Student Services Commission Bylaws
Drafted: 11/4/2012

Article 1: Purpose

Section 1.01 - Purpose
The Student Services Commission is a standing commission of the Student Senate of the University of Wisconsin-Eau Claire. The Student Services Commission shall design and implement, having solicited student advice and suggestions, high-impact programs to meet critical student needs.

Article 2: Organization and Responsibilities

Section 2.01 - Membership
A maximum of nine voting members may serve on the Student Services Commission. The commission membership must be majority Student Senators.

(2.01.1) The Student Services Director shall be counted as either a Senator or Non-Senator voting member as determined by their current status.

(2.01.2) The Outreach and Inclusivity and Tenant Affairs Interns shall serve in a non-voting capacity. Their commission participation shall NOT count towards the nine member cap only if they have not been elected or appointed Student Senators.

(2.01.3) All student members of the commission must maintain compliance with the Student Senate constitution requirements for senator involvement.

(2.01.4) All members (excluding the Director, Tenant Affairs Intern, and Outreach and Inclusivity Intern) are recommended to the President for appointment by the Director through a process of the Director’s determination. At the start of a new Student Senate session after a new Director is appointed, the new Director shall inform all members that they must re-apply to be considered for re-appointment.

Section 2.02 - Staff
The staff of the Student Services Commission shall be comprised of one Director, one Outreach and Inclusivity Intern, and one Tenant Affairs Intern under the Director’s authority.

(2.02.1) The Student Services Commission Director shall be appointed by the UW-EC Student Senate President, with the advice and consent of the Senate.

(2.02.2) The Student Services Commission Director shall have the responsibility of soliciting applications, interviewing candidates, and recommending a candidate for the position of Outreach and Inclusivity Intern by the last Student Senate meeting in September. The Outreach and Inclusivity Intern will be appointed by the Student Senate President.

(2.02.2.1) The Outreach and Inclusivity Intern shall work with appropriate administration authorities for the implementation of an annual campus climate survey

(a) This survey should be administered at the end of second semester for the purpose of recognizing achieved gains in climate shift.

(2.02.2.2) The Outreach and Inclusivity Intern shall host or co-sponsor bi-monthly campus events targeting the issues and challenges faced by underrepresented students. These groups include, but are not limited to: LGBTQ, multicultural, international, non-traditional, and differently abled students.

(a) The Outreach and Inclusivity Intern should meet and collaborate with appropriate administrative authorities, including: Student Affairs, the Women’s and LGBTQ Center, Office of Multicultural Affairs, Counseling Services, and Students with Disabilities Office on these events.

(b) The Outreach and Inclusivity Intern shall work with the Public Relations Commission to promote these events.
(2.02.2.3) The Outreach and Inclusivity Intern shall be tasked with organizing Safe Space, Peer Counseling, and Peer Conflict Mediation training for the members of the Student Services Commission.
   (a) The Outreach and Inclusivity Intern will coordinate appropriately trained members of the Student Services Commission to provide, free of charge, designated times for peer counseling to students in need.
   (b) The Intern will work with the Public Relations Commission to promote these peer-counseling services.
(2.02.2.4) The Outreach and Inclusivity Intern must perform one office hour per week outside of meetings.
(2.02.2.5) The Outreach and Inclusivity Intern must complete all other duties assigned by the Student Services Director in a timely, thoughtful, and thorough manner.
(2.03.4.6) The Outreach and Inclusivity Intern shall receive compensation equal to 50% of the Student Services Commission Director’s salary.
(2.02.3) The Student Services Commission Director shall have the responsibility of soliciting applications, interviewing candidates, and recommending a candidate for the position of Tenant Affairs Intern by the second Student Senate meeting in September. The Tenant Affairs Intern will be appointed by the Student Senate President.
   (2.02.3.1) The Tenant Affairs Intern shall create basic standards of student renting for the awarding of Student Senate Landlord Certification.
   (2.02.3.2) The Tenant Affairs Intern shall maintain a website featuring house-by-house reviews from student tenants on topics including: landlord quality, property safety, and general experience. This website will also include information on the current status of the landlord with regards to Student Senate Certification, any previous violations of state or federal housing regulations, and tenant complaints regarding the property or landlord submitted to Student Senate.
      (a) This website should further serve as Student Senate’s premier site for the posting of student housing by certified landlords, free of charge.
   (2.02.3.3) The Tenant Affairs Intern shall work with Student Senate’s legal services provider to resolve student-landlord disputes.
   (2.02.3.4) The Tenant Affairs Intern shall assemble a yearly Renting Guide, outlining legal rights of student tenants, and safe renting practices.
   (2.02.3.5) The Tenant Affairs Intern shall organize the annual House Day event, featuring Student Senate Certified landlords and rental agencies.
   (2.02.3.6) The Tenant Affairs Intern shall actively partner with the Public Relations Commission for the purpose of promoting Student Senate housing resources.
   (2.02.3.7) The Tenant Affairs Intern must perform one office hour per week outside of meetings.
   (2.02.3.8) The Tenant Affairs Intern must complete all other duties assigned by the Student Services Director in a timely, thoughtful, and thorough manner.
   (2.02.3.9) The Tenant Affairs Intern shall receive compensation equal to 50% of the Student Services Commission Director’s salary.

**Article 3: Roles and Responsibilities**

Section 3.01 – Attendance Policy
Commission members are expected to be at all regular meetings and any committee meetings to which they have been appointed by the Student Services Director, and approved of by the Senate. Excused absences will be tolerated at the discretion of the Student Services Director. In the event of three unexcused absences, the Commission member will be subject to removal by the Student Services Director.
Section 3.02 – Student Commission Member Responsibilities
As members of the Commission and in recognition of the duties of the Commission, all student members shall be expected to accept the following responsibilities: Contribute to the work of the Commission as a representative of UW- Eau Claire Student Senate, the student body and complete all duties assigned by the Student Services Director in a timely, thoughtful, and thorough manner.

Section 3.03 – Student Services Director
The Student Services Director, as Director of the Commission, shall accept the following responsibilities:
(3.03.1) Prepare all agendas and minutes
(3.03.2) Chair all meetings
(3.03.3) Provide necessary information and guidance to Commission
(3.03.4) Nominate Outreach and Inclusivity Intern and Tenant Affairs Intern candidates to the Student Body President.
(3.03.5) Designate other duties to the Outreach and Inclusivity and Tenant Affairs Interns, which further the goals of the Student Services Commission and the Student Senate.
(3.03.6) Serve regular office hours and provide information to interested parties.
(3.03.7) Oversee budgetary management of the Student Senate Readership Program, and partner with appropriate contractual parties for the program’s effective implementation. The Student Senate Readership Program Liaison shall be appointed by the president with the advice and consent of the Student Senate.
(3.03.8) Oversee budgetary management of the Student Senate Legal Services Program, manage daily operations of the program, and partner with appropriate contractual parties for the program’s effective implementation.
(3.03.9) Serve as the Student Senate representative on the Athletics Committee for the purpose of informing the Student Services Commission and the Student Senate of proceedings effecting student interests.
(3.03.10) Serve as the Student Senate representative on the Dining Services Committee for the purpose of informing the Student Services Commission and the Student Senate of proceedings effecting student interests.
(3.03.11) Serve as the Student Senate representative on the Health Services Committee for the purpose of informing the Student Services Commission and the Student Senate of proceedings effecting student interests.
(3.03.12) In the event that the Director is unable to attend the above meetings for an academic conflict, the Director may choose a member of the Commission to attend the meeting in place of the Director.

Article 4: Commission Procedures

Section 4.01 – Open Meeting Policy
All Student Services Commission meetings shall be open meetings.

Section 4.02 – Quorum
A quorum is defined as more than fifty percent of voting members present. For purposes of determining a quorum, the Student Services Director shall be considered a voting member.

Section 4.03 – Voting
Voting by the Commission shall be accomplished in accordance with the latest addition of “Robert’s Rules of Order” unless otherwise indicated in these articles.