WHEREAS, Student Senate’s Bylaws have never been comprehensively reviewed before this session; and
WHEREAS, there are policies and procedures outlined in the Bylaws that are obsolete or have never been followed and there are customs in Student Senate that are not encoded in the Bylaws; and
WHEREAS, the turnover in Student Senate inhibits organizational learning, making it necessary to encode as much of the Student Senate’s practices as possible; and
WHEREAS, the Bylaw amendments proposed in Attachment “A” represent the culmination of a year of effort by the Internal Affairs Committee; and
WHEREAS, the first major change allows students who are enrolled at the University and participating in off-campus experiences, such as study abroad, to
run for office. UW-Eau Claire heavily promotes off-campus learning experiences such as study abroad and national student exchange. Currently, students returning from one of these experiences who wish to join Senate must wait for a seat to open instead of being able to be elected. This reduces the competition for Senate seats. The proposed amendment requires that eligible students must return in the fall (the semester after elections) which ensures that the elected students will be able to serve the majority of their terms. Various methods could be used for the digital petition, including requiring students who sign the petition to do so with a “digital signature,” or using an online survey system that forces the signer to login; and

WHEREAS, another major change clarifies the Election Bylaws. Currently, candidates are prohibited from campaigning within fifty feet of polling places. It is unclear whether or not individual computers constitute polling places when online voting is utilized. This proposed amendment clarifies that there are no designated polling places when online voting is used. However, it allows both Student Senate and the Elections Committee to designate polling places for online elections, in which case the “fifty-foot rule” will be enforced; and

WHEREAS, an additional change clarifies which members of Student Senate have access to the online ballot and/or the polling program; and

WHEREAS, the Treasurer’s position was previously combined with the “Chief-of-Staff” duties, removing duties from the Vice-President. This change of duties was not fully reflected in the Bylaws. The proposed amendments correct that oversight; and
WHEREAS, the Staff Committee was set up to deal with a very specific issue in a previous session. This issue would have been better dealt with through the creation of an ad-hoc committee. The Staff Committee has never been used since its original establishment and no one has ever been appointed to the committee since that time. Removal of this committee reflects the reality of Student Senate’s operations. Removal also reflects the proper use of parliamentary procedure and adherence to the Bylaws: staffing issues should be dealt with by the President and Chief-of-Staff, as outlined in the Bylaws; and

WHEREAS, the phrase, “I reserve my right to act procedurally,” does not exist in Robert’s Rules of Order (the Parliamentarian nearly went insane trying to find it). However, the use of this phrase is a long-standing tradition in Student Senate. Highlighting the phrase in the Bylaws and clarifying its use reflects reality and aids organizational learning; and

WHEREAS, the current Bylaws require that a cover letter be attached to each piece of legislation. This has not been done for a long time. Few enough pieces of legislation are submitted as it is and enforcing this provision may discourage the submission of legislation. If the provision has not been and will not be enforced, then its inclusion in the Bylaws does not reflect reality, so the proposed amendment strikes this provision;

BE IT THEREFORE RESOLVED that the changes to the Bylaws, as proposed in Attachment “A,” be adopted and enacted in the next session; and

BE IT FURTHER RESOLVED that a memo entailing the changes to the Election Bylaws, including the provisions for absentee voting and running for
office while “abroad,” be sent to the Center for International Education for
distribution to program participants involved in other off-campus learning
opportunities; and

BE IT FINALLY RESOLVED that upon passage, President French transmit a
copy of this bill to Dr. Brian Levin-Stankevich, Chancellor; Dr. Steve Tallant,
Provost/Vice Chancellor; Andrew Soll, Vice Chancellor, Business and Student
Services; Dr. Marty wood, Chair, University Senate; Ann Lapp, Interim Associate
Vice Chancellor, Student Development & Diversity; and Jodi Thesing-Ritter,
Associate Dean of Student Development, Student Development & Diversity.
STUDENT SENATE BYLAWS

ARTICLE 1: PRIMARY CONTROL

Primary control of the Student Senate rests with University of Wisconsin-Eau Claire students. The Senate, in conformance with the Student Body Constitution, shall be the judge of the qualifications and standards of professional behavior of its members and officers.

ARTICLE 2: ADVISOR

The advisor of the Student Senate shall be the Dean of Students or his/her designated representative. The advisor shall, upon request, advise the Senate on student activities and shall confer with the officers as necessary. If he/she does not wish to fulfill this position, or the Dean of Students position is vacant, the Student Senate can resolve to have another person fill this position.

ARTICLE 3: OBSERVANCE OF RULES

Section 1: University Rules and Regulations

The Senate and its officers shall properly observe the rules and regulations established by the University.

Section 2: Open Meeting Law

The Senate, commissions, committees and all subgroups thereof shall comply with the provisions of the Wisconsin Open Meeting Law.
ARTICLE 4: DEMOCRATIC ELECTIONS

Section 1: Elections Committee

A. A three-person Elections Committee shall be established by the end of the first meeting of the Spring Semester.

B. The Parliamentarian will chair the committee unless that individual is running for office, involved in a referendum on the ballot, or active in a campaign.
   a. If the Parliamentarian is running for office, involved in a referendum on the ballot, or active in a campaign, the President of the Student Body will chair the committee.
   b. If the President should be running for office, involved in a referendum on the ballot, or active in a campaign, the Vice-President will chair the committee.
   c. If the Vice-President should be running for office, involved in a referendum on the ballot, or active in a campaign, the Treasurer will chair the committee.
   d. If the Treasurer is running for office, involved in a referendum on the ballot, or active in a campaign, the position for chair of the Elections Committee will be filled by an election in Executive Board of those who are not running for office, involved in a referendum on the ballot, or active in a campaign.

C. The second member of the Executive Board will be voted on by the Executive Board to serve on the committee.

D. The final member of the committee will be a Senator-at-Large elected by the full Student Senate and may not be a member of the Executive Board. The second and third members of the Elections Committee may not be running for election, involved in a referendum on the ballot, or active in a campaign.

E. The definition of “Involvement in a referendum” shall include, but not be limited to, being an author in the writing of the bill placing the referendum on the ballot, creating or assisting in the creation or the distribution of referendum literature either for or against, and actively campaigning for or against a referendum.
   a. In election years with a United Council referendum, delegation members cannot serve on the Elections Committee in any position.
   b. Representatives from United Council must be aware and follow all applicable election laws.
   c. All promotional materials created for a referendum must follow applicable election laws and university policies.
F. The definition of “active in a campaign” shall include, but not be limited
to, attending campaign meetings, creating or assisting in the creation or
the distribution of campaign materials, or actively campaigning for or
against a candidate or candidates.

G. The Elections Committee shall be responsible for overseeing all aspects
of the elections process: including, but not limited to, setting up the
polls and finding poll workers, investigating any grievances and making
Reports and Recommendations regarding those grievances and
counting and verification of ballots. The committee will also be
responsible with supervising the production of producing non-partisan
advertisements including the location and dates of the elections.

Section 2: President and Vice President

Students shall elect a student body president and vice president by
nonpartisan ticket. Candidates for an executive ticket shall be placed
distinctly together on the ballot by ticket. The presidential and vice
presidential candidates on the ticket receiving the greatest number of votes
shall be elected. No individual candidate for president or vice president
shall be placed on the ballot or elected. Executive tickets on the ballot shall
be placed in successive order determined by random drawing. For
persons elected to both an executive and senator position, the Senate
position shall become vacant upon that person taking office as an
executive.

Section 3: Student Senators

Student Senators shall be elected by community the student body in a
nonpartisan manner by a plurality vote. Candidates for each community
shall be placed on the ballot in successive order determined by random
drawing.
Section 4: Absentee Voting

When online voting is not utilized, all students wishing to vote in campus elections while participating in an off-campus program such as, but not limited to, Study Abroad or National Student Exchange, or students who cannot be on campus during an entire election period for reasons covered by university policy, may vote while following these guidelines.

A. The Public Relations Commission will advertise the availability of absentee voting to students through various methods including email the first day petitions for office are available.

B. Students must email the Student Senate Parliamentarian before elections begin to request an absentee ballot, while providing their Blugold identification number and the reason they are requesting the ballot.

C. Electronic ballots will be emailed to students when the polls are opened on the first day of the election and must be returned by the time the polls close the last day of elections.

D. No person will be able to vote using an absentee ballot and at the booth on campus.

Section 5: Tie Votes

A. If two or more executive tickets receive the greatest but equal number of votes in an election, the winning ticket shall be chosen, from among the tied tickets, by the Senate by majority vote at its first meeting following the election. An elimination voting process shall be used by the Senate when three or more tickets tie in an election.

B. If two or more Senate candidates from the same community receive a sufficient but equal number of votes to win the election, the winner(s) shall be determined by lot administered by the organizations director, or his/her impartial designee, in the presence of two attesting witnesses.

C. If a referendum question receives an equal number of votes for and against adoption, the question shall fail adoption.
All candidates wishing to hold an office in Student Senate are required to secure a petition for office, along with the Elections and Campaign Procedures Packet. These Elections and Campaign Procedures shall be the official rules and guidelines governing Student Senate Elections.

All candidates for Student Senate elected offices are responsible for the knowledge of and observance of all official Student Senate Election and Campaign Procedures as given to the prospective candidate at the time the petition is taken out, as well as all other university policies.

Ignorance of these procedures shall at no time be considered a valid defense for failure to at all times during a campaign and election process properly observe these procedures.

A. Objective
   The objective of these policies is to ensure that all candidates for Student Senate elected offices have a fair and equal opportunity in attaining an elected position. These policies may also be used as a guideline in resolving any conflicts in the election process.

B. Candidate Living Status
   Each candidate shall run for either an on- or off-campus position corresponding to the community in which he/she will reside during the following semester. Proof of on- or off-campus residence must be provided upon request.
C. Credit and Grade Point Criteria

Any candidates for office shall maintain a minimum cumulative grade point average of 2.0 and be officially enrolled in at least six credit hours at the university at the time of election and must thereafter maintain a minimum official enrollment, exclusive of summer sessions, of six credit hours while in office.

D. Petition for Office

a) Petitions are to be given out by the Student Senate Program Assistant, Student Body President and Vice-President if they are not running for office, Elections committee members and office assistants who are not running for office.

b) The completed petition must be returned to the Student Senate Program Assistant. Once the petition is returned to the Student Senate office, the student will become an official candidate providing that the student meets the credit and grade point criteria stated above.

c) Students participating in an off-campus program (including but not limited to Study Abroad and National Student Exchange) during elections may run for office if they will return in the following semester. They must provide evidence that they are participating in an off-campus program sponsored by UW-Eau Claire (a letter or email from the Center for International Education or the appropriate educational department will suffice). They must also contact the Student Senate Program Assistant to get information on the procedure for running for office from off-campus (“abroad”). In these cases, petitions may be filed electronically using a method determined by the Elections Committee, in consultation with Learning and Technology Services. If elected, absences at meetings while “abroad” are excused.

d) A student may campaign and file a petition for both a Student Senator position and an executive ticket.

e) An executive ticket will consist of a Presidential and Vice Presidential candidate and will require only one petition.

f) A student winning both an executive and senatorial position must resign their senatorial position at the same meeting they are appointed to the executive position.

E. Campaigning

a) Campaigning will be defined as any activity, either written or spoken, that is designed to influence students to vote for a prospective or
b) Campaigning shall not begin until after the completed petition for office is returned.

c) The Student Senate office shall not be used for ANY campaigning or storage of campaign material. This also includes materials related to a referendum question on the ballot. The signing of petitions may occur in the Student Senate office.

d) Campaigning shall strictly adhere to the Student Senate Election and Campaign Procedures given to the prospective candidate at the time the petition is taken out, as well as university policies.

e) If paper ballots are used, during the days of voting, no campaign materials or campaigning of any kind shall be allowed within a 50-foot radius of the polling place. This also includes those campaigning for a referendum or referendum materials. An official from the Elections Committee will draw a line with chalk to outline the 50-foot radius, for each day of voting. If online voting is utilized, there are no designated polling places, unless Student Senate or the Elections Committee designates an official polling place(s), so this rule will not be observed.

f) A candidate shall at no time interfere with another candidate’s right to legally campaign; this includes the removal of another candidate’s properly-displayed campaign material.

F. Promotional Materials

a) All candidates shall be given copies of the poster and solicitation regulations of the University of Wisconsin-Eau Claire. Candidates shall be held responsible for that information.

b) IMPORTANT. All candidates shall have the Program Assistant of Student Senate stamp all promotional materials, including but not limited to posters, yard signs, table tents, and leaflets. Bridge signs, buttons, stickers, and t-shirts do not need to be stamped.

c) Students may display material on their own property, such as residence hall doors or the side of one’s house. These materials do not need to be stamped by the Program Assistant, unless produced or distributed by a campaign.

1) Please bring in the master for the Program Assistant to stamp before you have them printed.

d) In addition to the Program Assistant's stamp, the following stamps are also required. All table tents must be stamped and approved by the Program Assistant. All Posters must be stamped and approved by Campus Information. Campus Information does NOT have to stamp yard signs, posters for residence hall doors and/or signs for personal residences.

e) All campaign materials not meeting these requirements may be fair game to be removed, documented, and destroyed by any member of the Elections Committee if they are discovered.

f) Any writing done on the chalkboards and dry erase boards must have the approval of the Building and Housekeeping Supervisor.
g) No individual candidates or tickets shall be allowed to use the banner wire in Davies Center.

h) Candidates cannot use the Student Senate bulletin board located in the hallway of Davies Center at any time.

i) No campaign materials may be placed in university computer labs, in accordance with LTS policies.

j) The Student Senate area is off-limits for any campaigning or storage of campaigning materials.

k) Posters:
   1) Candidates may begin to display posters immediately following the return of the completed petition.
   2) All posters put up in the residence halls must have the Hall Director's initials on them, excluding those posted on personal property (doors).
   3) It is illegal to put posters up in the stairwells of buildings. They will be fair game to be taken down by anyone if they are discovered.
   4) There shall be NO posters/signs taped to the sidewalk.
   5) The candidate must remove the posters by the Monday following the completion of the election; otherwise, the candidate will be monetarily charged for their removal.

l) WebPages:
   1) The creation of a personal website is permitted.
   2) In addition, if the Student Senate website is used to promote the general election and basic information on all the candidates, equal access and equal opportunity must be available to all of the candidates.
   3) Linking to other websites from the Student Senate website is allowable as long as the candidate(s) do not use the University seal, Student Senate logo or any other copyrighted materials without explicit permission.

m) E-Mail:
   1) A candidate or candidates may use e-mail, but they may not use any electronically created university administrative lists for campaign purposes or in any other way that violates the university’s policy regarding the use of e-mail.
   2) The use of organizations lists is, however, acceptable as well as manually entering all e-mail addresses.

n) Veranda Banner:
   No banners will be allowed by candidates for any Student Senate office.

o) Bridge Signs:
   Candidates may display a banner on the bridge beginning 7 a.m. on the Monday before the election begins.
p) Yard Signs:
   1) Yard signs may be displayed beginning the Monday before the election.
   2) The yard signs can be put up after 7:00 a.m. and must come down by 7:00 p.m.
   3) Out of courtesy to other candidates it is suggested that signs be put at least 6 feet from other candidate signs.

q) Table Tents:
   1) Candidates may begin displaying table tents beginning 7 a.m. on the Monday before the election begins.
   2) Additionally, candidates should get the master for the table tents stamped and approved by the Program Assistant prior to printing.

r) Bulletin Board Space in Davies Center:
   1) An equal portion of bulletin board space in Davies Center per executive ticket will be provided for the placement of whatever promotional materials the candidates choose to display that are deemed legal by the election rules.
   2) This will be overseen by the Elections Committee.

G. Room Usage
   Rooms may not be reserved in Davies Center in Student Senate’s name nor by individual candidates for campaign use.

H. Write-in Candidates
   Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

I. Name Order on Ballots
   a) If paper ballots are used, selection for ballot positions will be at approximately 1:30 p.m. on the date petitions are due. Names will be ordered at random by the Student Senate Advisor. Candidates, or personal representatives, are welcome to be on hand at the time this process is performed. The polling program will automatically randomize the name order.
   b) Candidates for an executive ticket shall be placed distinctly together on the ballot by ticket.
   c) Ample opportunity for casting write in ballots shall be provided on the ballot, whether paper or online.

J. Voting
   a) Currently enrolled students at the University of Wisconsin – Eau Claire are eligible to vote once for representatives running for seats on Student Senate.
   b) Students shall be able to cast a cumulative ballot, casting a number of votes for each community equal to the number of apportioned seats in each community available on Student Senate.
c) Students will only be allowed to vote for one Presidential ticket.

d) Polling will take place via only computer or only paper ballots. Electronic voting may include voting from remote sites such as home computers.

e) The program employed for polling shall insure privacy for all voters. It will not allow students to vote more than once. Responsibility for set-up and configuration of the polling program shall be primarily that of the Parliamentarian. Only the Parliamentarian and the Student Senate Program Assistant will have access to the online polling questionnaire.

f) Online voting must be approved by a 2/3 vote of the Student Senate 30 days prior to an election.

g) If online voting is used, elections will begin and end at the same time as they would, were paper ballots used, although online voting will be open for the full period (“polls” won’t close until the end of elections). For online voting, an email will be sent to all students at 8 a.m. the morning elections begin. A reminder email will be sent at 8 a.m. on the morning of the last day of elections. The online ballot will be closed at 6 p.m. on the last day of elections.

h) If paper ballots are used, voting booths are available for use in the elections. At least two people must work the polls (preferably four people). No candidate may be a poll worker. The voting student must show the poll worker his/her valid Blugold I.D. The poll worker will then scan his/her I.D. and give them a certified ballot. The student then takes the stamped ballot to the voting booth. If the student requires instructions, the poll worker will explain the procedure to the student. After voting, the student deposits the ballot in the ballot box.

i) The candidate with the most votes for an open seat will be declared the winner.

j) All votes shall be taken by secret ballot.

K. Ballots

a) The Student Senate Program Assistant shall publish a list of all candidates, referenda, initiatives, and recall questions placed on the election ballot and will post the list in a public manner one week prior to the start of each election.

b) If paper ballots are used, all ballots must be validated (stamped on the back) by an election poll worker. If any ballot is not validated, it shall not be counted but will be kept and stored with all the other ballots. The daily tabulated elections results shall only be known by the Program Assistant and the Student Senate Advisor until the polls are closed on the last day of elections at which point the members of the Elections Committee will be notified of the results. (If online voting is used, the same is true, although the Parliamentarian, by virtue of being an administrator of the polling program, will also have access to the results.) As many ballots as possible will be tabulated.
by Test Scoring Services, otherwise, the Elections Committee will count those that Test Scoring can not count, which would include ballots for write-in candidates. If paper ballots are used, all candidates will be allowed to observe the sorting and counting of the ballots as long as they do not interfere with this process.

c) If paper ballots are used, all counted ballots and petitions must be kept in storage until the next Student Senate election; at that time the old ballots can be destroyed. If electronic voting is used, a copy of the results must be kept until the next Student Senate election.

d) If online voting is utilized, only the Student Senate Program Assistant, the Student Senate Advisor, and the Parliamentarian will have administrative access to the online ballot.

L. Notification of Results

a) Upon finalization, the results must be posted outside of the Student Senate office and must include the vote totals for all candidates appearing on the ballot and all write-in candidates. After any timely requested recounts have been performed, election winners may take office.

b) Since elected senators take office the Monday following elections, it shall be the responsibility of all candidates to become informed of the results of the election before that time.

c) The Elections Committee Chair will certify the results of the election and shall ensure that the results of the election are posted as soon as possible, but no sooner than 6 p.m. on the final day of elections at the Student Senate office and on the two Senate Bulletin Boards in Davies Center.

M. Campaign violations

a) Campaign violations shall be defined as any activity committed by or given prior approval by a candidate contrary to the Election and Campaign Procedures, given to prospective candidate at the time a petition is taken out for an elected Student Senate position, as well as university policies.

b) Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

N. Expenses

a) Expense reports

1) Both members of an Executive ticket and senatorial candidates must submit expense reports.

2) All receipts for campaign expenses must be attached to the submitted expense report. These expense reports shall be kept until the final date of the next Student Senate election and then they may be destroyed.

3) Failure to submit the completed expense report within the one-week time limit will constitute a campaign violation and
be treated as such by the Election and Campaign Procedure Grievance Committee.

b) Spending
1) A presidential ticket may not exceed $1,500 in spending for an election unless all presidential tickets agree to waive the cap. The presidential ticket(s) who wish to exceed the cap must make their request to the elections committee by the same day that the presidential candidate petitions are due. The place and manner in which the separate presidential tickets shall vote whether to exceed the cap is up to the discretion of the elections committee.
2) A senator may not exceed $500 in spending for an election.
3) Failing to stay below these limits will constitute a campaign violation and be treated as such by the Election and Campaign Procedure Grievance Committee.

Section 7: Grievance Procedures and Penalties

A. All complaints concerning elections and violations of the Election and Campaign Procedures or campus regulations concerning campaigning shall be submitted in writing to the Student Senate Program Assistant no later than three school days after the alleged violation.
B. The complaint must include a description of the evidence, or the names of witnesses of the alleged violation.
C. All violations shall be submitted in writing on the official Election-Campaign-Violation form approved as to form by the Student Senate.
D. The Elections Committee will not act on a verbal complaint.
E. The Elections Committee will investigate all written complaints and submit a written and signed recommendation and report to the Executive Board regarding the alleged violation or complaint.
F. Any accused candidate will be given a copy of the written complaint prior to a hearing before the Elections Committee.
G. The Report and Recommendations of the Elections Committee will be open to the public.
H. Members of the Elections Committee may not publicly discuss any grievances before the Report and Recommendations regarding the grievance has been submitted to the Executive Board.
I. The Report and Recommendations of the Elections Committee may state their belief regarding the validity of the complaint and its status as a campaign violation.
J. The Elections Committee may recommend:
   a) Dropping the case.
   b) Holding a formal hearing by the Executive Board.
K. Following the recommendation of the Elections Committee, the Executive Board shall consider the report and recommendations.
L. Following a formal and public hearing, the Executive Board may, if it votes to, take the following actions:
a) Make the student ineligible for commission membership for certain time period.
b) Make the student ineligible to run for any elected Student Senate position for a certain time period.
c) Make the student ineligible to hold an executive position (including Executive Board) for a certain time period.
d) May request the University Investigating to require restitution for damages under Chapter 17 of the University of Wisconsin Administrative Code.
e) Recommend a formal meeting with the President and Vice President regarding the alleged violation.
f) Make a motion to the entire Student Senate for the removal of the person from Student Senate office.
g) Write a resolution regarding the alleged violation.
h) Any other disciplinary action approved by the Executive Board.

The Elections Committee, Executive Board, and the Student Senate may not penalize an executive or senatorial candidate with the subtraction of votes.

M. If the Student Senate, by its own motion, votes to hear the appeal, this shall stop the action taken of the Executive Board.

N. The Student Senate, by its own motion, may vote to change the action taken by the Executive Board.

O. If the Elections Committee, Executive Board, or entire Student Senate at the time of an appeal, find the alleged violator innocent of a campaign violation, this shall not be appealed.

P. All grievances and the Reports and Recommendations of the Elections Committee should be kept for a five-year period to aid the Elections and Campaign Procedures Review Committee.

Q. Once the Student Senate Executive Board has ruled on all timely election complaints, the results will be considered finalized, unless the full Senate moves otherwise,

Section 8: Elections and Campaign Procedures Review Committee

A committee shall be formed immediately following the appointment of the new Executive Board after the Student Senate elections of even numbered years to review the Elections and Campaign Procedures. This committee shall consist of the following: the Parliamentarian as the Chairperson; one
Executive Board member, elected by the Executive Board; one member of the Elections Committee, elected by the Elections Committee; as well as one Off-campus Senator and one On-campus Senator, elected by the Student Senate. This committee's duties shall include, but are not limited to, the following: review any and all grievances filed since the last review; review any other problems that may have arisen since that time; and recommend changes to the Elections and Campaign Procedures if necessary. This review shall be reported to the Student Senate in a presentation and any applicable legislation no later than the second to last meeting of the Spring Semester.

ARTICLE 5: SENATORS

Section 1: Appointments

A. Appointment of Senators filling a Vacancy
   a) The President will appoint vacancies if they arise in the contingent of the thirty Senator positions with recommendations from the Vacancies Committee as demanded in Article III, Section 1 of the Student Body Constitution by including the appointees on the appointments list, which is subject to Senate confirmation. 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.

B. Definition and Process of Senate Confirmation or Advice and Consent
   a) 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.

b) 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.

c) Objections should predominately entail experience, qualifications and nothing of a personal nature.

Section 2: Removals

A. Only Senators (aside from the President) may initiate the removal process.

B. 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.

C. Any member of Student Senate is subject to removal from their position.

D. Removal by the President

a) The President may remove any appointed Director, Executive or Delegation Leader during a session by including the removal, reasoning, and vacancy in his or her report.

b) The President may not remove Senators, Chairs, or Commission members without following the same process that a Senator would need to facilitate.

E. Removal by a Senator

a) 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.

b) 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.

c) If the criterion in Section 2, Paragraph E, subparagraph b is not met in the judgment of the Parliamentarian, then the resolution is immediately withdrawn. If the resolution implicates or is about the Parliamentarian, the judgment of the Vice President is used.

d) If the resolution is passed, 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 whether to vote upon removal or vote upon censure. A majority in the affirmative will initiate a vote of censure. A majority in the negative will initiate a vote of removal.

e) If the ballot vote is a majority in the affirmative, the Senate will immediately move into a roll call vote. Two-thirds of eligible voting members (not simply members present) are needed to vote in the affirmative for the defendant to be removed. If the ballot vote is a majority in the negative, the Senate will immediately
move into a roll call vote. Two-thirds of eligible voting members (not simply members present) are needed to vote in the affirmative for the defendant to be censured.

F. Removal due to Attendance
   a) If a Senator has not met attendance obligation as outlined in Article 5, Sections 3 and 4, then the president has the discretion to place his or her resignation on the appointments list.
   b) 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.
   c) 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.

G. Removal due to Academic Eligibility
   a) 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 3: Attendance

A. Definition
   Senate attendance is defined as presence from Roll Call through Adjournment.

B. Requirements
   a) Senators who have more than five absences from Senators are required to attend all Senate meetings, office hours, Differential Tuition hearings, Finance Commission budget hearings and deliberations (following the equation of Article 5, Section 4), and Student Technology Fee budget hearings. may be removed by a 2/3 vote of the Senate.
   b) If a student is elected after running from “abroad,” his/her absences at meetings are excused while the student is away.

C. Absences
   a) 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.
b) 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 Vice-President 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 Vice-President Treasurer.

c) Process for removal
1) Once a Student Senator has reached five total unexcused absences, the President will proceed according to Article 5, Section 2, Paragraph F.
2) 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 4: Responsibilities

A. Commission Membership
a) 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).

b) 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 a two-thirds vote of the Senate by following the procedures outlined in Article 5 Section 2.

B. Office Hours
a) Each senator shall post and maintain one permanent office-hour per week during semesters, exclusive of registration and final examination weeks. Each missed office-hour shall be considered the equivalent of one unexcused Senate absence, unless the Senate by majority vote grants an exemption within one week of the missed hour.

b) The Vice-President Treasurer shall post a permanent office-hour sheet at the beginning of each semester and shall post weekly office-hour sheets. Each senator shall indicate his/her permanent office-hour on the permanent office-hour sheet and shall sign the weekly office-hour sheet in the appropriate slot each week. Senators will serve their office hour during regular business hours (8:00 A.M. to 5:00 P.M.) with any exceptions being left to the decision of the Vice-President Treasurer. Also, this office hour will be conducted within the Senate area with allowances for in and out travel as long as a majority of time is spent within this...
C. Finance Commission Budget Hearings and Deliberations

a) Annually, each senator shall attend at least six Organized Activity Budget presentations during formal hearings for the Finance Commission. Furthermore, at least one of the six budget presentations, attended by each senator, must be Health Services, Athletics or Recreation. During the week with formal hearings, senators shall not be required to maintain an office hour.

1) Each two missed presentations shall be the equivalent of one unexcused Senate absence. The Finance Director shall keep record of senator attendance at all presentations and report same to the president and Executive Board.

b) Annually each senator, the President and Vice-President shall attend at least one hour of budget deliberations by the Finance Commission.

1) If a senator misses the hour of budget deliberations, they shall receive the equivalent of one unexcused Senate absence. The Finance Director shall keep record of senators’ attendance at the by placing a sign-in sheet at the door of the room where budget deliberations are taking place and report to the Executive Board and the President as to the attendance of each senator and report same to the President and Treasurer.

D. ITC Budget Hearings

a) Annually, each senator shall attend at least two hours of presentations during the formal hearing for the ITC Commission. During the week with formal hearings, senators shall not be required to maintain an office hour. Missing the one hour requirement shall be the equivalent of one unexcused Senate absence.

b) The ITC director may choose, with the consent of the President, to substitute these hearings with a presentation at a full Student Senate meeting. If the director elects to present at a Student Senate meeting, senators must complete their regular office hours.

E. Differential Tuition Hearings

a) Annually each voting member of the Student Senate shall attend the Differential Tuition Hearings. During the week of the formal hearings, Senators shall not be required to maintain an office hour. Missing the formal hearings shall constitute the equivalent of one unexcused senate absence.
ARTICLE 6: EXECUTIVE BOARD AND OFFICERS

(For information on the Residence Hall Council Liaison, see Article 10.)

Section 1: Executive Board

A. The Executive Board shall have the following responsibilities:
   a) Function as the primary advisory body to the president.
   b) Hear ethics and election complaints against officers, senators, commission members, and candidates, and recommend disciplinary action(s) to the president or Senate, as appropriate.
   c) Consistent with Article III, Section 1 of the constitution, apportion Senate seats between the on-campus and off-campus communities, and schedule general and special elections.
   d) Perform such other duties as the Senate or president may direct.

B. Membership
   a) The president shall chair the Executive Board unless he/she designates in writing another board member as chair.
   b) Membership of the board shall consist of the president, vice president, treasurer, secretary, parliamentarian, webmaster, United Council Delegation leader and commission directors

Section 2: Appointments

A. Appointment of the Board of Directors
   a) The President will appoint the Board of Directors by the third week after a change in session by including the appointees on the appointments list, which is subject to Senate confirmation.

B. Appointment of Chairs, Commission and Committee Membership
   a) The President will appoint all Chairs and members of Commissions and Committees with the recommendation of the respective Director or nomination process by including the appointees on the appointment list, which is subject to Senate confirmation.

C. Appointment of United Council Delegation Leader and Delegates
   a) The President shall appoint the United Council Delegation Leader, in the years in which the student body chooses to be a part of the organization, by including the appointees on the appointments list, which is subject to Senate confirmation.
   b) The President shall appoint the United Council delegates, in the years in which the student body chooses to be a part of the organization, with the recommendation of the United Council Delegation Leader, by including the appointees on the appointments list, which is subject to Senate confirmation.
D. Appointment of the President and Vice President
   a) The President and Vice President shall be appointed in the manner detailed in Article III, Section 1, Paragraph E of the Student Body Constitution.

E. Definition and Process of Senate Confirmation or Advice and Consent
   a) 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 immediate 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.
   b) 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.
   c) Objections should predominately entail experience, qualifications and nothing of a personal nature.

Section 3: Removals

A. A Director’s removal due to attendance will follow the format of Article 5, Section 2.

B. Any member of Student Senate is subject to removal from their position.

Section 4: Attendance

C. All officers, directors and the delegation leader 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.

D. Student Senate officers are to be in attendance when legislation is brought out of, or directly relates to, their commission or committee.

E. Chairpersons must attend the first meeting of every month from roll call to special reports
Section 5: Offices and Responsibilities

A. Parliamentarian

a) A parliamentarian shall be appointed by the president subject to Senate confirmation. He/she shall advise the president, senators, and directors on proper parliamentary procedure based on the constitution, these bylaws, and the latest edition of Robert's Rules of Order, and shall supervise Senate and Commission compliance with the Wisconsin Open Meeting Law.

b) The parliamentarian shall also serve as the Internal Affairs Chairperson and the Election Chairperson.

c) The Parliamentarian shall be in charge of all absentee voting procedures including sending electronic ballots to students who request them and keeping accurate records in order to keep students from voting both electronically and at the booth on campus.

d) The parliamentarian should only speak and author legislation on matters of parliamentary procedure and constitution or by-law procedure.

e) The parliamentarian shall not hold the position of senator.

B. Secretary

a) A secretary shall be appointed by the president subject to Senate confirmation.

b) The secretary 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 may direct.

c) The secretary shall have the option of holding and chairing the appointment committee, in which to recruit and retain students to participate on university, city, state and national committees and commissions; and solicit reports of those meetings from their student representatives.

d) The secretary shall report directly to the President, in an advisory role only, on matters of student attendance and retention of committees; examples including a committee’s student vacancy, a non-attending student representative, or matters that arise in committee that require Executive attention.

e) The secretary shall be responsible for providing the President with recommendations for filling vacant positions, or replacing a student that is not attending. He or she may also not only alert the President of potential problems, but recommend students to fill vacancies or replace the non-attending.

f) The secretary should recruit and retain for all of the Administrative, School and Building Committees, as well as others to be directed by the President.
C. Treasurer & Chief of Staff

a) A treasurer 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 Vice-President Treasurer to enforce the attendance set forth in Article 7, Section 1 Article 5, Sections 3 and 4.

g) Plan the Executive Board and general Senate’s retreat as well as both end of the semester banquets.

h) Plan at least one activity a semester for general Senate.

i) Hold weekly meetings with the President and Vice-President to discuss current issues and concerns both they and directors have.

j) Arrange regular meetings between the President, Vice-President, Chief of Staff, and the individual directors.

k) Hold at least two office hours a week in order to be accessible for Directors to express concerns.

l) 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.

m) Chair staff committee meetings.

D. Webmaster

a) A Webmaster shall be appointed by the President subject to Senate confirmation.

b) The Webmaster and the Senate shall maintain and update weekly the Student Senate website. He/she will report to and serve as a resource to the Executive Board. His/her weekly obligations are to attend the weekly Executive Board meeting and give a report.

c) The Student Senate Webmaster will report directly to the President and Vice President and work closely with the Public Relations Commission Director and the Information Technology Commission Director to ensure a website of high quality.
E. Directors

a) One director each for Academic Affairs, Finance, Information Technology, Intergovernmental Affairs, Organizations, Public Relations, Student Life and Diversity, Student Services 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 Article III, Section 1. 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.

Section 5: Stipends

A. The President shall receive a stipend on $5,000 per Senate term. It shall be paid equally over 26 weeks.

B. All stipends for other officers shall be a percentage of the President's stipend. They shall be paid equally over 19 weeks.

a) The Vice-President shall receive an amount equal to 75% of the President's stipend ($3,750)

b) The Treasurer shall receive an amount equal to 40% of the President's stipend ($2,000)

c) The Secretary shall receive an amount equal to 40% of the President's stipend ($2,000)

d) Directors shall receive an amount equal to 50% of the President's stipend ($2,500)

e) The Parliamentarian shall receive an amount equal to 25% of the President's stipend ($1,250)

f) The Webmaster shall receive an amount equal to 20% of the President's stipend ($1,000)
ARTICLE 7: SENATE SESSIONS AND MEETINGS

Section 1: Senate Sessions

A. A session of the Senate shall run annually from the start of the first executive board meeting after the Student Senate elections to the executive board meeting after the Student Senate elections the following school year.

B. A flag of the United States of America shall be present at all regular meetings of the Student Senate.

C. In an emergency situation, a special Student Senate meeting may be called for by ten senators of Student Senate, or may be moved for in a regular meeting of Senate. The motion to hold a special meeting shall be a majority.

Section 2: Order of Business

A. The order of business for Senate meetings shall be as follows:
   I. Call to order by presiding officer

   II. Pledge of Allegiance to the Flag

   III. Roll Call by the Secretary

   IV. Open Forum for 15 minutes

   V. Approval of Minutes

   VI. Report of the President
B. There may be a time when it is necessary to dispense with reports. This can be done by moving to suspend the rules so that Senate can move directly to Unfinished Business. This motion requires a 2/3 vote to carry. All directors shall still turn their reports in to the secretary.

Section 3: Debate and Motion Privileges

A. The Senate extends the privileges of debating and introducing motions on the Senate floor, but not voting, to the treasurer, secretary, parliamentarian, webmaster, directors, deputy-directors, United Council Delegation leader, and chairpersons.

B. 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.
C. Student Senate allows two speaking turns of 10 minutes each on main motions and two turns of 10 minutes each per amendment. (They are not transferable except to members of the gallery). The author of a bill is allowed an introduction plus the two speaking turns.

1. A speaker who wishes to yield his or her speaking turn to a member of the gallery must begin his or her speaking turn with the phrase, “I reserve my right to act procedurally.”

2. Using the phrase, “I reserve my right to act procedurally” allows speakers to make motions within their speaking turns without having to yield the floor. Making a motion within a speaking turn ends that speaking turn.

D. Members of the Gallery can speak if called upon directly by the presiding officer or if a speaking turn is transferred to them from a member of Student Senate.

Section 4: Roll Call Votes

A roll call vote may be requested by any member of Student Senate. The presiding officer may deny the request or any Senate member may object the consideration of the roll call at which time the presiding officer must rule on the matter. If the roll call vote is denied by the presiding officer, a vote of 1/3 in the affirmative shall carry the roll call.

Section 5: Special Rule for Budget Deliberations in Senate

A. Rules for the Organized Activities Budget

a) During Senate deliberations on the Organized Activities Budget the following special rules shall go into effect. During deliberations on these matters, the Finance Commission 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 times on the main motion with each turn not to exceed ten minutes.

b) 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 Organized Activities Budget shall be roll call votes and passed by a majority.

c) The final vote on the Organized Activities Budget shall be a roll call vote and passed by a majority.

d) In the event the budget bill does not receive a majority vote, it will be immediately referred back to the Finance Commission for reconsideration with the intention that the budget bill will be re-introduced by the last Senate meeting in February.

B. Rules for ITC Budget

a) During Senate deliberations on the ITC Budget the following shall go into effect. During deliberations on these matters, the ITC 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.

b) 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 ITC Budget shall be roll call votes.

c) The final vote on the ITC Budget shall be a roll call vote.

C. Rules for the Differential Tuition Recommendations

a) During Senate deliberations on the Differential Tuition recommendations regarding ranges or allocations, the following special rules shall go into effect. During deliberations on these
matters, the Academic Affairs Commission Director shall be given ten minutes to introduce the legislation. During debate, all those present shall have the opportunity to speak no more than five times on the main motion.

b) 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 Differential Tuition recommendations regarding ranges or allocations shall be roll call votes.

c) The final vote on the Differential Tuition recommendations shall be a roll call vote.

ARTICLE 8: LEGISLATION

Section 1: Authoring

The Student Senate extends the privilege of authoring legislation to the president, vice-president, directors, deputy-directors, chairpersons, senators, treasurer, webmaster, parliamentarian, secretary and United Council Delegation Leader.

Section 2: Numbering

Each piece of legislation and every amendment shall be assigned a number upon preparation. The number for main motions shall first indicate the Senate session number, followed by a dash, a letter indicating its form ("R" for Resolution, "B" for Bill, "M" for Motion), and finally a number indicating
its chronological order for the session. Amendments shall be chronologically numbered when prepared and shall indicate the number of the main motion which they amend.

Section 3: Form

The presiding officer shall rule out of order any bill or resolution not submitted in appropriate written form to senators and officers at least 24 hours prior to Senate consideration unless, in the opinion of the presiding officer, an emergency condition exists or the Senate votes to suspend this rule by a two-thirds vote.

The presiding officer shall also rule out of order any resolution of a personal matter which could more appropriately be dealt with in the form of a letter. Letters on behalf of the Senate shall be brought up through a motion on the floor. These letters shall be authored by the maker of the motion, the vice-president and all concerned parties.

The authors of any bill shall attach a cover letter to their legislation which will describe the purpose of writing the legislation and rationale for passing it. This cover letter should be brief and written in a layperson vernacular, so that those interested parties outside of Student Senate will have an avenue of understanding.
Section 4: Amendments

No amendments, other than editorial, may be made to a bill during the first reading unless the Senate suspends this rule by a two-thirds vote.

Section 5: Distribution

A. A copy of each piece of proposed legislation shall be distributed to each senator and officer in accordance with the Wisconsin Open Meeting Law.

B. A copy of each piece of legislation adopted by the Senate shall be distributed to the Chairman of the University Senate and, as appropriate, to the Chancellor, Vice Chancellor, or an Assistant Chancellor of the University.

Section 6: Referral

Any bill already coming out of a commission does not need to be referred. However, if there is an objection, then the bill must be referred to the appropriate committees or commissions.

Section 7: Expiration

Any piece of legislation not adopted by the end of the session in which it was introduced shall expire.
ARTICLE 9: COMMITTEES AND COMMISSIONS

Section 1: Meetings

Each commission shall meet at least twice a month during the Senate session and only during the spring and fall academic sessions. Each director shall set a regular day and time for commission meetings and special meetings, with 24-hour notice to members, may be called by the appropriate director or by a majority of the commission.

Section 2: General Commission Membership Guidelines

A. Members of all commissions shall be appointed and may be removed or replaced by the president subject to Senate confirmation.

B. All commission members and all members of standing committees of the University Activities Commission must meet upon appointment and thereafter maintain the eligibility requirements provided in Article III, Section 1, of the constitution.

C. Unless otherwise provided for in the constitution or these bylaws, no commission shall have ex-officio members.

D. Each commission, except for the University Activities Commission and Finance Commission, shall consist of no less than four and quantity is up to the director’s discretion. The commission director, however, can set a number of members within this range.

E. A majority of the appointed voting membership of a commission shall
constitute a quorum to conduct business, but a lesser number shall suffice to adjourn or recess from time to time.

F. Attendance policies for each commission shall be established in writing and distributed to members by the respective directors.

G. Commission members may be removed upon a majority vote of the Senate.

H. Resignations of commission members shall be submitted in writing to the president or appropriate director and announced at the next Senate meeting. Unless specified, resignations become effective upon receipt by the president or appropriate director.

I. Terms of commission members shall be concurrent with eligibility.

Section 3: Commission Structure

A. Except for the University Activities Commission, a vice chairperson and a secretary for each commission shall be appointed and may be removed or replaced by the appropriate director. Consistent with the jurisdiction of the respective commission and from among the membership of that commission, other commission officers may be appointed, removed, or replaced by the appropriate director to positions created by the respective commission or director.

B. Consistent with the jurisdiction of the respective commission and except as provided in C below, committees from among a commission’s membership may be created or abolished by that commission or the appropriate director, and members to such committees may be appointed, removed, or replaced by the appropriate director.

C. Upon the creation or abolishment of any committee within a commission upon the appointment, removal, or replacement of any commission officer or committee member, the appropriate director shall in writing notify the President and Senate’s Program Assistant of such action.
Section 4: Standing Commissions

The Senate shall have the following commissions with respective responsibilities as indicated:

A. Academic Affairs:

This commission shall:

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) Collaborate with the Provost and Academic Affairs Staff to evaluate the previous years’ Differential Tuition expenditures as well as determine the Differential Tuition ranges and allocations per category and present to the Student Senate for approval. For further information regarding the procedures, process, and timeline of Differential Tuition, see Section A-5 of the Student Government Handbook.

c) Monitor the library resources and policies including the hours of operation.

d) 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: (a) Arts and Sciences, (b) Business, (c) Nursing and Health Sciences, and (d) Education and Human Sciences.

e) 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.

B. Finance:

This commission shall:

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) Refer to Finance Commission By-Laws packet for specific details regarding the policies and procedures of the Finance Commission.

e) 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.

f) 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.

C. Information Technology:

This commission shall:

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.

D. Intergovernmental Affairs:

This commission shall:

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 United Council Delegation Leader within its membership. The United Council Delegates are highly encouraged to become Commission members, as effective communication is necessary if the delegation is to properly represent the student body. In return, the delegation members should openly communicate 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.
E. Internal Affairs:
This committee shall:

a) Meet at least once per semester, and when the committee deems it necessary, to provide Senate with a review of what aspects of Senate it believes are beneficial and what aspects of senate it believes should be changed.

b) The committee shall consist of six members including the parliamentarian (chairperson), one on-campus senator, one off-campus senator, the Organizations Director, an executive board member, and one Student Senate member at large.

F. Organizations:
This commission shall:

a) Recommend to the Senate policies regulating the formation and structure of campus organizations.

b) In conjunction with the University Office of Activities and Programs, define, grant, and, when necessary, revoke status which extends to certain temporary privileges to campus organizations in the process of forming.

c) Review and recommend to the Senate action on campus organization constitutions and amendments thereto.

d) Advise and monitor existing campus organizations concerning compliance with applicable Senate policies.

e) Include the United Council Delegate Leader within its membership. The United Council Delegates are encouraged to become Commission members, as effective communication is necessary if the delegation is to properly represent the student body.

f) Attend grassroots conferences and disseminate information through workshops visiting organizations, and any other means necessary. These presentations include handouts and be given to campus organizations upon request.

g) The Organizations Commission Director shall function as a resource in grassroots organizing skills.
   1) The Director is responsible for meeting with the head of different campaigns and committees to aid them in organizing.
   2) The Director will make sure campaigns have goals that are
clear and concise, attainable and challenging.

h) The Organizations Commission Director shall hold a mandatory meeting once a semester for new or relatively new student organizations. The meeting will discuss the fundamentals to writing a student constitution outlined in the “Handbook for Student Organizations and Advisors” and give an overview of rules that affect student organizations on the UWEC Campus.

G. Public Relations:

This commission shall:

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 the week of elections.

d) The Public Relations Commission Director shall appoint a Media Relations chair (Chairperson may form a committee if he/she desires):
   5) 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.
   6) Chairperson is responsible for press releases and communicating relevant weekly Student Senate agenda items to campus media and the News Bureau.

e) The Public Relations Director shall 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.

H. Staff Committee:

This committee shall:

a) Meetings shall be at the discretion of the Treasurer and shall consist of one member from each commission, excluding the director, appointed by the commission by majority vote. One on-campus and one off-campus representative appointed by the president with the consent of the senate.

b) Act as an open forum to discuss internal issues.

c) Be open to all senate members.

d) Be chaired by the Treasurer.

I. Student Life and Diversity:

The commission shall:

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) Monitor and research environmental issues and concerns, educate students, promote environmental awareness on campus although the Environmental Affairs Chairperson (Chairperson may form a committee if he/she desires.)

d) Assess and provide recommendations on diversity and multiculturalism through the Multicultural Affairs Chairperson.
(Chairperson may form a committee if he/she desires.)

e) Review policies and make recommendations affecting issues through the Women's Issues Chairperson. (Chairperson may form a committee if he/she desires.)

f) Monitor Non-traditional student affairs through the Non-traditional Student Affairs Chairperson. (Chairperson may form a committee if he/she so desires.)

g) 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).

h) 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.)

i) Monitor and provide recommendations on any other issues affecting students with special needs such as students with disabilities.

j) 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.

k) 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).
J. Student Services:

This commission shall:

a) Be concerned with the services to students provided by the Student Senate and the University.

b) Work actively to inform students of already active services.

c) Seek out advice and suggestions from the student body on needed services.

d) Inform students of their legal rights and responsibilities and, consistent with Senate and University policies, shall provide legal counseling to students through the services of a retained licenses attorney.

e) Provide recommendations on improving student safety to the Senate and appropriate Public Safety authorities and inform and educate students on matters of safety through the transportation/safety affairs chairperson. (Chairperson may form committee if he/she desires.)

f) Also through the transportation/safety affairs chairperson, deal with the issues of transportation which could include, but are not limited to the transit system, parking and bicycle regulations.

g) Inform, educate and assist students with questions and problems regarding landlord-tenant relations and off-campus housing and represent student-tenant interests to area organizations and governmental units through the Tenant Affairs Chair.

h) Address issues facing the Athletics & Recreation Departments and the needs and rights of students through the Athletics/Recreation Affairs Chair. (Chairperson may form a
committee if he/she desires.)

i) Address issues facing the Student Health Service and the needs and rights of students through the Health Services Chair. (Chairperson may form a committee if he/she desires.).

j) Inform, educate and assist students with questions, concerns, and problems regarding disability issues including but not limited to accessibility, education, awareness, and other services through the Students with disabilities Chair.

k) Monitor and assess food service issues including, but not limited to, working with the current University food provider in order to help students receive nutritious and balanced meals at affordable price rates, as well as serve as a bridge of communication between students and the University’s food service provider.

K. United Council:

During those years the University of Wisconsin-Eau Claire is a member of the United Council of Wisconsin students, the Delegation Leader shall forward a list of delegates to be appointed to the United Council Delegation onto the President. Whenever possible, those delegates shall be appointed as delegates to a specific committee on United Council at the time of their appointment to the delegation.

a) Duties of the United Council Delegation Leader:
1) To make all logistical arrangements for the delegation in preparation for United Council functions.
2) To act as the University of Wisconsin-Eau Claire representative at all United Council Board of Directors meetings, to provide an appropriate proxy to attend such
meetings or to appoint another delegate to act as the
University of Wisconsin-Eau Claire representative to the
United Council Board of Directors.
3) To seek out and retain students to serve on the United
4) To make a weekly report to both the Student Senate and the
Executive Board under agenda item VIII, letter J.
5) The United Council Delegation Leader shall be considered in
all pertinent matters as a Director of the Student Senate and
shall bear those responsibilities and obligations.

b) Duties to the United Council Delegates:
1) To attend United Council delegation meetings, general
assemblies and United Council events.
2) To serve as the grass roots coordinators for those United
Council campaigns the Delegation Leader deems appropriate
and necessary.
3) To remain in contact with the United Council Delegation
Leader.

c) United Council Referenda: The University of Wisconsin-Eau Claire
shall, in conjunction with the regular election, run a yearly
referendum in order to renew membership in United Council. In
accordance with University of Wisconsin System Regent Policy
Document 30-4, the question shall be limited to the following
language:
The students at the University of Wisconsin-Eau Claire agree to

support United Council with a mandatory refundable fee of

per ___________ and __________per summer session. The
amount

plus postage is refundable upon written request to the United
Council

Executive Director postmarked within 45 days of the first day of
If this referendum passes, it will come up for reconsideration at least every two years. The fee may be adjusted between referenda by the Board of Regents.

L. University Activities:

This commission shall:

a) Plan, organize, promote, and present programs and activities for the entertainment and education of students.

b) The University Activities Commission shall be divided into five standing committees. Each committee will have one chair or two co-chairs selected by its members and appointed by the President pending a majority vote of the University Activities Commission’s executive board.

1) Cabin:
A committee within the University Activities Commission which is responsible for providing entertainment in an intimate atmosphere. Committee members shall select performers, schedule performances, create publicity materials, and work at scheduled events.

2) Concerts:
A committee within the University Activities Commission which is responsible for planning and facilitating concerts in University venues. Committee members shall select performers,
schedule performances, create publicity materials, and work at scheduled events.

3) **Festivals:**
A committee within the University Activities Commission which is responsible for organizing and implementing campus-wide festivals.

4) **Films:**
A committee within the University Activities Commission which is responsible for planning and facilitating a film series for each semester. Committee members shall select films to be shown, develop publicity materials, and work as ushers.

5) **Higher Ground Programming:**
A committee within the University Activities Commission which is responsible for providing entertainment in a club setting. Committee members shall select performers, schedule performances and activities, and create publicity materials.

6) **Special Events:**
A committee within the University Activities Commission which is responsible for planning events in the categories of lectures, novelty events, performing arts, and trips and tours. The committee may also organize other events outside the jurisdiction of the other committees. Committee members shall schedule, publicize, and facilitate these events.
c) All members of standing committees of the University Activities Commission must meet upon appointment and thereafter maintain the eligibility requirements provided in Article III, Section 1, of the constitution.

d) The University Activities Commission’s executive board shall consist of the Programming Director, the Deputy Directors for Communications and Public Relations, and the chairs of the commission’s standing committees. Other committee members shall be considered non-voting members of the University Activities Commission.

e) For the University Activities Commission, the Deputy Director for Communications shall serve as commission vice chairperson and secretary.

f) Chairpersons of the University Activities Commission’s standing committees shall serve under the supervision of the Programming Director and shall have terms of office from December 1 to December 1 of each year.

Section 5: Special and Select Committees

The Senate may constitute any special or select committees by specifying its powers, duties, and terms of existence in a bill. Select committees shall consist of senators and/or Senate officers, and special committees shall consist of eligible members of the student body who need not be senators or officers. Members, including a chairperson, of such committees shall be appointed and may be removed or replaced by the President subject to Senate confirmation.
ARTICLE 10: INTERGOVERNMENTAL RELATIONS

Section 1: University Student Liaisons

The President of the Student Body or his/her designees shall attend all meetings of the University Senate and Residence Hall Association. The Vice President or his/her designee shall attend all meetings of the University Senate Student Life Committee. 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 2: Residence Hall Council Liaison

A. The Residence Hall Council Liaison will communicate with individual residence halls through email and setup meeting times for any questions or concerns that may rise throughout the session.

B. The Residence Hall Council Liaison will report on hall council and Residence Hall Association activity in the form of a monthly report during the Student Senate Executive Board meeting and at the Student Senate general meeting

C. The Residence Hall Council Liaison will report to the President and Vice President of Student Senate.
Section 3: University Senate Committees

The Vice-president or his/her designee shall attend all meetings of the University Senate Student Life Committee and the Academic Affairs Director or his/her designee shall attend all meetings of the University Senate Academic Policies Committee. These officers shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.