

## **ARTICLE 3: OBSERVANCE OF RULES**

**Section 3.01: University Rules and Regulations.** The Senate and its officers shall properly observe the rules and regulations established by the University.

**Section 3.02: Open Meeting Law.** The Senate, commissions, committees and all subgroups thereof shall comply with the provisions of the Wisconsin Open Meeting Law.

**Section 3.03: Closed Meetings.** In accordance with Sec. 3.02, the Student Senate may enter closed session only if the matter being discussed is relating to personnel issues, (removal, impeachment, individual payment and compensation issues, student collective bargaining, etc.), or legal issues (involvement in a lawsuit/legal proceedings).

**(3.03.1) Agenda:** If closed session will be required at the next meeting, the presiding officer must, in accordance with Wisconsin Open Meetings Law, include the notice in the public agenda that the body will enter closed session and include the matter being discussed in closed session. If closed session is on the agenda, it is entered automatically once that item is reached.

**(3.03.2) Closed Session Entry:** During a meeting, the presiding officer may move for closed session at any time, while stating the purpose of entering closed session with the specific matters to be discussed in closed session. If there is an objection to entering closed session, a majority vote of members present will override the presiding officer's decision to enter closed session. If another voting member moves for closed session, a two-thirds vote shall carry the entry into closed session.

**(3.03.3) Procedures for Starting Closed Session:** At entering closed session, the presiding officer will instruct all who are not elected or appointed members of the full Senate (Senators, Executives, and Directors) or the advisor will be instructed to leave the room with enough distance to not be able to hear the proceedings. This includes members of the media. No minutes will be taken, except motions and the record of results of any votes. Any recording media must be turned off and the presiding officer will instruct all members they are prohibited from using electronic media and telecommunications during this period.

**(3.03.4) Procedures within Closed Session:** If certain matters were moved to be in closed session, at the conclusion of those matters the body will return to open session. Votes on matters considered in closed session must be made in open session, unless such public voting will hinder the reason for entering closed session. After entering closed session, if members feel as though the matter is inappropriate for closed session, it may be moved to open session with a motion, second, and 2/3 vote of present members.

**(3.03.5) Frequency of Closed Session:** Closed session, in accordance with state statute, must be invoked sparingly. Anyone entering closed session unnecessarily is subject to state fine.

**(3.03.6) Closed Session Infractions:** If anyone is found to have violated the privacy of the closed session, this matter will be referred to the Parliamentarian. If the Parliamentarian determines that the infraction is serious, this may be grounds for removal under (5.02.2) which will be initiated by the President. If the President is found to have violated closed session privacy, the matter will be referred to the Senate by the Parliamentarian.

## **ARTICLE 5: SENATORS**

**Section 5.01: Appointments.** When vacancies arise in the contingent of the thirty senators, they shall be filled in accordance with Article III, Section 1, Paragraph F of the Student Senate Constitution.

**(5.01.1) Definition and Process of Senate Confirmation or Advice and Consent:** After the appointments list has been read by the President, only Senators can motion to object. Once a motion to object has been made, the Senator is given one minute to state the reasoning of the objection. After the Senator states the reasoning for the objection, the Senate will immediately vote as to whether the objection will be heard with a majority vote in the affirmative needed to proceed. A speakers list is then opened and exhausted using the same parliamentary procedure as a resolution. Once the speakers list is closed, a vote must eventually be taken on whether to uphold the objection with a 2/3 vote in the affirmative to negate the appointee from receiving the position.

- (a) If a person's appointment is successfully stopped, that person may not be put up for appointment in that position for the remainder of the session.
- (b) Objections should predominately entail experience, qualifications and nothing of a personal nature.

**(5.01.2) Vacancy Appointments:** If when fall or spring terms are not in session (not including weekends), the need for appointments to University Committees such as search and screens or other administrative may arise. In this case, the President may appoint members to these committees as a vacancy appointment. This appointment shall only be valid until the first meeting of the Student Senate, where the appointment must be approved with its inclusion on the appointments list. If the appointment is not approved, the member is removed from the committee. Vacancy appointments on committees that only do work during the period outside of fall and spring term need not be approved, though the Senate may undo the appointment by calling an emergency session and following the normal advice and consent process.

**Section 5.02: Removals.** Only Senators (aside from the President) may initiate the removal process. Removal is a very serious matter that must entail a violation of a person's duties as assigned in the Student Senate Bylaws or Student Body Constitution. Personal matters are not ground for removal. Any member of Student Senate is subject to removal from their position.

**(5.02.1) Removal by the President:** The President may remove any appointed Director or Executive during a session by including the removal, reasoning, and vacancy in his or her report. The President may not remove Senators, Chairs, or Commission members without following the same process that a Senator would need to facilitate.

**(5.02.2) Removal by a Senator:** A senator wishing to remove another member needs to draft a resolution to be submitted in the primary week and debated in the next week. It needs a simple majority to pass. All debate regarding removal will be in closed session, though the results of any vote and their ramifications will be made public.

- (a) This resolution must have the allegations of wrong-doing referring only to the description of his or her position/office as in the Student Senate Bylaws and Student Body Constitution and only taking place in the current session.
- (b) If the resolution is passed, the member is formally censured and the meeting is immediately suspended for 15 minutes. When the meeting resumes, the defendant will be given a 10 minute rebuttal at the podium with the Executives receding to the gallery. After the rebuttal, a ballot vote will be taken as to the question of removal. An affirmative

vote is a vote to remove the member, and a negative vote is to retain the member. A vote of 2/3rds is needed to remove the member.

- (c) If the member is only censured, an appropriate punishment will be decided by the Parliamentarian, potentially including: a public apology and/or the performing of additional service hours. If the censure is against the President, the Senate will motion for an appropriate punishment and approve it with a simple majority. If the punishment is not carried out in the opinion of the Senate or Senate Executive Board, the member will be removed automatically at the next Senate meeting in Personnel Matters.

**(5.02.3) Removal due to Attendance:** If a Senator has not met attendance obligation as outlined in 5.03 and 5.04, then the President has the discretion to place his or her resignation on the appointments list.

- (a) If the Senator's resignation is motioned for objection, the advice and consent process does not go into effect. Instead, the matter will be taken to the Executive Board for a vote on whether to uphold the motion to object. In the Executive Board, the Senator in question is required to give a statement on their attendance and the objection in question. After the statement, he or she will leave the room and a speakers list will be opened and exhausted. A vote of 2/3rds is needed to uphold the motion to object.
- (b) If the motion to object is upheld, the Senator retains his or her position and his or her resignation may only be added to the appointments list if new violations in attendance policy occur.
- (c) **Removal due to Academic Eligibility:** Any member of Senate not meeting the academic eligibility requirements as set in Article III, Section 1, Paragraph A of the Student Body Constitution shall be removed by announcement of the presiding officer under personnel matters the following meeting upon clerical confirmation of the academic ineligibility. A motion of objection may be made, but only on the grounds that the clerical information is false.

**Section 5.03: Attendance.** Senate attendance is defined as presence from Roll Call through Adjournment.

**(5.03.1) Requirements:** Senators are required to attend all Senate meetings, service hours, Commission and Committee meetings, and the annual Student Senate retreat.

- (a) If a student is elected after running from "abroad," his/her absences at meetings are excused while the student is away.

**(5.03.2) Absences:** A senator is allowed five (5) unexcused absences. A senator who has more than five (5) unexcused absences may be removed by a 2/3 vote of the Senate. If a member of the Student Senate wishes to have an absence excused, they must submit a written explanation, email, or speak directly to the Treasurer by 4:00 p.m. the day the member wishes to be absent, as to why they will be absent from the meeting. Excused absences include those absences related to official senate business, illness, and conflicting academic obligations and are at the discretion of the Treasurer.

**(5.03.3) Process for Removal due to Attendance:** Once a Student Senator has reached five total unexcused absences, the President will proceed according to 5.02.3.

- (a) The Student Body President and Vice-President should make an effort to resolve meeting attendance issues with the Student Senators to avoid a contested removal process.

**Section 5.04: Responsibilities.**

**(5.04.1) Commission Membership:** Each senator shall, within two Senate meetings following their election or appointment, join and thereafter maintain membership in at least one commission provided for in Article 9 and be appointed to an administrative committee

(applications available in the Student Senate office).

- (a) For failing to so join or thereafter maintain membership in a commission and membership of a committee, a senator may be removed from office by following the procedures outlined in 5.02.

**(5.04.2) Service Hours:** Each senator shall be required to perform a service hour once per week during semesters, exclusive of final examination week. Each missed service hour shall be considered the equivalent of one unexcused Senate absence.

- (a) The Treasurer, in consultation with the executive board shall determine an appropriate activity for Senators to accomplish that furthers the goals of the Student Senate. Multiple options for service hours are permitted. These options must be presented in the Treasurer's report or in announcements for the general body to hear.
- (b) If a Senator is unable to complete their service hour and wishes to have it be excused from counting as an absence, they must contact the Treasurer within the week the service hour is due. Special consideration should be given to class obligations or emergencies. Alternative activities may be suggested by the Treasurer for completion of the Senator.
- (c) If a Senator or Senators feel they should be excused from an office hour and were denied by the Treasurer they may appeal to the President. If the President does not grant an excused absence, they may appeal to the Student Senate in New Business. This motion will require a second and is open to debate. The Senate will enter closed session if such a motion is made, as it pertains to personnel matters. This requires a simple majority vote of the Student Senate to grant an excused absence. Both the Treasurer and Senator(s) appealing must abstain on such a measure for purposes of conflict of interest.

**(5.04.3) Finance Commission Budget:** Annually, previous to the discussion and vote on the Organized Activities budget, each voting member must arrange a time with the Finance Director (or, if the Director is unavailable, another student member of the Finance Commission as approved by the President) to review and discuss those proposals being funded. The Finance Director will provide extensive open times for members to meet with them. During this week, Senators and the Finance Director will not be required to keep a service hour. Missing this meeting shall count as a full absence. Executives who are also Senators must complete this requirement.

**(5.04.4) Student Technology Fee Budget Ranges:** Annually, previous to the discussion and vote on the Student Technology Fee Budget Ranges, each voting member must arrange a time with the Information Technology Director to review and discuss the ranges. The Information Technology Director will provide extensive open times for members to meet with them. During this week, Senators will not be required to keep a service hour. Missing this meeting shall count as a full absence. Executives who are also Senators must complete this requirement.

**(5.04.5) Differential Tuition Meetings:** Annually, previous to the discussion and vote on the Differential Tuition budget, each voting member must arrange a time with the Academic Affairs Director or another student member of the Funding Analysis Committee to review and discuss those proposals being funded. The Academic Affairs Director will provide extensive open times for members to meet with them. During this week, Senators will not be required to keep a service hour. Missing this meeting shall count as a full absence. Executives who are also Senators must complete this requirement.

**Section 6.04: Attendance.** All officers and directors of the Senate will be required to attend the general Senate meetings from Roll Call through Special Reports. Officers that are senators

will be required to stay through adjournment.

- (a) Student Senate officers are to be in attendance when legislation is brought out of, or directly relates to, their commission or committee.
- (b) Chairpersons must attend the first meeting of every month from roll call to special reports.

**(6.04.1) Office Hours:** Each member of the Executive board will be required to maintain two regular office hours per week.

- (a) These hours must occur within 8 a.m. and 5 p.m. on a weekday.
- (b) Executive board members should attempt to hold one of these on a Monday, Wednesday, or Friday and the other on a Tuesday or Thursday to allow for class schedules of other Senate officials and constituents.
- (c) These hours will be posted on the Student Senate website for constituents and Senate officials to be able to meet with Executive Board members.
- (d) As these are scheduled by the executive, there should not be conflicts with academic requirements, and so excuses granted by the Treasurer should be mostly limited to emergency reasons.
- (e) Any missed office hour shall count as one absence.
- (f) Executives who are also Senators will not be required to maintain a service hour, though may still be expected to attend events or meetings as the President may request.

### **Section 6.05: Offices and Responsibilities.**

**(6.05.2) Secretary/Webmaster:** The Secretary/Webmaster of the Senate shall keep the minutes of Senate meetings and be responsible for the distribution of minutes, bills, resolutions, and reports to all senators and officers and such other related duties as the president, vice - president and chief of staff may direct. The secretary/webmaster and the Senate shall maintain and update weekly the Student Senate Web site. He/she will report to and serve as a resource to the Executive Board and General Student Senate meetings.

- (a) A Secretary/Webmaster shall be appointed by the President subject to Senate confirmation.
- (b) The secretary/webmaster will report directly to the President and Vice President and work closely with the commission Directors. The secretary/webmaster will consult the Public Relations Commission, Information Technology Commission and Learning and Technology Services to ensure a Web site of high quality.

### **(6.05.3) Treasurer/Chief of Staff:**

- (a) The Treasurer/Chief of Staff shall be appointed by the President subject to Student Senate approval.
- (b) The Chief of Staff position is limited to individuals who have been active in the previous session.
- (c) Has the responsibility in formulating, with the President, the Student Senate General Operations budget and the Legal Services budget.
- (d) Review the financial records of the Student Senate and shall be a member of Student Senate Finance Commission.
- (e) Has budgetary discretion, along with the President, for purchases at or below \$50.
- (f) Monitor attendance of Senators through, among other things, the minutes and with the

- Treasurer to enforce the attendance set forth in Article 5, Sections 3 and 4.
- (g) Plan the Executive Board and general Senate's retreat as well as the end of session banquets.
  - (h) Plan at least one activity a semester for general Senate.
  - (i) Has the responsibility to attend the budget processes of the Academic Affairs Commission, Finance Commission, and Information Technology Commission.
  - (j) Hold weekly meetings with the President and Vice-President to discuss current issues and concerns both they and directors have.
  - (k) Arrange regular meetings between the President, Vice-President, Chief of Staff, and the individual directors.
  - (l) Hold at least two office hours a week in order to be accessible for Directors to express concerns.
  - (m) Meet annually with the Finance Director and Information Technology Director, prior to formation of the Student Senate Operations and Legal Services Budgets to discuss and plan for the costs of the technology rotation for the upcoming fiscal year.

**(6.05.5) Directors:**

- (a) One director each for Academic Affairs, Environmental Endeavors, Finance, Information Technology, Intergovernmental Affairs, Organizations, Public Relations, Student Life and Diversity, Student Services, United Council and UAC Programming (under the UAC Programming director, one deputy director each for Communications and Public Relations) shall be appointed and may be removed or replaced in a manner detailed in 3.01. Unless provided in these bylaws, no other director shall have a deputy.
- (b) Each director, by virtue of office, shall serve as chairperson of his/her jurisdiction's respective commission and shall, under the supervision of the president and consistent with Senate and Commission policies, be responsible for the proper performance of the managerial functions of planning, organizing, directing, and controlling within his/her jurisdiction. Each director shall have the right to vote in his/her respective commission at all times.
- (c) Except for the UAC programming director and the two deputy directors, the terms of office of directors shall be as provided in Article III, Section 2 of the constitution. The terms of the programming director and his/her two deputy directors shall be from the first Senate meeting of March to the first Senate meeting of March of the next year or until a successor is appointed and confirmed, whichever occurs first.
- (d) All directors and chairpersons must submit a revised copy of their prospective handbooks by the second Monday in February. Each commission shall evaluate and provide recommendations to the Student Senate. Changes may be made with Senate approval.

**(6.05.6) President:**

- (a) The President, in accordance with the Constitution, shall be the presiding officer and chief representative of the Student Senate and the student body.
- (b) The President shall make all appointments of students to governance posts and committees within or outside of Student Senate unless otherwise granted in the Constitution or bylaws to another officer.
- (c) The President shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member.
- (d) Transactions made by the President must be submitted in writing to the Treasurer within 24 hours of the expenditure.
- (e) The President shall seek regular meetings with the Chancellor, University Senate Chair, and the Student Senate Advisor.

- (f) The President or their designee shall attend all University Senate meetings.
- (g) The President, along with the Vice President and Chief of Staff will oversee and direct the activities of the Board of Directors.
- (h) The President will preside over general Student Senate Meetings and Executive Board meetings, as well as the Vacancies Committee.

**(6.05.7) Vice President:**

- (a) The Vice President shall be the second highest ranking representative of the student body and the Student Senate.
- (b) The Vice President shall assist the President in the running of general Student Senate meetings.
- (c) The Vice President shall have budgetary discretion for expenditures at or below \$50. Transactions made by the Vice President must be submitted in writing to the Treasurer within 24 hours of the expenditure.
- (d) The Vice President or their designee shall attend all Residence Hall Association meetings.
- (e) The Vice President shall serve in the place of the President in their absence.

**(7.03.2) Residence Hall Association and University Senate:** The Senate, while asserting its own autonomy and recognizing the autonomy of the Residence Hall Association and the University Senate, extends the privileges of debating and introducing motions, but not voting, to the President of Residence Hall Association and the Chairman of the University Senate, respectively, for all such time as the Residence Hall Association and University Senate, respectively, shall extend these same privileges to the president of the student body or their designee.

**(7.05.2) Rules for Student Technology Fee Budget Ranges:** During Senate deliberations on the Student Technology Fee Budget Ranges Bill the following shall go into effect. During deliberations on these matters, the Information Technology Director shall be given ten minutes to introduce the bill. During debate, all those present shall have the opportunity to speak no more than five minutes on the main motion.

- (a) Speaking time on amendments shall be limited to three turns for each person present wishing to speak, which shall not exceed five minutes each time. Votes on all amendments to the Student Technology Fee Budget Ranges shall be roll call votes requiring a simple majority for a passage.
- (b) The final vote on the Student Technology Fee Budget Ranges shall be a roll call vote requiring a simple majority vote for passage.

**(7.05.3) Rules for the Differential Tuition Bill:**

During Senate deliberations on the Differential Tuition Bill, the following special rules will go into effect. The Academic Affairs Director or their designee will be given ten minutes to introduce the bill. During debate, all members have the opportunity to speak no more than three times on the main motion, with five minutes per speaking turn.

- (a) The bill from the Academic Affairs Director will detail all budget items, departments, allocations, detail of the Provost's initiatives, the financial aid package and percentage, and total amount expended. Classifications of projects as on provisional status or other special status will also be listed and are open for amendment.
- (b) Unless moved for unanimous consent, all votes regarding the differential tuition bill will be by roll call. Approval of the differential tuition bill requires a two-thirds affirmative vote.
- (c) In the case that the Student Senate fails to achieve a two-thirds affirmative vote, the bill will be referred to the Funding Analysis Committee for prompt review and resubmission.

**Section 9.04: Standing Commissions.** The Senate shall have the following commissions with respective responsibilities as indicated.

**(9.04.1) Academic Affairs:**

- (a) Review and examine how academic policies proposed by the University Senate Academic Policies Committee and the University of Wisconsin System Regents affect students and the commission shall take appropriate action.
- (b) Serve on the University Senate Academic Policies Committee.
- (c) Collaborate with the Provost and Academic Affairs Staff to evaluate the previous years' Differential Tuition expenditures as well as serve on the Funding Analysis Committee. For further information regarding the procedures, process, and timeline of Differential Tuition, see the Differential Tuition bylaws.
- (d) Monitor the library resources and policies including the hours of operation.
- (e) The Director of Academic Affairs shall recommend the appointment to the President of a chairperson for Graduate Affairs and General Education and for the following colleges: Arts and Sciences, Business, Nursing and Health Sciences, and Education and Human Sciences.
- (f) Work with the University Senate's Faculty Awards Committee to run the nomination process for the Excellence in Advising Award. The process will be as follows:
  - (1) By mid-February, an email goes out to the student body for nominations.
  - (2) By early March, the Academic Affairs Commission will meet and discuss the nominations. The Academic Affairs Commission will narrow the nominations to five faculty or staff nominees. The nominee's names will be submitted to the Faculty Awards Committee.
  - (3) The Faculty Awards Committee then will proceed with surveying all the nominees' advisees. The Faculty Awards Committee will then select a winner from the group nominees based upon the results of the survey sent to the nominees' advisees.
  - (4) By the end of the spring semester, the Faculty Awards Committee will contact the Academic Affairs Commission Director and Academic Affairs Commission with the Excellence in Advising Award Recipient.

**(9.04.2) Finance:**

- (a) Annually recommend to the Senate in bill form all Segregated Fee allocations for Organized Activities and projected minimum allocations for those Organized requiring them at the first meeting of the spring semester.
- (b) Recommend to the Senate procedures for Senate consideration of Special requests.
- (c) Review and provide recommendations to the University administration on the general operations and auxiliary enterprises budgets of the University.
- (d) Serve on the University Senate Budget Committee, or if not granted membership, attend the University Senate Budget Committee.
- (e) Refer to Finance Commission By-Laws packet for specific details regarding the policies and procedures of the Finance Commission.
- (f) Meet annually with the Information Technology Director and Treasurer, prior to formulation of the Student Senate General Operations and Legal Services Budgets discuss and plan for the cost of the technology rotation for the upcoming fiscal year.
- (g) Finance Commission shall have no more than 15 members and no less than 11. This includes the director. The majority of Finance Commission members must be student senators.

**(9.04.3) Information Technology**

- (a) Act as a resource for students on UWEC information technology services.

- (b) Convey information between students and UWEC administration concerning information technology.
- (c) Convey information between the students and Learning & Technology Services.
- (d) Serve as a liaison between student organizations, Student Senate, Learning and Technology Services, and the administration on technology issues and services, including providing advice and counsel regarding the allocation of the student technology fee.
- (e) Coordinate information from the various administrative committees that deal with information technology.
- (f) Annually coordinate the Student Senate technology rotation to ensure that no Student Senate owned computer or printer exceeds four years of age.
- (g) Meet annually with the Finance Director and Treasurer, prior to formulation of the Student Senate General Operations and Legal Services Budgets, to discuss and for the cost of the technology rotation for the upcoming fiscal year.
- (h) Serve on the University Senate Technology Committee.

**(9.04.4) Intergovernmental Affairs:**

- (a) Research and provide recommendations to the Senate regarding existing and proposed public policies affecting or of interest to students in local, state, and federal governments outside the University.
- (b) Appoint liaisons to legislative bodies and/or neighborhood associations, such as City Council and Eau Claire County Board, as the Director deems necessary with the advice and consent of the Commission.
- (c) Include the Director of United Council within its membership. The United Council Campus Chapter members are highly encouraged to become Commission members, as effective communication is necessary if the Campus Chapter is to properly represent the student body. In return, the Campus Chapter members should openly communicate what they have learned to the Commission.
- (d) Inform, educate, and involve students in the electoral and legislative process of the city, county, state, and federal governments.
- (e) Review pieces of legislation regarding the functions of city, state and national governments before Bills and Resolutions go before the general Senate. The Commission will discuss and then vote on the legislation. The passing or failing of the legislation by the commission is not an official vote. The review and vote will merely help to expedite the Senate deliberation process.
- (f) Work to encourage non-partisan voter registration and information in fall and spring elections. The Director must develop a voter registration and get out the vote plan for all fall elections.

**(9.04.6.2) Budget Responsibilities of the Organizations Commission:**

- (a) The organizations Commission shall be responsible for recommending allocation amounts of segregated fee money to individual organizations as outlined in the Finance Commission Bylaws.
- (b) The Director of Organizations is responsible for the following:
  - (1) Receiving the budget requests for each organization applying for segregated fee money.
  - (2) Holding regular meetings of the Organizations Commission and notifying individual organizations of their allotted time to present their budget request.
  - (3) Actively recruiting and appointing members, both Senators and Non-Senators to be a part of the Organizations Commission.
  - (4) Ensuring all Organizations Commission members attend all budget hearings and

all budget deliberations.

- (5) Presenting the allocation decisions of the Organizations Commission, in regards to student organization's budgets, to the Finance Commission as outlined in the Finance Bylaws.
  - (6) Ensuring that the Organizations Commission completes its work in a timely manner so as to not slow the work of the Finance Commission. The Directors of both Commissions should work together to establish the timeline for the Organizations Commission during the budgetary work period.
- (c) The Organizations Commission shall consist of no more than 13 members during the budgetary period. No more than seven members shall be Student Senators and no more than six non-senators. The budgetary period shall be considered complete after the Organizations Director has given its presentation to the Finance Commission. After the budgetary period there will be no cap on membership to the Organizations Commission. The Organizations Commission Director shall appoint all members to the commission.
  - (d) Quorum for the Organizations Commission shall be set at half of what its current membership is. There must be at least half of the membership maximum appointed.
  - (e) Members who feel they have an association with the Organization applying for money should abstain from any vote regarding that Organization. Any member that is an officer for an organization applying for money must automatically abstain from any vote regarding the Organization for which they are an officer of.

**(9.04.7) Public Relations:**

- (a) Promote awareness of and participation in Student Senate activities, monitoring student feedback and enhancing the many channels of communication.
- (b) Recruit Student Senators to ensure a full and representative body.
- (c) Promote awareness of absentee voting for all students when online voting is not utilized by:
  - (1) Creating literature for the National Student Exchange and Study Abroad orientation packets to be distributed to all participants.
  - (2) Advertising absentee voting in the campus media, along with other election information.
  - (3) Sending out an informational email to all students the first day petitions for office are available.
  - (4) Promoting voting during and prior to the week of elections.
- (d) The Public Relations Commission Director may appoint a Media Relations chair (Chairperson may form a committee if he/she desires):
  - (1) Chairperson is responsible for enhancing communication between Student Senate and campus and local media. Chairperson is also responsible for promoting the general awareness of area events, developments and decisions which impact the UW-Eau Claire campus.
  - (2) Chairperson is responsible for press releases and communicating relevant weekly Student Senate agenda items to campus and local media and the News Bureau.
- (e) The Public Relations Director may appoint a Graphic Design and Visual Arts Chair (Chairperson may form a committee if he/she desires):
  - (1) Chairperson is responsible for designing effective promotional materials for Student Senate and its commissions, using various mediums and formats.
- (f) The Public Relations Commission Director shall encourage a liaison from all campus media and any other campus and community-wide news media to sit on the Commission.

**(9.04.8) Student Life and Diversity:**

- (a) Monitor and provide recommendations to the Student Senate on policies, programs and services affecting the campus living and learning environment.
- (b) Monitor and provide recommendations to the Student Senate on policies, programs and services affecting the physical and mental well being of the student body.
- (c) Assess and provide recommendations on diversity and multiculturalism through the Multicultural Affairs Chairperson. (Chairperson may form a committee if he/she desires.)
- (d) Review policies and make recommendations affecting issues through the Women's Issues Chairperson. (Chairperson may form a committee if he/she desires.)
- (e) Monitor Non-traditional student affairs through the Non-traditional Student Affairs Chairperson. (Chairperson may form a committee if he/she so desires.)
- (f) Research and assess Lesbian, Gay, Bisexual, Transgender issues including, but not limited to, legislative concerns, educational programming, and resources on campus through the LGBT Affairs Chairperson. (Chairperson may form a committee if he/she desires).
- (g) Maintain and manage the Diversity Resource Center, focusing on, but not limited to, coordinating with other Resource Centers in the UW System, planning programs for classes and other events on campus, and the upkeep of the Equality Resource Center collections, through the Equality Resource Center Chairperson. (Chairperson may form a committee if he/she desires.)
- (h) Monitor and provide recommendations on any other issues affecting students with special needs such as students with disabilities.
- (i) Monitor and assess international student issues including, but not limited to, working with the Center for International Education to help and promote various activities and programs regarding international students and create more awareness on and off - campus of international students' needs.
- (j) Monitor and assess male issues including, but not limited to, working with Counseling Services to provide the best services for males on campus (Chairperson may form a committee if he/she desires).

**ARTICLE 10: INTERGOVERNMENTAL RELATIONS**

**Section 10.01: University Student Liaisons.** The Vice President of the Student Body or his/her designees shall attend all meetings of the University Senate and Residence Hall Association. The Academic Affairs Director or his/her designee shall attend all meetings of the University Senate Academic Policies Committee. These liaisons shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.

**Section 10.02: University Senate Committees.** The Academic Affairs Director or his/her designee shall attend all meetings of the University Senate Academic Policies Committee. The Finance Director or their designee shall attend all meetings of the University Senate Budget Committee. The Information Technology Director shall attend all meetings of the University Senate Technology Committee. These officers shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.