council, bear the signatures of two senators (a sponsor and co-sponsor), or be a Minority Report of a defeated council resolution bearing the signatures of at least two members of that council.

C. Names of individuals need not appear on the agenda in order for a nomination/appointment to be valid. Nominations by the President do not require a second. The USS can only approve or defeat a nomination/appointment; they cannot nominate/appoint without the express permission of the president.

XIII. Agenda

A. Agendas for regularly scheduled meetings of the Student Senate shall be formatted as follows:

- Agenda
- Date
- Location
- Call to order
- Roll call
- President
- Vice-President
- Executive Director
- SUFAC Director
- Legislative Affairs Director
- Director of Communications and Public Relations
- Senators (in alphabetical order)
- Approval of agenda
- Approval of minutes
- Old Business
- Reports

Open Student Forum
President
Vice-President
Executive Director
SUFAC Director
Legislative Affairs Director
Director of Communications and Public Relations
Senators
Chancellor
Faculty Senate
New Business
Announcements
Adjournment

B. The agenda for special meetings shall be formatted in the same manner with the exception of approval of minutes and reports not germane to the action item(s).

C. Every University Senate Meeting and every meeting of the various Councils shall have an open student forum which students may air comments, grievances, or ask questions. The open student forum shall be the first part of the reports section of the agenda, taking place prior to the chairperson's report. The chair has the right to rule out of order any student who the chair feels is being disruptive or is abusing their speaking privileges.

XIV. Legislation Encoding

A. Legislation shall be encoded in a uniform manner to ensure continuity and to maintain accessible records.

B. Legislation appearing on the agenda shall be labeled with an abbreviation which designates its origin (PR for President, VP for Vice-President, SF for SUFAC, IE for Internal/External Affairs Council, AA for Academic Affairs Council, LA for Legislative Affairs Council, SS for Student Senate, and DV for Diversity Council). Next, it shall include the month and year (mm/yy) and the number representing which piece of legislation it is (i.e. PR 0400-01). Minority reports shall have ".min" on the end of the code (i.e. IE 0400-05.min).

XV. Presidential Veto

A. The President of the USS shall have the authority to veto any new legislation passed by the USS.

B. The President must place the veto on the agenda for the next regularly scheduled USS meeting unless a special meeting is called to deal with the issue.

C. A motion to take the veto off the table is required under Old Business. A 2/3 vote of the currently seated USS members is required to override the veto. If no motion to remove the veto from the table is made, the veto is sustained.

D. Once the veto power is established, it can only be removed by a unanimous vote of a full senate.

XVI. Removal of Elected Members of the USS

- A. Each member of the USS has duties and responsibilities outlined in the USS Constitution and By-Laws. If an elected member of the USS is not fulfilling his/her obligations, he/she should resign his/her position.
- B. Any member not fulfilling his/her duties should be removed from office if he/she does not resign. The President, Vice-President, or any elected member of the USS may bring Articles of Impeachment to the USS for nonfeasance.
- C. The Articles of Impeachment must include the specific duty or duties the individual did not comply with and a rational explanation why it constitutes nonfeasance.
- D. The individual for whom the Articles of Impeachment have been developed must be informed seven calendar days in advance that the USS will be addressing the Articles of Impeachment at a regularly scheduled or special meeting.
- E. The Internal/External Affairs Council shall conduct an investigation into the Articles of Impeachment. They shall interview the individual in question and develop a recommendation to the USS no less than three calendar days before the USS meeting at which the Articles of Impeachment will be addressed.
- F. The Internal/External Affairs Council shall inform the individual for whom the Articles of Impeachment have been developed of all accusations against him/her and of his/her constitutional rights.

XVII. Stipends

- A. The Student Body President shall receive a stipend of \$ 1000, the Vice President, SUFAC Director and Executive Director shall receive a stipend of \$ 700, and the SUFAC Vice-Director shall receive a stipend of \$ 400.
- B. Upon taking office, the aforementioned officers shall sign the Terms of Agreement for their Stipends.
- C. Any changes to the stipends or to the Terms of Agreement must meet the following procedures:
 - a. SUFAC must approve of the changes to the stipends during their yearly review of Three-Year Rotational Budgets.
 - b. The amendments to the Terms of Agreement must follow the Procedure in Article VI of the USS Constitution.
 - c. Any amendments to the Terms of Agreement shall not take place until the next term of the Student Government Association.
- D. Terms of Agreement for officers
 - a. See pages 25-28
- E. Payment
 - a. The Advisor, Shared Governance Director, and Speaker of the Senate shall sit down at the end of each pay period to decide upon any deductions made to the members receiving stipends.
 - b. Upon notification of any deductions, the officer shall be given the right to appeal.
- F. Appeals

- a. The appeal board shall be made up of the Shared Governance Director, the Speaker, and two Senators, and one member of SUFAC with the advisor serving as ex-officio.
- b. One Senator shall be the Student at Large who received the most votes in the last election. The second Senator shall be the Department Senator who received the most votes in the last election. The Speaker shall choose the member from SUFAC to be on the appeal board.
- c. The appeal board shall consider appeals to the contract positions.

Terms of Agreement for the Student Body President Stipend

The Student Body President shall be paid \$1,000 per academic year, for their duties and responsibilities. The stipend shall be broken up into four payments of \$250 each and they shall be made near the following dates: October 31, December 15, March 31, and May 15

Below are the expected job duties for the position. Duties # 1-5 cannot be appealed if missed, but duties # 6-11 can be appealed through the proper processes. The following deductions will be made at payment of stipend, if items occurred and there was a failed action. If deductions are greater than stipend, then deductions will flow into next payment period.

1. Summer Report-prior to first Senate meeting in September; -\$100 for missed deadline
2. Spring Report- 2nd semester before Spring Break, -\$100 for missed deadline
3. Student Representatives meeting, 4 meetings each year, -\$30/missed meeting
4. Attend Student Government training; - \$25 for missed training
5. Attend SUFAC training; -\$50 for missed training
6. Attend 1 day of SUFAC Budget Hearings; -\$50 for unexcused absence from hearing
7. Meetings and agenda 24 hours in advance, min. of 1 meeting/month; -\$20/missed meeting or unexcused absence
8. Serve on Continuous Improvement Planning Team; -\$20/unexcused absence
9. Serve/attend 1 Cross Campus Committee; -\$15 for missed assignment
10. Attend 1 meeting of each of the 5 Councils/month; -\$10/missed meeting
11. Serve 3 office hours/week; -\$1/missed office hour

If person appointed to position resigns early and/or is appointed after some duties/obligations have occurred, then the person will be paid based upon duties completed.

I, _____, fully understand the duties and expectations of me as the Student Body President, the requirements of the office in the University Student Senate Constitution, its By-laws and Rules of Procedures, the Code of Conduct and Ethic for the University of Wisconsin-Superior Student Government, the requirements listed above, and any other duties and obligations that come with the position.

Signature

Date

Advisor signature

Date

Chancellor Signature

Date

Requirements of the Student Body Vice-President to Receive Stipend

The Student Body Vice-President shall be paid \$700 per academic year, for their duties and responsibilities. The stipend shall be broken up into four payments of \$175 each and they shall be made near the following dates: October 31, December 15, March 31, and May 15.

Below are the expected job duties for the positions. Duties # 1-3 cannot be appealed if missed, but duties # 4-10 can be appealed through the proper processes. The following deductions will be made at payment of stipend, if items occurred and there was a failed action. If deductions are greater than stipend, then deductions will flow into next payment period.

1. Plan Student Government Training, within 4 weeks of academic year; -\$100
2. Attend Student Government Training; -\$30
3. Attend UW-System Student Representatives meeting, 4 meetings; -\$30/meeting
4. Convene Academic Affairs Council, 1x/month; -\$20
5. Convene Student Services Advisory Committee (SSAC), 1x/month; -\$10
6. Convene Yellowjacket Union Policy Board, 1x/month; -\$10
7. Serve as ex-officio member of Faculty Academic Affairs Council, or find replacement, 1x/month; -\$5
8. Attend Student Senate meetings; -\$5/unexcused absence
9. Attend 1 meeting for 2 of the Student Senate Councils/month; -\$5
10. Serve 3 office hours/week; -\$1

If person appointed to position resigns early and/or is appointed after some duties/obligations have occurred, then the person will be paid based upon duties completed.

I, _____, fully understand the duties and expectations of me as the Student Body Vice-President, the requirements of the office in the University Student Senate Constitution, its By-laws and Rules of Procedures, the Code of Conduct and Ethic for the University of Wisconsin-Superior Student Government, the requirements listed above, and any other duties and obligations that come with the position.

Signature

Date

Advisor signature

Date

Chancellor signature

Date

Requirements of the Executive Director to Receive Stipend

The Executive Director shall be paid \$700 per academic year, for their duties and responsibilities. The stipend shall be broken up into four payments of \$175 each and they shall be made near the following dates: October 31, December 15, March 31, and May 15.

Below are the expected job duties for the position. Duties # 1-4 cannot be appealed if missed, but duties # 5-12 can be appealed through the proper processes. The following deductions will be made at payment of stipend, if items occurred and there was a failed action. If deductions are greater than stipend, then deductions will flow into next payment period.

1. Organize Student Organization Packets; -\$100/if not completed by first Student Government meeting of new term (May)
2. Organize SGA Election Packets; -\$200 if missed deadline
3. Attend SGA Training; -\$50 missed meeting

4. Review Student Organization packets in a timely manner, within 1 week of packet deadline; -\$100 for missed deadline
5. Approve Student Organizations, 3rd week in November; -\$100 for missed deadline
6. Gather Contact information from Student Orgs; -\$50
7. Conduct Student Org workshop; -\$50
8. Convene Council 1x/month; -\$10/missed meeting
9. Serve on 1 Cross Campus Committee; -\$10
10. Attend Student Government meetings; -\$10/missed meeting
11. Organize SGA Election open forums, debates, and voting booth; -\$75 for failure of duties
12. Serve 3 office hours/week; -\$1/missed office hour

If person appointed to position resigns early and/or is appointed after some duties/obligations have occurred, then the person will be paid based upon duties completed.

I, _____, fully understand the duties and expectations of me as the Executive Director, the requirements of the office in the University Student Senate Constitution, its By-laws and Rules of Procedures, the Code of Conduct and Ethic for the University of Wisconsin-Superior Student Government, the requirements listed above, and any other duties and obligations that come with the position.

Signature Date

Advisor signature Date

Chancellor signature Date

Requirements of the SUFAC Director to Receive Stipend

The SUFAC Director shall be paid \$ 700 per academic year, for their duties and responsibilities. The stipend shall be broken up into four payments of \$175 each and they shall be made near the following dates: October 31, December 15, March 31, May 15

Below are the expected job duties for the position. Duties # 1-5 cannot be appealed if missed, but duties #6-10 can be appealed through the proper processes. The following deductions will be made at payment of stipend, if items occurred and there was a failed action. If deductions are greater than stipend, then deductions will flow into next payment period.

1. Attend SGA Training; -\$25 missed training
2. Help plan/attend SUFAC Training; -\$75 missed training
3. Conduct Student Org Budget Hearings; -\$100/day of missed hearings
4. Conduct 2 Student Org Budget Workshops; -\$50/missed workshop
5. Convene 1 meeting/month prior to/after Student Org Budgets submittal; -\$15
6. Convene 1 meeting/week until completion of Student Org Budgets; -\$15/missed meeting
7. Convene weekly meetings during 3-Year Rotational Budget process; -\$15/missed meeting
8. Attend Student Government Meetings; -\$10/unexcused absence
9. Serve on 1 Cross Campus committee; -\$5/unassigned meeting
10. Serve 3 office hours/week; -\$1/missed office hour

If person appointed to position resigns early and/or is appointed after some duties/obligations have occurred, then the person will be paid based upon duties completed.

I, _____, fully understand the duties and expectations of me as the SUFAC Director, the requirements of the office in the University Student Senate Constitution, its By-laws and Rules of Procedures, the Code of Conduct and Ethic for the University of Wisconsin-Superior Student Government, the requirements listed above, and any other duties and obligations that come with the position.

Signature

Date

Advisor signature

Date

Chancellor signature

Date

Requirements of the SUFAC Vice-Director to Receive Stipend

The SUFAC Vice-Director shall be paid \$ 400 per academic year, for their duties and responsibilities. The stipend shall be broken up into four payments of \$100 each and they shall be made near the following dates: October 31, December 15, March 31, and May 15.

Below are the expected job duties for the position. Duties # 1-4 cannot be appealed if missed, but duties #5-8 can be appealed through the proper processes. The following deductions will be made at payment of stipend, if items occurred and there was a failed action. If deductions are greater than stipend, then deductions will flow into next payment period.

1. Plan SUFAC Training with Director, President and Advisor; -\$50 for failed planning
2. Attend SUFAC Training; -\$25 if missed meeting
3. Attend SGA Training; -\$25 if missed meeting
4. Attend Student Org Budget Hearings; -\$50/day of missed hearings
5. Attend SUFAC meetings; -\$5/ unexcused absence
6. Attend Student Government meetings; - \$5/unexcused absence
7. Serve on 1 Cross Campus Committee; -\$5 non-appointment
8. Serve 3 office Hours/week; -\$1/missed office hour

If person appointed to position resigns early and/or is appointed after some duties/obligations have occurred, then the person will be paid based upon duties completed.

I, _____, fully understand the duties and expectation of me as the SUFAC Vice-Director, the requirements of the office in the University Student Senate Constitution, its By-laws and Rules of Procedures, the Code of Conduct and Ethic for the University of Wisconsin-Superior Student Government, the requirements listed above, and any other duties and obligations that come with the position.

Signature

Date

Advisor signature

Date

Chancellor signature

Date

University of Wisconsin-Superior



SUFAC By-Laws

Edition #1

Created: Spring 2009

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Article 1: Purpose and Authority

Section 1.01: Purpose

The Segregated University Fees Allocation Council (SUFAC) is a standing committee of University Student Senate at the University of Wisconsin-Superior. The Council shall report to and be accountable to the University Student Senate. The President of the Student Senate shall report all of its final actions to the Chancellor.

The purposes of this Council shall be the structuring of Segregated Student Fees, dispersing allocable and non-allocable fees within the guidelines of the UW-System, the management of student fee reserves, and policy and procedures for its operation.

Section 1.02: Authority

The Student Senate of the University of Wisconsin-Superior, as the student governance body of the University, is granted responsibility for the disposition of Segregated University Fees under Wisconsin State Statute §36.09(5) that states, in part:

Students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

Further guidance on the role of Student Governance in the use of Segregated University Fees is provided in Regent Policy Documents and UW System Policies. Of particular importance are Regent Policy Documents 30-3 and 30-5 and Financial Administration Segregated University Fees Document (F50).

Regent Policy Documents

30-3: <http://www.uwsa.edu/bor/policies/rpd/rpd30-3.htm>

30-5: <http://www.uwsa.edu/bor/policies/rpd/rpd30-5.htm>

FAP – Student Services Funding (G15)

G-15: <http://www.uwsa.edu/fadmin/gapp/gapp15.htm>

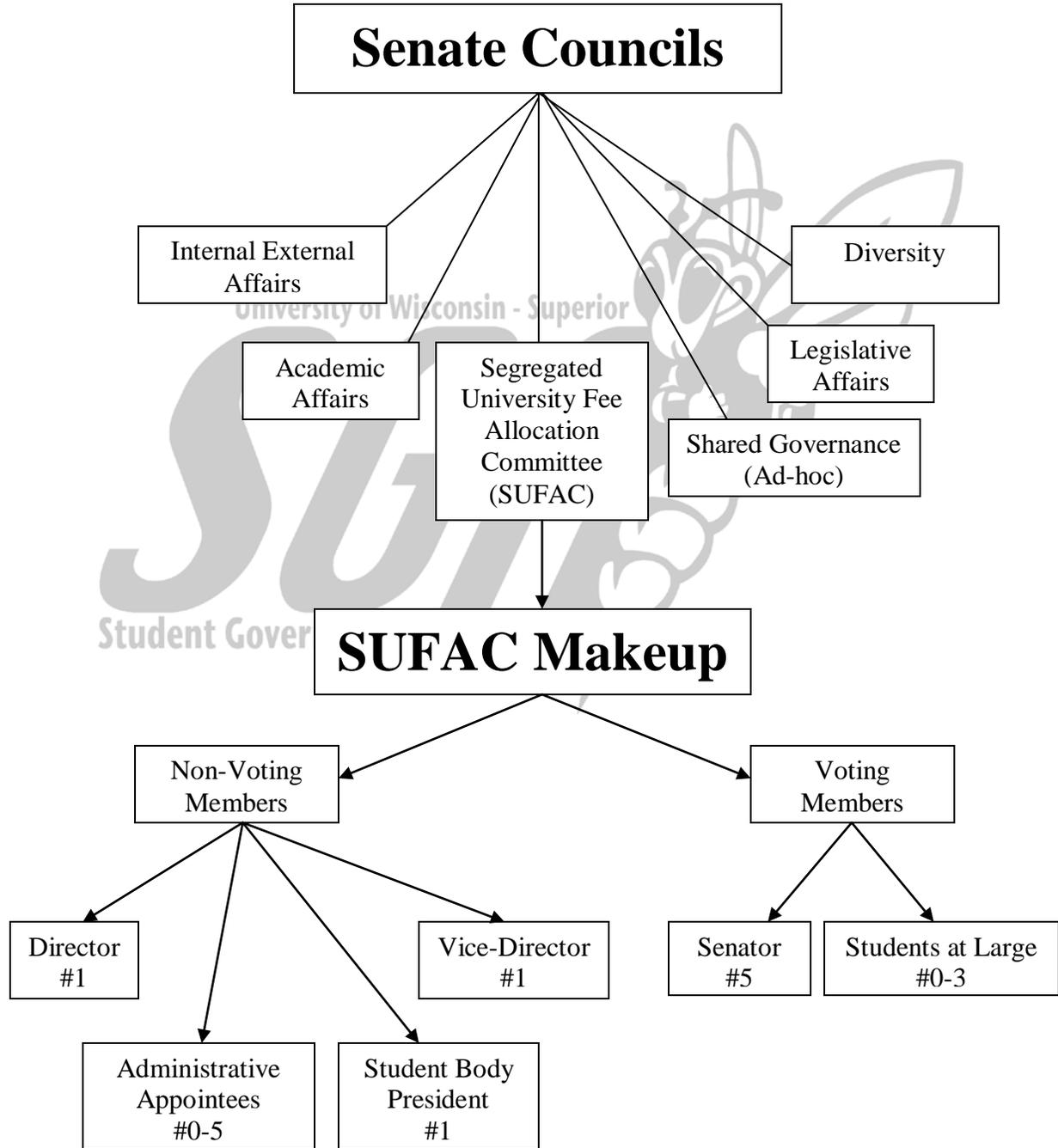
Financial Administration Segregated University Fees Document (F50)

F50: <http://www.uwsa.edu/fadmin/fppp/fppp50.htm>

Article 2: SUFAC Organization

Section 2.01: SGA/SUFAC Organization Chart

Student Government Association (SGA)



Section 2.02: Council Composition

- One SUFAC Director, a non-voting member, who chairs the Council
- One SUFAC Vice-Director, a non-voting member, who assists the Director
- Five Student Senators shall serve on this Council
- Three students-at-large shall serve on this Council
- The President of the Student Senate shall serve as an ex-officio, non-voting member
- The Chancellor or her/his designee shall serve as an ex-officio, non-voting member
- The chair of the Faculty Senate shall be invited to appoint two non-voting members to this Council
- The chair of the Academic Staff Council shall be invited to appoint two non-voting members of this Council

Section 2.03: Qualification Requirements for Directors and Members

- The Director and Vice Director must meet the requirements found in the USS Constitution (Article 2, section 2, subsection B)
- The Senators must meet the requirements found in the USS Constitution (Article 1, section 2, subsection B)
- The Students-at-Large must be: enrolled as students and maintain a 2.00 GPA, they are appointed by the President and confirmed by a 2/3 vote of Senate

Section 2.04: Advisor to SUFAC

- The campus Budget Analyst and/or Vice-Chancellor of Finance and Administration and the Student Government Association advisor shall be the advisor to SUFAC with no voting rights.

Student Government Association

Article 3: SUFAC Responsibilities

Section 3.01: Open Meeting Policy

All SUFAC meetings and deliberations shall be open to general public in accordance to state law.

Section 3.02: Viewpoint Neutrality Statement

Funding decisions will be made in a viewpoint-neutral manner, in accordance to *Board of Regents of the University of Wisconsin System v. Southworth*. Allocation decisions cannot be based on the council member's opinion of the message advocated, purpose of a group, or by referenda either directly or indirectly.

Section 3.03: Meetings

During the academic year, regular meetings of this Council shall occur weekly from the submission of student organization budgets until the final allocation report is approved or amended by the Student Senate. At other times during the year, meetings of this Council shall be held monthly.

Special meetings may be called by the Chair of the Student Senate.

Section 3.04: Quorum

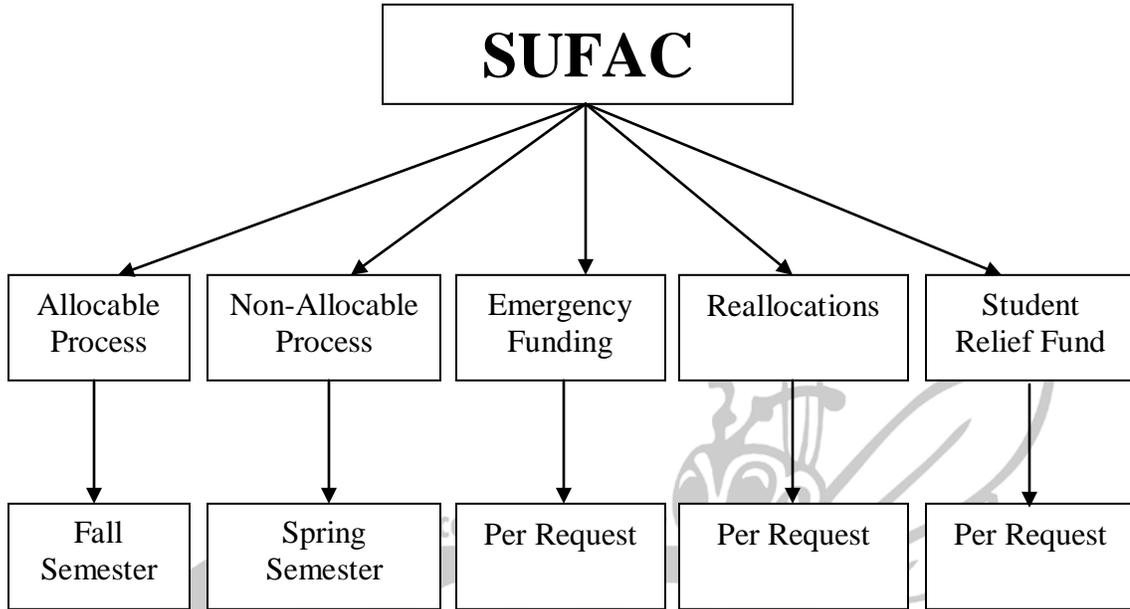
Quorum shall consist of the chair and half plus one of all seated voting members. If there are only half of the voting members present, there can be a discussion, but no voting can take place.

Section 3.05: Voting

- Voting by the Council shall be accomplished in accordance with the latest edition of "Robert's Rules of Order" unless otherwise indicated in these articles.
- Council members who are involved in leadership roles in activities or organizations that request funding through SUFAC (conflict-of-interest) are required to abstain on any vote affecting the funding for that activity or organization.
- Failure to abstain from voting in a conflict-of-interest could result in dismissal from SUFAC at the discretion of the Director with counsel from the Speaker of the Senate

Article 4: Primary SUFAC Processes

Section 4.01 Organizational Chart of SUFAC Processes



Section 4.02: SUFAC Processes

SUFAC shall be charged with completing the following processes:

- Allocable Process
- Non-Allocable Process
- Emergency Funding
- Reallocations
- Student Relief Fund

SUFAC must follow the policies and procedures for the above processes laid out in SUFAC Policy Paper 09-1.

- Changes to the SUFAC Policy Paper must originate from SUFAC and be made by a 2/3 vote of the Council (minimum of 4 members must be present for the vote).
- The changes are then forwarded to the Student Senate as a whole who must also approve by a 2/3 vote, (minimum of 8 members must be present for the vote.)
- Amendments to the By-Laws must be introduced at a regular meeting and will be voted on at the next regular meeting of both SUFAC and Student Senate.

University of Wisconsin-Superior



SUFAC Policy Paper 09-1

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Article 5. Emergency Funding (p. 12)
Article 6. Student Relief Fund (p. 13)



Article 1: SUFAC Member Responsibilities

Section 1.01 Attendance Policy

Council members are expected to be at all regular meetings, budget hearings, budget deliberations, and budget appeals sessions of the Council. Excused absences will be allowed at the discretion of the Director. In the event of two unexcused absences, the Council member will be subject to removal by the Director with counsel from the Speaker of the Senate.

Section 1.02 Director Responsibilities

- Act as chair of the council meetings and post the agenda at least 24 hours in advance of meetings
- Ensure the minutes are produced before the next SUFAC meeting if no Vice-Chair had been appointed
- Communicate SUFAC deadlines to all organizations and appropriate entities at appropriate times throughout the year
- Develop the schedule of budget hearings following the requirements set up by SUFAC and their rules of procedure and communicate this schedule to all affected organizations and their advisors no later than three weeks after the Recognition packet submission deadline
- Distribute and explain the Rules of Procedure F50 and any other relevant material to SUFAC members in order to function effectively. This information will be distributed at or before the first SUFAC meeting
- Distribute other relevant material including, but not limited to, submitted budgets, schedule of budget hearings, reallocations, and emergency funding requests at appropriate times throughout the year to SUFAC Members
- Hold a SUFAC meeting each week during the academic year unless circumstances do not require a meeting to be held
- Hold SUFAC meetings in a timely fashion so that:
 - The allocable budget process is finished in accordance to the flow chart in article 3
 - The non-allocable budget process is finished in accordance with the flow chart in article 4
- Abide by procedures set forth in the SUFAC By-Laws for emergency funding, reallocations, and the student relief fund
- Forward SUFAC decisions to the USS for final approval

Section 1.03 Vice Director Responsibilities

- The Vice-SUFAC Director may act as the SUFAC chair in absence of the director
- The Vice-SUFAC Director is responsible for reallocations
- The Vice-SUFAC Director is to assist the SUFAC Director

Section 1.04 Council Member Responsibilities

As members of the Council and in recognition of the important duties of the Council, all student members shall be expected to accept the following responsibilities:

- Understand the policies that guide the allocation of the SUF
- Adhere to the policy of viewpoint neutrality as expressed in Section 3.02 of these by-laws and in compliance with Board of Regents policy and all applicable legal standards.
- Comprehend the workings of the various budgetary processes.
- Contribute to the work of the Council as a representative of the student body.
- Complete all duties assigned by the Director in a timely, thoughtful, and thorough manner.

Section 1.05 Advisor Responsibilities

The advisor to the Council has no voting rights but is expected to assist the Council in the following ways:

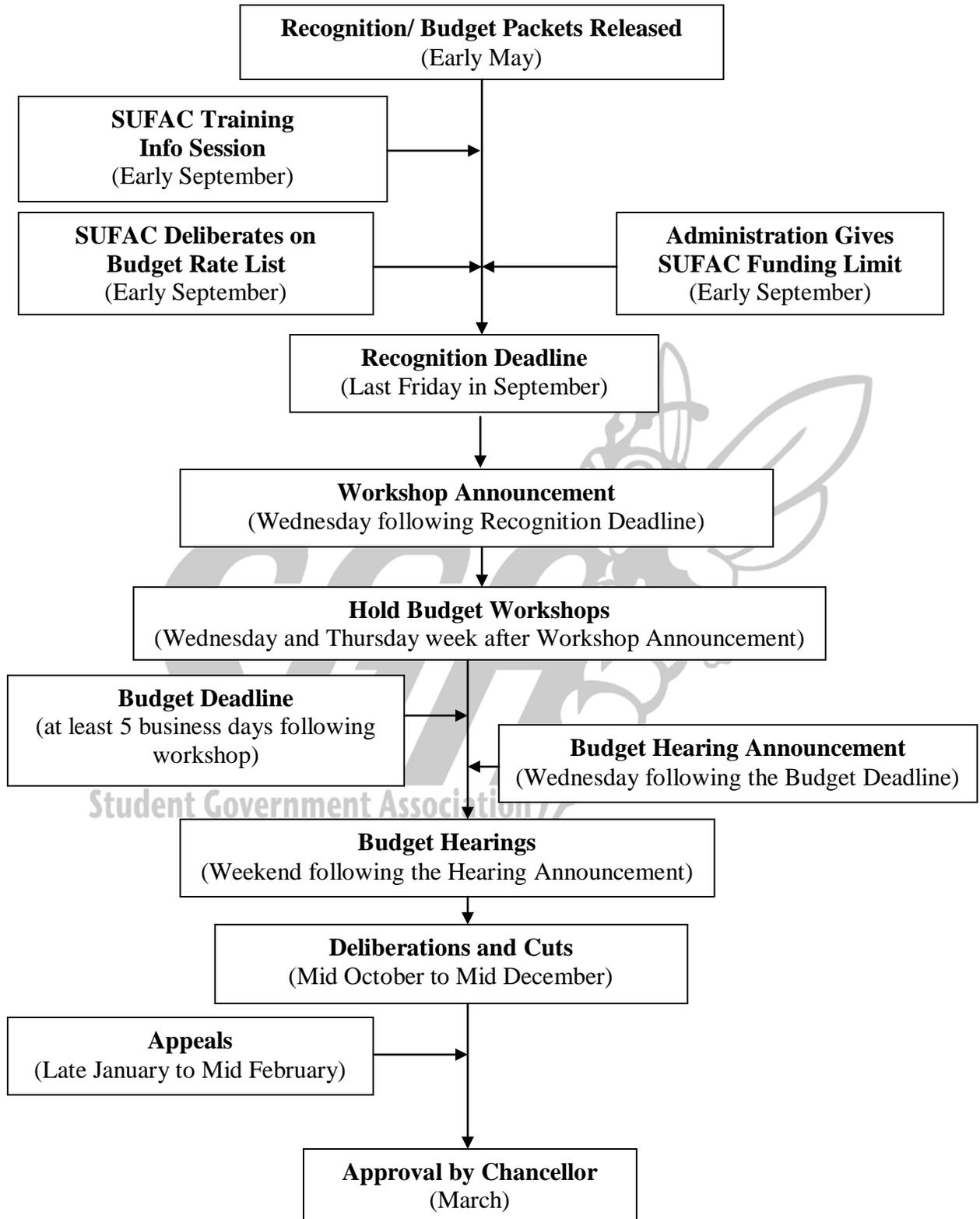
- Serve as a resource for the Director and Council members as well as institutional memory.
- Help formulate recommendations and make suggestions
- To assist in the training of SUFAC

Article 2: Allocable Process

A. Definition

The Allocable Process is the process used each year to distribute the organized activity fee, collected from each student, among the university's various recognized student organizations. The process starts with the election of the new Student Government Association and continues until March of the following year. Important sub-processes in the allocable process includes: training, budget guidelines, workshops, budget deadline, hearings, deliberations, approval, and appeals.

B. Student Organization Allocable Process Flow Chart and Timeline



C. Training

a. Fall Training

- i. Each fall the new members of SUFAC will engage in training that is coordinated by the Director and the advisors with the assistance of veteran SUFAC members the second weekend of September
 1. This training is mandatory for all members of the council
 2. A brief explanation of Robert's Rules shall be explained and if possible used in the meeting as practice
 3. This training will include a group reading and discussion of the following documents but not limited to:
 - a. SUFAC By-laws and the Applicable parts of the USS constitution
 - b. Financial Paper 50 (F50)
 - c. Viewpoint Neutrality
 - d. G-15
 - e. Regent Policy 30-3
 - f. Regent Policy 30-5
 4. Each member should be distributed a paper copy of each document for their own reference and note taking
 5. The chair shall first go through the SUFAC By-laws to outline everyone's roles and duties of the various members on the council and the responsibilities of the council as a whole
 6. Then the chair shall describe the following processes in detail as outlined by the By-laws:
 - a. Allocable Process
 - b. Non-allocable Process
 - c. Emergency Funding Process
 - d. Reallocations Process
 - e. Student Relief Fund Process
- ii. Training with the SUFAC advisor will occur at the second meeting date of the council in the fall semester
 1. At this meeting, the advisor will give SUFAC the student organization funding limit for the following fiscal year

D. Rate Document

- a. A uniform rate document will be compiled by SUFAC for the next fiscal year based on state regulation, university contract and SUFAC discretion
- b. Purpose of the rate document is to standardize the budgets thereby allowing a more efficient allocable process
- c. The document shall be completed by the fourth meeting date of the council
- d. Student organization must use these rates for their budget unless a unique circumstance exists, notification of such a circumstance must be communicated at the budget hearings.

- e. Organizations who do not follow the rate document for their budgeting purposes will face a reduction or cut to the applicable line item

E. Budget Workshop

- a. Prior deadlines
 - i. Recognition packet must be submitted by close of business (COB) the last Friday in September
 - ii. Budget workshop announcement shall occur at or before the Wednesday following the recognition packet deadline
- b. Budget workshop facilitation
 - i. Budget Workshop shall be held the Wednesday and Thursday following the budget workshop announcement
 - ii. The Director and vice-director with the help of the advisor shall coordinate the event
- c. Budget workshop times
 - i. Meeting workshop shall be centered around noon time for that time is designated for organizational meetings
 - ii. Student organization can request a special meeting if they have a University related excuse for not attending the workshop dates
 - iii. Failure to attend the workshop or have a special meeting with SUFAC shall result in funding denial of the student organization for the following fiscal year
- d. Budget workshop content
 - i. Explain schedule of the allocable process along with the required submittal and hearing deadlines shall be explicitly communicated, and failure to meet the following requirements will incur penalties set forth by SUFAC in its By-Laws and policies
 - ii. Explain and hand out rate document
 - iii. Provide an example of budget sheet and how to fill it out
 - 1. Explain Do's and don'ts for compiling an organization budget along with examples
 - iv. Distribute handouts containing contact information for budget assistance and additional budget resources

F. Budget Submissions

- a. Submissions to SUFAC shall be due no later than 50 days after the official start of the fall semester.
- b. Extensions may be granted at the discretion of the SUFAC chair or the USS president when extenuating circumstances exist.
- c. If the SUFAC chair and the USS president do not grant an extension, any organization which turns their budget in late will be limited to receiving no more than \$500.00 in emergency funding with no limit on the minimum they can receive.
- d. Any organization that is guaranteed a certain amount of money (in accordance with Board of Regents Policy), with exception to the third year-cycle, will be limited to receiving the amount they have been

guaranteed. If the organization is on their third-year-cycle, section IX, paragraph B, subsection 3 shall apply.

- e. Budgets shall be submitted with specific line items.
- f. Requests for operating and capital budgets shall be submitted at the same time.
- g. All budget submissions shall be submitted in electronic format using the budget request form.
- h. Student organization cost centers shall be swept of all unused SUFAC money at the end of each fiscal year by the UW-Superior business office at the instruction of the SUFAC Director and be placed into allocable funding for the following year.
- i. Fundraising money will be exempt from the fiscal year end sweep.
- j. Fundraising balances will not be taken into account when allocating yearly SUFAC budgets.

G. Budget Hearings

- a. Hearing announcement
 - i. Budget hearing schedule shall be announced no later than two days after the budget deadline
 - ii. An email shall be sent to student organizations with the announcement schedule attached and proof of delivery will be in the form of an Outlook email delivery receipt.
- b. Hearings
 - i. Hearings shall be conducted within two weeks of budget submissions
 - ii. All hearings must be given within 7 days of the 1st hearing
 - iii. Hearing order is determined by alphabetical name of the group, exceptions will be granted if they have a plausible excuse for not being able to attend the hearing
 - iv. Failure to attend the hearing shall result in denial of funding for the following fiscal year
 - v. Time limit for hearings
 - 1. An organization requesting less than \$3,000 shall be allowed 10 minutes to present its budget to the SUFAC
 - 2. An organization requesting between \$3,000 and \$10,000 shall be allowed 15 minutes to present its budget to the SUFAC
 - 3. An organization requesting more than \$10,000 shall be allowed 20 minutes to present its budget to the SUFAC
 - 4. If late to the hearing, the organization shall not be allowed to make up for the time lost

H. Budget Deliberations

- a. Deliberation shall not begin until all organization hearings are finished and run no later than second week of February. Generally, the council should strive to finish deliberation by the close of fall semester
- b. The budgets shall be deliberated in alphabetical order
- c. Precedent of decision making must be recorded in the meeting minutes
- d. Funding decisions must be in accordance with viewpoint neutrality as defined in the financial policy paper F50 and not done by referendum
- e. First round
 - i. All budgets will be reviewed for consistency and standardization
 - ii. Line items not in accordance with the rate document are subject to denial of funding
- f. Second round
 - i. Preference for funding shall be given to on-campus events
 - ii. Cuts can be to number of attendees or of conferences as a whole
 - iii. On-campus events cannot be cut by attendees
 - iv. A percentage cut at the end is allowed to reduce total funding amount to the funding limit for the fiscal year given by the administration
- g. Approval
 - i. Once budget deliberation process is completed SUFAC approves the budgets
 - ii. Then the director shall send out an email with the budgets attached to the student organizations. An outlook email delivery receipt is required for proof of delivery.

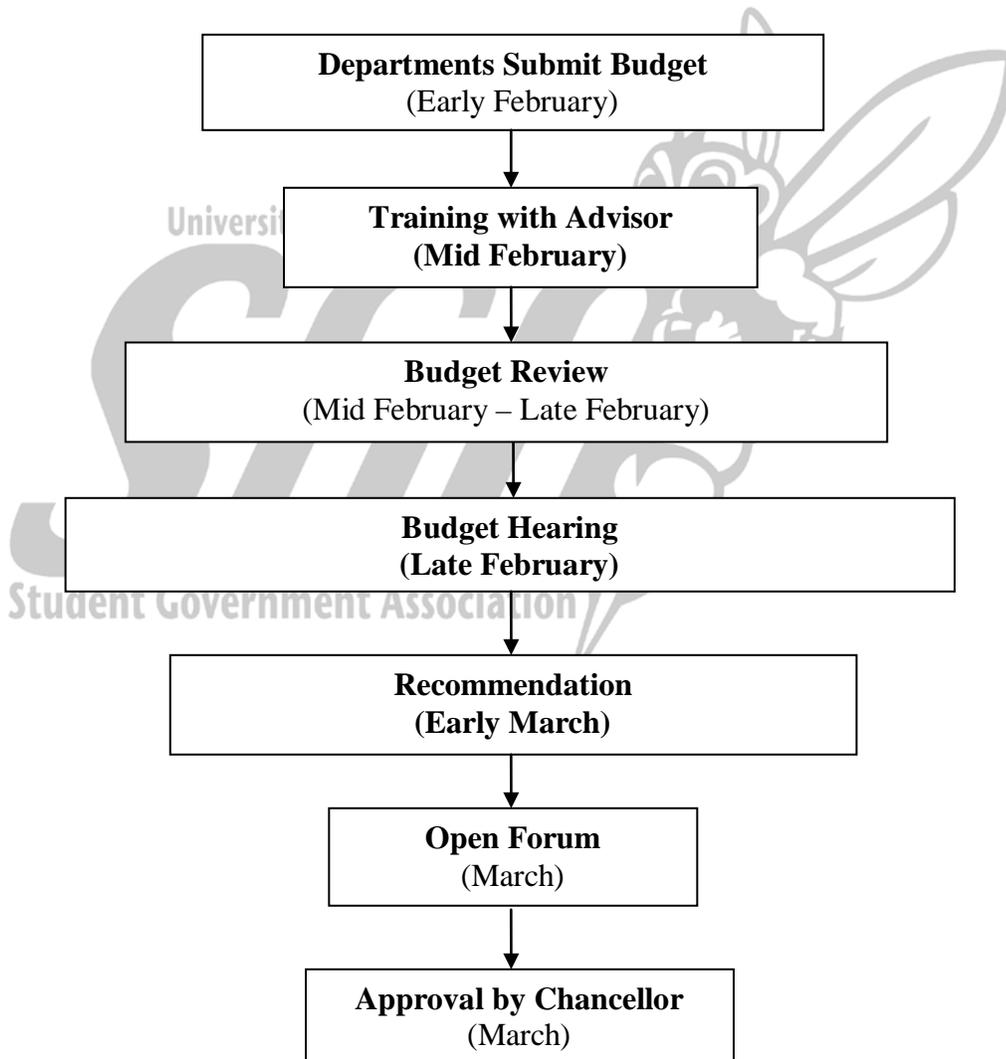
I. Appeals

- a. If a student organization feels they have been discriminated against with the amount of money allocated to them by SUFAC, they have the right to appeal
- b. SUFAC will notify student organizations of appeals times and designate an appropriate amount of time to hear all appeals when they sent out the email with the budget attached
- c. If organizations intend to appeal their allocation they must do so no later than a week after the email
- d. Organizations will be given the opportunity to appeal to the SUFAC before the SUFAC submits their final recommendation to Senate
- e. Failure to appeal at the SUFAC level will eliminate the possibility of appealing at the Senate level
- f. A student organization may also appeal to the Senate at the meeting in which the budget is being proposed to Senate by the SUFAC chair.
- g. The student organization may finally appeal to the Chancellor. If the Chancellor denies their appeal, the budget becomes final.

Article 3: Non-Allocable Process

A. Definition

The Non-Allocable Process is the process used each year to distribute the segregated fee, collected from each student, among the university's various administrative departments who are under the three-year rotational budget of Segregated University Fee. The process starts at the beginning of the spring semester and continues until the open forum in Mid-March of the year. Important sub-processes in the non-allocable process includes: by the Auxiliary Directors to SUFAC (via the Budget Office), training, budget review, budget hearings, recommendation, approval, appeals, and open campus forum.



- B. Budget Submission:
 - a. Advisor of SUFAC shall work with managers of departments to help them prepare their budget
 - b. Advisor shall submit the non-allocable budgets to SUFAC in early February

- C. Training
 - a. Training with the advisor shall take place in no later than third meeting day in February
 - b. The advisor will explain the non-allocable process to SUFAC
 - c. During the training, advisor shall go through each department's budget
 - d. The Advisor will answer any questions about the budgets raised by SUFAC at this time, or, if required, within a reasonable time period after the meeting, the Advisor will consult with the Budget Manager and respond to the questions raised by SUFAC

- D. Budget Review
 - a. After the training with the advisor, SUFAC members shall review the budgets and discuss any concerns about the budgets with the advisor
 - b. SUFAC may also generate questions for the organization if deemed necessary
 - i. SUFAC may ask the advisor to clarify the questions or issues if any
 - ii. If necessary, SUFAC may request that the Budget Director come in and present their budget and answer any questions the committee has as soon as reasonably possible (either the next SUFAC meeting or the meeting after that one).

- A. Equipment and Supply Item Inventory Sheet
 - a. An Equipment and Supply Item shall be defined as any item with a cost of over \$100 and has a useful life of over 1 year.
 - b. An Equipment and Supply inventory sheet shall be filled by every student organization seeking SUF funding, along with the submission of their budget.
 - c. If an organization does not have any Equipment and Supply Item inventory, they should notify SUFAC when submitting their budget.
 - d. Failure to submit the Equipment and Supply Item inventory sheet or notify the SUFAC shall lead to the denial of funding of any capital items requested by the organization.

- E. Budget Hearing
 - a. If requested by SUFAC, the departments shall present their budget and answer any questions that SUFAC may have.

- b. SUFAC shall notify the date and time of the presentation to the respective organization.
- c. Three year rotational budget managers requesting an increase of at or below the UW-System recommended rate for an inflationary increase shall be given 15 minutes to present their budget request to SUFAC.
- d. Three year rotational budget managers requesting an increase of above the UW-System recommended rate for an inflationary increase shall be given 20 minutes to present their budget request to SUFAC.
- e. Failure to attend the presentation shall give SUFAC the right to make suggestions based on their knowledge

F. Recommendation

- a. After all of the budgets have been reviewed and any necessary hearings are conducted, SUFAC shall come up with a recommendation of necessary changes to be made in the non-allocable three year rotational budgets to be submitted to chancellor
- b. The recommendation is approved by the SUFAC by the majority of votes

Article 4: Reallocation Process

- The Vice-Director confirms the request along with its legality and if necessary asks the requesting organization to alter the request
- Once the request is finalized it is then sent out to members of the council for comments, questions, or concerns which must be written out or in email
- The written statement must be received no later than three (3) school days after notification of the reallocation.
 - If no significant objections are raised, the reallocation stands as approved after the three school day comment period
- Any reallocation which has objections from a member of SUFAC is not finalized until the next SUFAC meeting where the reallocation will be placed on the agenda under Old Business.
 - SUFAC may approve or deny a request for budget reallocation or ask the student organization to change the request
 - Once all objections are settled, the reallocation can then be voted on

Article 5: Emergency Funding Emergency/Contingency Allocations Process

- Each year the SUFAC will allocate no more than \$5,000 for the Unallocated Reserve account for emergency/contingency allocations. In situations where there

- is a surplus in funding, monies may be added to the Unallocated Reserve account by a majority vote of the SUFAC.
- Emergency/contingency allocations shall be distributed on a first come-first-serve basis after a written or electronic request has been submitted. Student organizations and three year rotational budgets shall be limited to two (2) requests per fiscal year.
 - New student organizations, existing student organizations who fail to meet the renewal deadline, or existing organizations who failed to turn in their SUFAC budgets before the deadline or fail to attend the Budget workshop and/or Budget Hearing will be limited to a maximum of \$500 with no limit on the minimum they may receive in that fiscal year. Existing student organizations are limited to a maximum of \$2,500 per fiscal year in monies from the Unallocated Reserve account.
 - New student organizations may receive more than the maximum allotment of \$500 in the case of documented health and safety needs

Article 5: Emergency Funding Emergency/Contingency Allocations Process
(Take effect July 1, 2010)

- *Each year the SUFAC will allocate no more than \$5,000 for the Unallocated Reserve account for emergency/contingency allocations. In situations where there is a surplus in funding, monies may be added to the Unallocated Reserve account by a majority vote of the SUFAC.*
- *Emergency/contingency allocations shall be distributed on a first come-first-serve basis after a written or electronic request has been submitted. Student organizations and three year rotational budgets shall be limited to two (2) requests per fiscal year.*
- *New student organizations, existing student organizations who fail to meet the renewal deadline, or existing organizations who failed to turn in their SUFAC budgets before the deadline or fail to attend the Budget workshop and/or Budget Hearing will be limited to a maximum of \$500 with no limit on the minimum they may receive in that fiscal year. Existing student organizations **and three year rotational budgets** are limited to a maximum of \$2,500 per fiscal year in monies from the Unallocated Reserve account.*
 - *New student organizations may receive more than the maximum allotment of \$500 in the case of documented health and safety needs*

Article 6: UWS Student Relief Fund

- Monies within the student relief fund are to be administered by the SUFAC. Applications from those requesting money from the fund shall be handled by the Campus Life & Leadership Office, who will present those requests to the SUFAC.

- The SUFAC shall allocate no more than \$500.00 from the student relief fund per request. A student is only able to request monies from this fund two (2) times during their enrollment at UW-Superior, and the requests must be at least six (6) months apart from one another.
- The SUFAC will meet within seven (7) days from the submission date to consider the request, and applicants will be notified of decisions electronically within twenty-four (24) hours of the decision being reached.
- In situations where the above timeframe is too elongated for the purposes of meeting the need, the SUFAC Director can approve or disapprove of the request and submit both the recommendation and the original request electronically to the committee. If one member of the SUFAC objects to the recommendation, he or she must transmit that objection electronically to the SUFAC Director within two (2) days of the recommendation being provided to SUFAC. The funding request will then be considered by the SUFAC, within the normal timeframe, at its next meeting.
- Notification of the SUFAC's decision must be submitted to the Business Office within twenty-four (24) hours by the SUFAC Director.
- SUFAC must not allocate any student segregated fee monies into the student relief fund's account. The account may only be replenished with private monies specifically authorized to be deposited into the student relief fund's account.

