

**Bylaws of the Student Government Association  
Of the University of Wisconsin-Superior  
Proposed Revision 3-24-14**

**ARTICLE I: POWERS AND DUTIES OF MEMBERS**

**Section 1. Senators**

The powers and duties of Senators are:

- a. To originate legislation and make recommendations to the Senate and President;
- b. To establish its own bylaws and rules of procedure;
- c. To maintain all standing committees;
- d. To establish special committees as necessary;
- e. To elect Legislative Executives among its membership;
- f. To attend all Senate meetings, except in situations of legitimate emergency;
- g. To serve on at least one of the Senate committees, and at least two University wide committees;
- h. To communicate SGA activity to constituents;
- i. To submit a report, written or verbal, to the Senate no less than once a month;
- j. And, to hold at least three office hours per week during Fall and Spring semesters.

**Section 2. Speaker of the Senate and Chairperson of the Student Judiciary**

The powers and duties of the Student Judiciary Chair are:

- a. To perform and carry out the powers and duties of a Senator, except when chairing a Judicial Committee Meeting;
- b. To attend at least one meeting per semester of each of the standing Senate committees;
- c. To submit a report to the Senate no less than every other regularly scheduled Senate meeting;
- d. To chair Student Senate meetings in the absence of the President and President Pro Tempore, but not lose voting power while holding the chair;
- e. To control the order of new and old business items on the agenda;
- f. To control the length of debate and discussion on new and old business;
- g. To perform the role of parliamentarian during Senate meetings, assuming the Speaker is not the chair;
- h. To assign Senators to the committees of Senate;
- i. To preside over the Student Judicial Committee and all of its subordinate committees;
- j. To oversee elections, ensuring all campaign and election policies are adhered to;
- k. To fulfill all constitutional requirements as they affect the office hours of the President's Executive Branch and members of the Senate;
- l. To ensure the security of all SGA property and information;
- m. To provide written interpretations of the Constitution and Bylaws, and a clarified, written reasoning for those interpretations, subject to the review and approval of the Senate or Executive Branch, depending on the where the request for review originated;
- n. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

**Section 3. President**

The powers and duties of the President are:

- a. To be the official representative of the student body in all matters affecting its life, services, and interests;
- b. To preside over the Legislative Executive Branch;
- c. To exercise general supervision over the functioning of the SGA;
- d. To appoint individuals to vacancies as applicable, with the consent of the Senate, including Students-at-Large;
- e. Special elections must be held, at any point during the school year, if 2/5 of the Senate seats are vacant at any time.
- f. To be an *ex officio* member of all SGA committees and satellites;
- g. To require reports of any official nature from any active SGA member;

- h. To enforce the Constitution, its Bylaws, and any legal legislation established by the Senate;
- i. To call and chair Senate meetings, including special sessions, or to delegate that authority to the President Pro Tempore;
- j. To forward legislation to the Chancellor with a recommendation to approve or not approve.
- k. To issue executive orders to the Legislative Executive Branch, involving SGA policy;
- l. The Senate must be informed at the next Senate meeting.
- m. To give one formal report at the beginning of each Fall and Spring semester;
- n. To hold at least three office hours per week during the Fall and Spring semesters;
- o. And, to vote when chairing senate meetings only in order to break a tie.

#### **Section 4. President Pro Tempore**

The powers and duties of the President Pro Tempore are:

- a. To chair the Student Affairs Committee, Yellowjacket Union Board, and Student Services Advisory Committee;
- b. To assist the President by accepting all reasonably delegated duties;
- c. To be an *ex officio* member on all SGA committees;
- d. To collaborate with the appointed advisor to the SGA on training, to be held during the first month of the fall semester;
- e. To ascend to the Presidency in the event of vacancy or long term absence;
- f. To hold at least three office hours per week during the Fall and Spring semesters;
- g. And, to perform and carry out the powers and duties of a Senator, except when chairing a meeting.

#### **Section 6. Student Judicial Clerk**

The powers and duties of the Student Judicial Clerk are:

- a. To assist the Student Judicial Chair by accepting all reasonably delegated duties;
- b. To fulfill the role of the chair in cases of absence or ineligibility;
- c. To take meeting minutes and maintain all record from the Student Judicial Committee;
- d. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

#### **Section 7. Chairperson of the SUFAC**

The powers and duties of the SUFAC Chair are:

- a. To preside over the SUFAC Committee, and all of its subordinate committees;
- b. To keep an accurate record of all receipts, disbursements, and other financial transactions made with student fees, and maintain those records in accordance with generally accepted accounting practices;
- c. To authorize the release of funds once proper legislation has been passed;
- d. To ensure the University budget officer is properly informed of SUFAC legislation;
- e. And, to hold a minimum of three office hours per week during Fall and Spring semester;
- f. And, to perform and carry out the powers and duties of a Senator, except when chairing a meeting.

#### **Section 8. SUFAC Clerk**

The powers and duties of the SUFAC Clerk are:

- a. To assist the SUFAC Director by accepting all reasonably delegated duties;
- b. To audit all student organizations for proper budget use at least once per academic year;
- c. To take meeting minutes and maintain all record from the SUFAC Committee;
- d. To fulfill the role of chair in cases of absence or ineligibility;
- e. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

#### **Section 9. Legislative Affairs Liaison**

The powers and duties of the Legislative Affairs Liaisons are:

- a. To keep the SGA informed of all Administrative decisions, city or county decisions, State legislation, or Federal legislation, passed or pending that may have an effect on the students of UWS, and outline what that effect may be;
- b. To formally present pertinent information in a timely manner, and provide input on actions or reactions, when applicable;
- c. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

### **Section 10. Shared Governance Liaison**

The powers and duties of the Shared Governance Liaison are:

- a. To 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-wide committees with final approval of the President; filling seats on search-and-screen committees; responsible for acting upon any violations of Wisconsin State Statute 36.09(5) (i.e., 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. To maintain all non-financial records of the Executive Branch and Senate, specifically, retaining and enforcing the terms of all agreements, and other documents of a similar legal classification, entered into by the President and/or the Senate;
- c. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

### **Section 11. Secretary of the Student Senate**

The powers and duties of the **Secretary of the Student Senate** are:

- a. To publicize all legislation, agenda, and minutes passed by the SGA and all committees;
- b. To record, distribute, and maintain all minutes of the Senate and Legislative Executive Branch;
- c. To maintain archives of all agendas, minutes, and legislation of the Senate, and Legislative Executive Branch in conjunction with committee clerks, and all relevant committees for five years;
- d. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

### **Section 12. Communications and Public Relations Liaison**

The powers and duties of the Communications and Public Relations Liaison are:

- a. To inform the student body of the existence and intentions of the SGA;
- b. To publicize and attract students to join or participate in SGA events, including elections, projects, or other events;
- c. To oversee all Public Relations matters pertaining to SGA, in regards to the University or other outside media sources;
- d. To submit press releases to all relevant media sources;
- e. To ensure the SGA website is properly accessible and updated;
- f. And, to hold a minimum of three office hours per week during Fall and Spring semesters.

## **ARTICLE II. - POWERS AND DUTIES OF COMMITTEES**

### **Section 1. Senate**

The powers and duties of the Senate are:

- a. To create and establish rights, privileges, and protection for all UWS students;
- b. To review all Constitutional amendments;
- c. To initiate and review all actions on behalf of the students of the UWS;
- d. And, to recall any official of the UWS SGA if necessary.

### **Section 2. Legislative Executive Branch**

The powers and duties of the Legislative Executive Branch are:

- a. To assist the Senate in relevant decisions;

- b. To act on behalf of the Senate in cases of extreme emergency, to be defined by the Legislative Executive Branch at the time of that emergency;
- c. And, to ensure all Senate committees meet in regular intervals.

### **Section 3. Student Affairs Committee**

- a. The name of this Student Senate Standing Committee shall be the Student Affairs Committee.
- b. Members**
  - i. The chair shall be the President Pro Tempore.
  - ii. Five Senators shall serve on this Committee, one of whom must be a Senator At-Large.
  - iii. The President and Legislative Affairs Liaison shall be *ex officio* members.
  - iv. The Director of Student Life and Services shall serve as an *ex officio* member.
- c. Duties and Responsibilities**
  - i. This committee shall be accountable to the 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.
  - ii. The purposes of the committee shall be to review, develop, and recommend policy and guidelines regarding student life, services. This committee shall directly handle student concerns as determined by the President or directed by the Senate. This committee is also charged with keeping the Senate informed of all pertinent local, University system, State, or Federal legislation, and making recommendations based on said legislation.
  - iii. Students seeking an action from the senate should first bring their concerns to the Student Affairs Committee.
- d. Meetings**
  - i. Regular meetings of this Committee shall be held at least once monthly during the academic year and as needed during summer session.
  - ii. Special meetings can be called by the Chair or the Student Senate.
  - iii. Quorum should be met as defined in ARTICLE III.
- e. Standing Subcommittees**
  - i. As a tool of institutional governance this committee shall have the following standing subcommittees:
    - 1. Yellowjacket Union Board
  - ii. The Student Affairs Committee will ensure any subcommittees meet with appropriate regularity.

### **Section 4. Student Judicial Committee**

- a. The name of this Senate committee shall be the Student Judicial Committee.
- b. Members**
  - i. The chair shall be the Speaker of the Senate.
  - ii. The Student Judicial Clerk shall be an *ex officio* member, except in the absence of the Speaker of the Senate, where they will chair.
  - iii. Five Senators shall serve on this committee.
  - iv. Two Students-at-Large shall serve on this committee, appointed by the president and confirmed by a majority vote of Senate.
  - v. The President and President Pro Tempore shall serve as *ex officio* members of this committee.
- c. Duties and Responsibilities**
  - i. To monitor the functions of the Senate, ensuring functionality;
  - ii. To operate elections, maintaining fair election practices;
  - iii. To hear impeachment nominations and provide recommendations to the Senate;
  - iv. To maintain communication with the student body;
  - v. And, to approve and regulate student organizations;
  - vi. This committee shall be accountable to the Senate.
- d. Meetings**

- i. Regular meetings of this committee shall be held at least monthly during the academic year and as needed during summer session.
- ii. Special meetings can be called by the Chair or the Student Senate.
- iii. Quorum should be met as defined in ARTICLE III.
- e. Ad Hoc or subcommittees may be formed as needed.

**Section 5. Segregated University Fees Allocation Committee**

- a. The name of this Senate committee shall be the Segregated University Fees Allocation Committee (SUFAC)
- b. **Members**
  - i. The chair shall be the SUFAC Chairperson.
  - ii. The SUFAC Clerk shall be an *ex officio* member, except in the absence of the SUFAC Chair, where they will chair.
  - iii. Five Senators shall serve on the committee.
  - iv. Three Students-at-Large shall serve on the committee.
  - v. The President and President Pro Tempore shall be *ex officio* members
  - vi. The Chancellor or their designee shall be an *ex officio* member
  - vii. The chair of the Faculty Senate shall be invited to appoint two non-voting members
  - viii. The chair of the Academic Staff Senate shall be invited to appoint two non-voting members
  - ix. The campus Budget Analyst and/or Vice-Chancellor of Finance and Administration and the SGA advisor shall act as advisors to SUFAC
    - 1. The responsibilities of the advisors are to serve as a resource for SUFAC, to serve as institutional memory, to assist in all applicable training, and to make policy and budgeting suggestions.
- c. **Duties and Responsibilities**
  - i. To ensure all meetings and deliberations are held in accordance to state law;
  - ii. To ensure all funding decisions are made in a viewpoint-neutral manner;
    - 1. Failure to ensure viewpoint-neutral votes, including conflict of interest votes, will be considered malfeasance
  - iii. To ensure all budget processes listed below and outlined in Article IV are carried out in a legal, timely manner;
    - 1. Allocable budgets
    - 2. Non-Allocable budgets
    - 3. Emergency Funding
    - 4. Reallocations
    - 5. Student Relief Fund
  - iv. And, to ensure all funding decisions are publicized appropriately and in a timely manner.
- d. Specific authorities, policies, and guidelines are Regent Policy Documents 30-3 and 30-5, and University System Policy F50, and can be located on the Regent and System websites, respectively.
- e. **Meetings**
  - i. Regular meetings of this committee shall be held at least biweekly during the academic year and as needed during summer session, meeting with enough regularity to ensure all responsibilities are met.
  - ii. Special meetings can be called by the Chair or the Student Senate.
  - iii. Quorum should be met as defined in ARTICLE III.
- f. **Standing Subcommittees**
  - i. The Non-Allocable Advisory Panel shall convene to advise SUFAC on all non-allocable budgets, in accordance with ARTICLE IV.
- g. Ad Hoc or subcommittees may be formed as needed.

**ARTICLE III. - DEFINITIONS**

**Section 1. Quorum**

Quorum shall be defined as the Chair and a majority of voting members. Not achieving quorum does not prevent discussion, just voting.

## **Section 2. *ex officio***

All *ex officio* members on any committee will be a non-voting member of the committee.

# **ARTICLE IV. RULES OF PROCEDURES**

## **Section 1. Senate**

### **a. Agenda**

- i.** Agendas for all meetings, regular or special, of the Senate or any of its committees shall be formatted in the following order:  
Agenda, Date, Location, Call to order, Roll call, President, President Pro Tempore, Speaker of the Senate, Student Judicial Committee Clerk, SUFAC Chairperson, SUFAC Clerk, Legislative Affairs Liaison, Shared Governance Liaison, Diversity Liaison, Secretary, Communications and Public Relations Director, Senators (in alphabetical order), Students At-Large, Faculty and Academic Staff, Approval of Agenda, Approval of Minutes, Old Business, Reports, Open Student Forum, President, President Pro Tempore, Speaker of the Senate, Student Judicial Committee Clerk, SUFAC Chairperson, SUFAC Clerk, Legislative Affairs Liaison, Shared Governance Liaison, Diversity Liaison, Secretary, Communications and Public Relations Director, Senators, Chancellor, Faculty Senate, New Business, Announcements, Adjournment
- ii.** Inapplicable items or personnel to any specific agenda need not be listed.
- iii.** All Senate, committee, and subcommittee meetings shall be open to the public, and will allow relevant personnel to ask relevant questions, air grievances, etc., and will be announced in accordance with WI open meeting laws.
  - 1.** Any meeting involving sensitive personnel, or otherwise private matters, may be closed to the public.
- iv.** Resolutions to appear on the agenda shall be passed by a committee, bear the signatures of two senators, as sponsor and cosponsor, or be a Minority Report of a defeated committee resolution bearing the signatures of at least two members of that committee.
- v.** 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 Senate can nominate or appoint without written permission from the President.

### **b. Legislative Coding**

- i.** Legislation shall be coded in a uniform manner to assist in continuity and archival efforts.
- ii.** Legislation appearing on the agenda shall be labeled with an abbreviation which designates its origin (PR for President, PT for President Pro Temp, SF for SUFAC, SJ for Student Judicial Committee, SA for Student Affairs Committee and SS for Student Senate). 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. SS 0400-05.min).

## **Section 2. Student Affairs Committee**

### **a. Specific Duties**

- i.** The chair of the Student Affairs Committee will ensure a committee member attends all meetings of all University wide committees dealing with student affairs or academic issues.
- ii.** The chair will ensure a list of all University committees dealing with academic issues is maintained, noting membership on each committee.
- iii.** The chair will ensure that minutes from each committee are maintained by the Academic Affairs Committee.
- iv.** The Student Affairs Committee will ensure that any action taken by any University committee, which is viewed as against the student interest, is brought to the attention of the Senate and the student body.
- v.** To be informed of all applicable legislative issues;

- vi. To ensure a member of the committee attends all Superior City Committee and Douglas County Board meetings, and to ensure that the committee member is a true and vocal participant at these meeting, expressing the views and positions of the UWS student body;
- vii. To ensure that the University representative to City Committee and County Board are in regular contact with the people that represent the University's district;
- viii. To contact the chairs of all university wide committees, have a student representative attend these meetings, when possible, and receive minutes from these committees in a timely manner;
- ix. And, to ensure that the student body voice is heard, especially when actions taken are against UWS student interest, regardless of what level of government action is taken.

**b. Subcommittees**

**i. Yellowjacket Union Board**

- 1. The Yellowjacket Union Board shall meet to ensure the Yellowjacket Union is meeting the needs of the student body.
- 2. Membership will include three SGA representatives, an RHA representative, a YAC representative, the Yellowjacket Union Director, a Faculty representative, and an Academic Staff representative. The Board will be convened by the President Pro Tempore.

**Section 3. Student Judicial Committee**

**a. Specific Duties**

- i. To guide the Speaker of the Senate in monitoring the SGA budget;
- ii. To guide the Speaker of the Senate in overseeing elections, pursuant to details in subsection b;
- iii. To oversee the recognition of student organizations, recommending approval or denial the Senate, pursuant to details in subsection c;
- iv. To regulate student organizations and act upon all grievances;
- v. And, to act on all matters not specifically addressed by other Senate Committees or Subcommittees.

**b. Elections**

**i. Nominations for Spring Elections**

- 1. Depending on which is earlier, nomination papers shall be available on the second Monday of March or the Monday following Spring break, at 8:00 AM.
- 2. Nomination papers shall include the office sought, candidates' names, signatures, and dates of signatures, along with the dates of the election, and space for the appropriate amount of signatures required.
- 3. Nomination papers shall be due no later than 4:00 PM, two weeks after they are made available, returned to the YU Information Desk. The nominations papers shall be dated and marked received by a Desk staff member. Between 4:05 and 4:15 PM, SJC Chairperson shall receive all nomination papers and begin the validation process.
- 4. An official list of all candidates, for all positions must be posted no later than 48 hours after nomination papers are collected by the Speaker of the Senate.
- 5. Presidential candidates are required to collect 100 valid signatures to appear on the ballot.
- 6. Senator Candidates shall be required to collect 35 valid signatures to appear on the ballot.

**ii. Nominations for Fall Elections**

- 1. Nomination papers shall be available no later than the third Monday in September at 8:00 AM.
- 2. Nomination papers shall include the office sought, candidates' names, signatures, and dates of signatures, along with the dates of the election, and space for the appropriate amount of signatures required.
- 3. Nomination papers shall be due no later than 4:00 PM, two weeks after they are made available, returned to the YU Information Desk. The nominations papers shall be dated and marked received by a Desk staff member. Between 4:05 and 4:15 PM, the Speaker of the Senate shall receive all nomination papers and begin the validation process.

4. An official list of all candidates, for all positions must be posted no later than 48 hours after nomination papers are collected by the Speaker of the Senate.
5. Senator Candidates shall be required to collect 35 valid signatures to appear on the ballot.

**iii. Running as SJC Chair**

1. If the SJC Chairperson (Speaker of the Senate) runs for office during an election they are charged to oversee, once the nomination is approved by SJC, the President shall appoint a different senator or if necessary the committee clerk or a student-at-large who is not seeking office to oversee the election process and chair the SJC for the duration of the election. The Speaker of the Senate, once elections are completed, shall reassume all their duties.
2. If the interim chair is a seated Senator that is ineligible for reelection in the Spring, or is a Senator in the Fall, they will retain their Senate seat, and all privileges associated with the seat.

**iv. Running for multiple offices**

1. Candidates are ineligible to run for multiple offices in the Senate. Anyone interested in running for a Senate seat they are eligible for must choose the office they are interested in upon collecting nomination papers.
2. Candidates may run for President and a Senate seat. If the candidate wins both seats, they will ascend to the President. In this scenario, the next eligible Senate candidate will be awarded the seat.

**v. Ballots**

1. Each department (including the Graduate department) shall have their own ballot. Department ballots will have their department seats, all at-large senate seats, and the Presidency.
2. Undeclared majors shall have a ballot which includes all At-Large Senate seats, and the Presidency.
3. Fall elections will include Incoming Senate candidates. Candidates must show they are incoming students, and will be elected by the full student body. Fall elections will only include seats which are vacant; therefore, if any specific departments have no vacancy, those departments will use ballots that only include At-Large positions.

**vi. Write-in campaigns and electoral ties**

1. 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 SJC Committee.
2. 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 Speaker of the Senate 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.

**vii. Code of Ethics**

1. Upon becoming a member of the Senate or Legislative Executive Branch, before being allowed to take a position, all persons shall be required to read and sign the Code of Conduct and Ethics for the University of Wisconsin-Superior Student Government Association.
2. Refusal to sign the Code of Conduct shall result in a denial of position.

**c. Student Organization recognition**

- i. Organizational recognition shall occur if the organization provides a letter of intent to organize, a list of membership, including current officers, a signed letter from a faculty or staff member indicating a willingness to advise the organization, and a Constitution that meets current requirements.
- ii. All organizations shall be required to renew organizational status annually. Applications for renewal shall be due no later than 4:00 PM on the first Monday of October. Applications for renewal must include all requirements listed above.

- iii. The chair shall send out a letter to all organizations reminding them of the renewal deadline at the end of each academic year, and again on the second Monday or September.

## **Section 4. SUFAC**

### **a. 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 during the second weekend of September
  1. This training is mandatory for all members of the committee
  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 SGA 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 committee and the responsibilities of the committee as a whole
  6. Then the chair shall describe all processes in detail as outlined by the By-laws.
- ii. Training with the SUFAC advisor will occur at the second meeting date of the committee in the Fall semester
  1. At this meeting, the advisor will give SUFAC the student organization funding limit for the following fiscal year

### **b. Allocable Budgets**

- i. 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 SGA 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.
- ii. Budget Guidelines
  1. A uniform guideline document and budget form will be compiled by SUFAC for the next fiscal year based on state regulation, university contract and SUFAC discretion.
  2. Purpose of the rate document is to standardize the budgets thereby allowing a more efficient allocable process.
  3. Student organization must use these guidelines for their budget.
  4. Organizations who do not follow the guidelines or budget form for their budgeting will not be budgeted for that specific item, unless mitigating circumstances (at SUFAC's discretion) and funding allow
- iii. Budget Workshops
  1. **Prior Deadlines**
    - a. Organizational recognition packets must be submitted by the last Friday in September.
    - b. Budget workshop announcements shall start at or before the Wednesday following the recognition packet deadline.
  2. **Facilitation**
    - a. The budget workshop shall be held two consecutive days to be determined by SUFAC
    - b. The budget workshop shall be held at noon on both days
    - c. Organizations are required to have a representative attend at least one of the sessions of the workshop. If a representative cannot attend, an organization may arrange a separate meeting, to take place within one week on either side of the workshop, to

cover all material addressed at the workshop. Failure to attend the workshop or a separate meeting will result in denial of funding for the following academic year.

### **3. Workshop Content**

- a.** 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
- b.** Explain and hand out rate document
- c.** Provide an example of budget sheet and how to fill it out
  - i.** Explain Do's and don'ts for compiling an organization budget along with examples
- d.** Distribute handouts containing contact information for budget assistance and additional budget resources

#### **iv. Budget Deadline**

- 1.** Budgets will be due according to a schedule set by SUFAC, determined during the fall semester. Organizations not meeting the due date will not be funded.
- 2.** Budgets shall be submitted with specific line items.
- 3.** All budget submissions shall be submitted in electronic format using the budget request form.
- 4.** 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.
- 5.** Non-SUFAC money will be exempt from the fiscal year end sweep, and will not be considered when allocating annual SUFAC budgets.

#### **v. Budget Hearings**

- 1.** Hearing announcement
  - a.** Budget hearing schedule shall be announced no later than two days after the budget deadline
  - b.** 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.
- 2.** Hearings
  - a.** Hearings shall be conducted within two weeks of budget submissions
  - b.** All hearings must be given within 7 days of the 1<sup>st</sup> hearing
  - c.** 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 at their assigned time
  - d.** Failure to attend the hearing shall result in denial of funding for the following fiscal year .
  - e.** Organizations will be given a set amount of time, to be determined by SUFAC, to be announced with the hearing schedule.

#### **vi. Deliberations and Allocations**

- 1.** Deliberation shall not begin until all organization hearings are finished and run no later than second week of February. Generally, the committee should strive to finish deliberation by the close of fall semester
- 2.** The budgets shall be deliberated in alphabetical order
- 3.** Precedent of decision making must be recorded in the meeting minutes
- 4.** Funding decisions must be in accordance with viewpoint neutrality as defined in the financial policy paper F50 and not done by referendum
- 5.** First round
  - a.** All budgets will be reviewed for consistency and standardization
  - b.** Line items not in accordance with the rate document are subject to denial of funding
- 6.** Second round
  - a.** Preference for funding shall be given to on-campus events
  - b.** Cuts can be to number of attendees or of conferences as a whole
  - c.** On-campus events cannot be cut by attendees

- d. 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
- 7. Approval
  - a. Once budget deliberation process is completed SUFAC approves the budgets
  - b. 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.
- vii. Appeals
  - 1. 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
  - 2. 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
  - 3. If organizations intend to appeal their allocation they must do so no later than a week after the email
  - 4. Organizations will be given the opportunity to appeal to the SUFAC before the SUFAC submits their final recommendation to Senate
  - 5. Failure to appeal at the SUFAC level will eliminate the possibility of appealing at the Senate level
  - 6. 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.
  - 7. The student organization may finally appeal to the Chancellor. If the Chancellor denies their appeal, the budget becomes final.
- c. **Non-Allocable Budgets**
  - i. 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.
  - ii. **Budget Submission:**
    - 1. Advisor of SUFAC shall work with managers of departments to help them prepare their budget
    - 2. Advisor shall submit the non-allocable budgets to SUFAC in early February
  - iii. **Training**
    - 1. Training with the advisor shall take place in no later than third meeting day in February
    - 2. The advisor will explain the non-allocable process to SUFAC
    - 3. During the training, advisor shall go through each department's budget
    - 4. 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
  - iv. **Budget Review**
    - 1. After the training with the advisor, SUFAC members shall review the budgets and discuss any concerns about the budgets with the advisor
    - 2. SUFAC may also generate questions for the organization if deemed necessary
      - a. SUFAC may ask the advisor to clarify the questions or issues if any
      - b. 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).
  - v. **Equipment and Supply Item Inventory Sheet**
    - 1. 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.
    - 2. An Equipment and Supply inventory sheet shall be filled by every student organization seeking SUF funding, along with the submission of their budget.
    - 3. If an organization does not have any Equipment and Supply Item inventory, they should notify SUFAC when submitting their budget.

4. 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.

**vi. Budget Hearing**

1. If requested by SUFAC, the departments shall present their budget and answer any questions that SUFAC may have.
2. SUFAC shall notify the date and time of the presentation to the respective organization.
3. 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.
4. 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.
5. Failure to attend the presentation shall give SUFAC the right to make suggestions based on their knowledge

**vii. Recommendation**

1. 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
2. The recommendation is approved by the SUFAC by the majority of votes

**d. Reallocations**

- i. The Vice-Director confirms the request along with its legality and if necessary asks the requesting organization to alter the request
- ii. Once the request is finalized it is then sent out to members of the committee for comments, questions, or concerns which must be written out or in email
- iii. The written statement must be received no later than three (3) school days after notification of the reallocation.
  1. If no significant objections are raised, the reallocation stands as approved after the three school day comment period
- iv. 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.
  1. SUFAC may approve or deny a request for budget reallocation or ask the student organization to change the request
  2. Once all objections are settled, the reallocation can then be voted on

**e. Emergency Funding**

- i. 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.
- ii. 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 requests per fiscal year.
- iii. 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 \$2500 with no limit on the minimum they may receive in that fiscal year.
- iv. 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.

**f. Student Relief Fund**

- i. 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.
- ii. 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.

- iii. 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.
- iv. 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.
- v. Notification of the SUFAC's decision must be submitted to the Business Office within twenty-four (24) hours by the SUFAC Director.
- vi. 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.

## **Section 6. Stipends**

- a. Annually, the SGA budget will allot members in specific positions to receive a stipend. Positions receiving a stipend and the amounts will be reviewed annually, to be approved by SUFAC.
- b. Upon taking office, the members receiving stipends shall sign a Term of Agreement for their stipend. The Term of Agreement will be reviewed and altered by the SGA advisor, Shared Governance Liaison, President, and Speaker of the Senate annually, for the following academic year.
- c. The term of agreement shall include all obligations for office, and monetary penalties for failing to meet said obligations. The SGA advisor, Shared Governance Liaison, and Speaker of the Senate shall review performance, and apply any penalties. If the Shared Governance Liaison or/and Speaker of the Senate are receiving a stipend, the President shall replace them for their review.
- d. Any penalty is appealable. The appeal shall be brought to a board consisting of the Shared Governance Liaison, the Speaker of the Senate, and three other Senators, one of whom must be on SUFAC. The board shall be the final authority on appeals.
- e. Stipends shall be awarded in reverse ranking order, ending with the President.