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

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

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

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

(3.03.2) Closed Session Entry: During a meeting, the presiding officer may only announce the entry to closed session if the statutory exception to the open meetings requirement was on the public agenda at least two hours prior to the meeting in the case of an emergency, or 24 hours normally. The public announcement prior to entry must include the purpose of entering closed session with the specific matters to be discussed in closed session. If there is an objection to entering closed session, a majority vote of members present will override the presiding officer's decision to enter closed session and the matter will be considered in open session.

(3.03.3) Procedures for Starting Closed Session: At the agenda item for entering closed session, the presiding officer will instruct all who are not elected or appointed members of the full Senate (Senators, Executives, and Directors) or the advisor will be instructed to leave the room with enough distance to not be able to hear the proceedings. This includes members of the media. No minutes will be taken, except motions and the record of results of any votes. Any recording media must be turned off and the presiding officer will instruct all members they are prohibited from using electronic media and telecommunications during this period. The Senate is permitted to invite non-members into the closed session as needed for informational purposes, the non-
members being told of the conditions of the closed session. Any voting member may motion to bring a non-member into the closed session, requiring a second and majority vote.

(3.03.4) Procedures within Closed Session: If certain matters were moved into closed session, at the conclusion of those matters the body will return to open session. Votes on matters considered in closed session must be made in open session, unless such public voting will hinder the reason for entering closed session. After entering closed session, if members feel as though the matter is inappropriate for closed session, it may be moved to open session with a motion, second, and 2/3 vote of present members. Upon the ending of closed session, the presiding officer or designee shall announce outside of the meeting room that the meeting has returned to open session and invite interested parties to return. All motions and votes made in closed session must be announced prior to resuming other business. The results of roll call votes in closed session will be published, but individual members’ votes shall remain undisclosed unless requested under Open Records Law.

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

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

ARTICLE 4: DEMOCRATIC ELECTIONS

Section 4.01: 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 4.02: Student Senators. Student Senators shall be elected by 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 4.03: Voting. 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.

(4.03.1) Advertising Voting: The Marketing Coordinator will advertise the availability of voting to students prior to as well as during the election period.

(4.03.2) Distribution: Online ballots will be emailed to students when the polls open on the first day of the election and must be completed by the time the polls close the last day of elections. The election period will be the second or third week in April and the polls will open at 8:00 a.m. on the first day and end at 5:00 p.m. on the third day.
(4.03.3) **Election Period:** The election period will be the second or third week in April and the polls will open at 8:00 a.m. on the first day and end at 5:00 p.m. on the third day.

**Section 4.04: Tie Votes**

(4.04.1) **President and Vice President:** 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.

(4.04.2) **Student Senators:** 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 coin toss by the Elections Committee Chair, in the presence of two attesting witnesses. Senators may request a recount if vote is within a 2% margin and an automatic recount if vote is within .5% margin.

(4.04.3) **Referendum:** If a referendum question receives an equal number of votes for and against adoption, the question shall fail adoption.

**Section 4.05: Election Procedures and Requirements**

(4.05.1) **Procedure:** 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.

(a) 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.

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

(c) 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.

(4.05.2) **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.

(4.05.3) **Credit and Grade Point Criteria:** Any candidates for office shall maintain a minimum cumulative grade point average of 2.0 and be officially enrolled as at least a half-time student at the university at the time of election and must thereafter maintain a minimum official enrollment, exclusive of summer sessions, of half-time while in office.

(4.05.4) **Petition for Office:** 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.

(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) Students participating in an off-campus program (including but not limited to Study Abroad and National Student Exchange) during elections and who meet the minimum requirements 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. They must also contact the Student Senate Program Assistant to get information on the procedure for running for office from off-campus. 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 off-campus are excused.

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

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

(e) 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.

(f) The petition for President/Vice President shall require 125 signatures per ticket. The petition for Senator shall require 50 signatures per candidate.

(4.05.5) **Write-in Candidates:** Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

(4.05.6) **Name Order on Ballots:** 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.

(a) Candidates for an executive ticket shall be placed distinctly together on the ballot by ticket.

(b) Ample opportunity for casting write in ballots shall be provided on the ballot, whether paper or online.

**Section 4.06: Campaigning.** Campaigning will be defined as any activity, either written or spoken, that is designed to influence students to vote for a prospective or official candidate or a referendum question on the ballot.

(4.06.1) **Campaign Regulations:** Campaigning shall not begin until after the completed petition for office is returned. 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.

(a) 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.

(b) 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.

(c) During the election period, no personal campaigning shall be allowed inside any classroom space or University computer lab or otherwise within twenty feet of a fixed University computer station.

(d) No campaign materials may be placed in University computer labs, in accordance with ITS policies.

(e) In the online voting program, the voter must agree to a disclaimer stating they are voting by secret ballot before proceeding to the voting allot.
(4.06.2) **Promotional Materials:** All candidates must submit one copy of each poster, yard sign, table tent, and leaflet for approval to the Program Assistant. Bridge signs, buttons, stickers, and t-shirts do not need to be approved. Anything submitted for approval that contains inappropriate material as determined by the Elections Committee Chair, will not be valid for display.

(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) 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 approved by the Elections Committee Chair, unless produced or distributed by a campaign.

(c) In addition to the Elections Committee Chair approval, the following stamps are also required. All Posters for distribution within Davies Center 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.

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

(e) No individual candidates or tickets shall be allowed to use the banner wire in Davies Center.

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

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

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

(4.06.3) **Posters:** Candidates may begin to display posters immediately following the return of the completed petition.

(a) All posters put up in the residence halls must have the Hall Director’s approval, excluding those posted on personal property (doors).

(b) Posters are only permitted in University-approved locations. Those posters in violation will be removed by members of the Elections Committee.

(c) There shall be NO posters/signs taped to the sidewalk.

(d) 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.

(4.06.4) **Web Presence:** The creation of personal Web sites and Web presences is permitted.

(a) In addition, if the Student Senate Web site or Web presences are 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.

(b) Linking to other Web sites from the Student Senate Web sites or Web presences 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.

(4.06.5) **E-Mail:** 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.

(a) Anyone that sends a list on behalf of a candidate is responsible for following this policy including faculty, administration, and any students.

(b) In addition, the candidate is responsible for informing anyone who sends an email for them of the email policy.

(c) The use of organizations lists is, however, acceptable.
Veranda Banner: No banners will be allowed on the veranda by candidates for any Student Senate office.

Bridge Signs: Candidates may display a banner on the bridge beginning 7 a.m. on the Monday before the election begins.

Yard Signs:
(a) Yard signs may be displayed beginning the Monday before the election.
(b) Yard signs can be put up after 10:00 AM on Monday and must come down by 6:00 PM on Thursday. Signs may also be placed after 8:00 AM on Saturdays and must be removed by 6:00 PM on Sundays.
(c) Out of courtesy to other candidates it is suggested that signs be put at least 6 feet from other candidate signs.

Table Tents: The Program Assistant of Student Senate will reserve one table tent for the days of the election and up to three days before the election begins. No Senate candidate can reserve their own table tent(s) for campaigning. Each Presidential ticket will be given the same amount of space on the Senate table tent. Each Presidential ticket will submit their content to the Program Assistant three days before the table tents will be put up.

Bulletin Board Space in Davies Center: 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. This will be overseen by the Elections Committee.

Room Usage: Rooms may not be reserved in Davies Center in Student Senate’s name, by individual candidates, or by Presidential tickets for campaign use.

Campaign violations: Campaign violations shall be defined as any activity committed by or given prior approval by a candidate contrary to the Election and Campaign Procedures, which are given to prospective candidates at the time a petition is taken out for an elected Student Senate position, as well as any and all university policies.
(a) Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

Expense Reports: Both members of an Executive ticket and senatorial candidates must submit expense reports.
(a) 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.
(b) 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 Elections Committee.

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

Section 4.07: Voting, Ballots and Results. Currently enrolled students at the University of Wisconsin – Eau Claire are eligible to vote once for representatives running for seats on Student Senate. Students shall be able to cast a cumulative ballot, casting votes in both communities
equal to the number of seats available in each community. Students will only be allowed to vote for one Executive ticket. All votes shall be taken by secret ballot through an online ballot program. The candidate with the most votes for an open seat will be declared the winner.

(4.07.1) Polling Places: Polling will take place via only online ballots. No persons besides current members of the Elections Committee or those they deputize, whom are not running for election or campaigning for a candidate or referendum question, shall administer (a) polling/voting place(s). It is at the discretion of the Elections Committee each year whether to operate (a) polling/voting place(s) in order to provide access to voting for students who don’t otherwise have access to a computer, laptop, or other electronic mobile device for voting. If (a) polling/voting place(s) is set up it is up to the Elections Committee to determine how long and what days it will operate, but must be available at least one day of the elections period from 8:00 a.m. to 5:00 p.m. The polling/voting place(s) will be set up on the first floor of Davies Student Center by the Service Desk. There must be at least two (2) poll workers present. Necessary technology will be provided in enclosed voting booths to ensure privacy when voting. When voting booths are being operated, no campaigning will be allowed within fifty (50) feet of the Davies Student Center.

(4.07.2) Ballots: 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.

(a) The daily tabulated elections results shall only be known by the Program Assistant and the Student Senate Advisor, and the Elections Committee Chairperson 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.
(b) Electronic ballot results must be kept until the next Student Senate election.
(c) If there is an administrative issue with voting while the polls are open or supposed to be open, the Elections Committee will resolve the situation and determine solutions or recommendations to the full Senate. If the issues are serious enough, the Elections Committee may recommend the decertification of election results and the administration of a new election.

(4.07.3) Notification of Results: 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. Recounts may only take place within one week of the exact time the polls closed for the election. After any recounts are completed and the Student Senate has certified the election, election winners may take office, excluding the President and Vice President who take office the third meeting after the general elections according to Article III, Section 2, Paragraph C of the Student body Constitution.

(a) 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.
(b) The Chair of the Elections Committee will certify the count totals of the election and shall ensure that the results of the election are posted as soon as possible, but no sooner than the closing of the polls.

(4.07.4) Taking Office: The General Student Senate meeting following the elections shall be the time at which the existing session ends and the new session begins.

(a) The agenda for the meeting immediately following the election shall be as follows:
   I. Pledge of Allegiance to the Flag
   II. Roll Call
   III. Open Forum
   IV. Approval of the minutes
   V. Report of the President
VI. Report of the Vice President
VII. Report of the Chief of Staff
VIII. Board of Directors reports
IX. Special Reports
X. Unfinished Business
XI. Certification of Election Results
   A. Report of Elections Committee
   B. Motion to certify election results
   C. Any further election grievance recommendations
XII. Beginning of (new session number) Session
   A. Oath of Office
XIII. New Business
XIV. Personnel Matter
XV. Announcements
XVI. Adjournment

(b) When agenda item XI is discussed, the Elections Committee Chair shall be given up to ten minutes to report on the integrity of the elections. The Senate may ask questions during or after this report which shall not consume the ten minutes for the report. The Senate then shall immediately discuss and vote upon a motion to certify the elections. A simple majority vote is required to certify the election results.

(c) If the certification of the election results fails to attain a majority, the prior Student Senate shall continue to serve until new elections may be conducted and certified by the Senate. In this interim period, the Student Senate shall consider no business not relating to the elections and shall not be required to regularly meet. Executive terms beyond the President, Vice President, and Chief of Staff will expire normally. Remaining executives serving after their term will not be paid stipends. Should elections go uncertified through the conclusion of the Spring semester and due to graduation or resignation the Senate lacks a quorum, the Elections Committee shall conduct and certify general elections in the beginning of the Fall semester.

(4.07.5) Elections Committee: The Elections Committee shall be the primary review committee for all election procedures, grievances, and issues. There shall be five members of the committee, the Parliamentarian, one executive, two senators, and one additional student who may or may not be a member of Senate. The Committee shall be chaired by the Parliamentarian who shall not have a vote. No one serving on the committee shall be permitted to run for office, publicly advocate for or against a campaign, participate in campaign planning, or be elected by write in. No members may be actively involved in a referendum campaign. In the case of a vacancy or other disability of one of the specified members, a student not running for election, actively involved in a campaign, or actively involved in a referendum shall be appointed by the President and confirmed by the Senate pursuant to Section 6.04. This may include the appointment of a chair, in the case the Parliamentarian is unavailable to serve.

(a) All decisions made by the Chair regarding the election may be appealed in writing to the Elections Committee, or be considered by a motion and second by members of the Elections Committee.

(b) The Elections Committee is empowered to deputize students who are not running for election, to aid in the administration of the Student Senate election. These students are not to be actively involved in a campaign or referendum. These students are not considered members of the Elections Committee and may not aid in the counting of ballots or any other duty reserved specifically for members of the Elections Committee.
ARTICLE 5: SENATORS

Section 5.01: Appointments. When vacancies arise in the contingent of the thirty senators, they shall be filled in accordance with Article III, Section 1, Paragraph F of the Student Senate Constitution. Interviews of applicants shall be conducted based upon a uniform application and interview process as established by the Vacancies Committee at the beginning of each session. Members of the Vacancies must attend all committee meetings and shall receive an absence for any unexcused absence.

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

(a) If a person’s appointment is successfully stopped, that person may not be put up for appointment in that position for the remainder of the session.

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

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

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

(5.02.1) Removal by the President: The President may remove any appointed Director or Executive during a session by including the removal, reasoning, and vacancy in his or her report. The President may not remove Chairs or Commission members without following the same process that a Senator would need to facilitate. The President may remove a Senator due to excessive absence as outlined in (5.02.4) Removal due to Attendance.

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

(a) This resolution must have the allegations of wrong-doing referring only to the description of his or her position/office as in the Student Senate Bylaws and Student Body Constitution and only taking place in the current session.

(b) If the resolution is passed, the member is formally censured and the meeting is immediately suspended for 15 minutes. When the meeting resumes, the defendant will be given a 10 minute rebuttal at the podium with the Executives receding to the gallery. After the rebuttal, a ballot vote will be taken as to the question of removal. An affirmative vote is a vote to remove the member, and a negative vote is to retain the member. A vote of 2/3rds is needed to remove the member.

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

(5.02.3) Removal due to Academic Eligibility: Any member of Senate not meeting the academic eligibility requirements as set in Article III, Section 1, Paragraph A of the Student Body Constitution shall be removed by announcement of the presiding officer under personnel matters the following meeting upon clerical confirmation of the academic ineligibility. A motion of objection may be made, but only on the grounds that the clerical information is false.

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

(a) If the Senator’s resignation is motioned for objection, the advice and consent process does not go into effect. Instead, the matter will be taken to the Executive Board for a vote on whether to uphold the motion to object. In the Executive Board, the Senator in question is required to give a statement on their attendance and the objection in question. After the statement, he or she will leave the room and a speakers list will be opened and exhausted. A vote of 2/3rds is needed to uphold the motion to object.

(b) If the motion to object is upheld, the Senator retains his or her position and his or her resignation may only be added to the appointments list if new violations in attendance policy occur.

(5.02.5) Process for Removal due to Attendance: Once a Student Senator has reached five total unexcused absences, the President will proceed according to 5.02.4.

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

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

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

(a) If a student is elected after running from “abroad,” his/her absences at meetings are excused while the student is away.
(5.03.2) **Absences:** A senator is allowed five (5) unexcused absences. A senator who has more than five (5) unexcused absences may be removed by a 2/3 vote of the Senate or by the removal process outlined in (5.02.4) Removal due to Attendance. 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 Chief of Staff 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 Chief of Staff.

Section 5.04: Responsibilities.

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

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

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

(a) The Chief Staff, in consultation with the executive board shall determine an appropriate activity for Senators to accomplish that furthers the goals of the Student Senate. Multiple options for service hours are permitted. These options must be presented in the Chief of Staff’s report or in announcements for the general body to hear.

(b) If a Senator is unable to complete their service hour and wishes to have it be excused from counting as an absence, they must contact the Chief of Staff within the week the service hour is due. Special consideration should be given to class obligations or emergencies. Alternative activities may be suggested by the Chief of Staff for completion of the Senator.

(c) If a Senator or Senators feel they should be excused from an office hour and were denied by the Chief of Staff they may appeal to the President. If the President does not grant an excused absence, they may appeal to the Student Senate in New Business. This motion will require a second and is open to debate. If the Senate desires to go into closed session, they may vote to do so, however due to Wisconsin Open Meetings Law, the discussion of the excused absence will wait a full week so it may be placed on the agenda. This requires a simple majority vote of the Student Senate to grant an excused absence. Both the Chief of Staff and Senator(s) appealing must abstain on such a measure for purposes of conflict of interest.

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

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

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

**ARTICLE 6: EXECUTIVE BOARD AND OFFICERS**

Section 6.01: **Executive Board.** The Executive Board shall have the following responsibilities;

1. Function as the primary advisory body to the president.
2. Hear ethics complaints against officers, senators, commission members, and candidates, and recommend disciplinary action(s) to the President or Senate, as appropriate.
3. Consistent with Article III, Section 1 of the constitution, apportions Senate seats between the on-campus and off-campus communities, and schedule general and special elections.
4. Perform such other duties as the Senate or president may direct.

(6.01.1) **Membership:** Membership of the board shall consist of the President, Vice President, Chief of Staff, Secretary, Web Coordinator, Parliamentarian, and commission directors. The Student Senate Advisor shall also attend these meetings.

(a) The Vice President shall chair the Executive Board unless he/she designates in writing another board member as chair.

Section 6.02: **Appointments of Directors, Interns, Chairs, and Commission Members.** The President will appoint the Executive Board by the third week after a change in session by including the appointees on the appointments list, which is subject to Senate confirmation.

(a) Any appointment of a Director or Intern shall require a confirmation hearing by the Student Senate. Each appointee shall be given no more than five minutes to explain their merits for appointment and plans for the position. After this, a minimum of five minutes shall be given for questions from members of Student Senate to be answered by the appointee. Once questioning is finished, there will be an up or down vote on the appointee requiring a simple majority. If approved, there will be no objections permitted on the appointment. If rejected, the appointee is removed from the consideration.

(b) Appointment of Chairs, Commission and Committee Membership; 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.

Section 6.03: **Appointment of the President and Vice President.** Appointment of the President and Vice President; The President and Vice President shall be appointed in the manner detailed in Article III, Section 1, Paragraph E of the Student Body Constitution.
Section 6.04: Definition and Process of Senate Confirmation or Advice and Consent: After the appointments list has been read by the President, only Senators can motion to object. Once a motion to object has been made, the Senator is given one minute to state the reasoning of the objection. After the Senator states the reasoning for the objection, the Senate will immediately vote as to whether the objection will be heard with a majority vote in the affirmative needed to proceed. A speakers list is then opened and exhausted using the same parliamentary procedure as a resolution. Once the speakers list is closed, a vote must eventually be taken on whether to uphold the objection with a 2/3 vote in the affirmative to negate the appointee from receiving the position.

(a) If a person's appointment is successfully stopped, that person may not be put up for appointment in that position for the remainder of the session.

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

Section 6.05: Removals. Any member of the Student Senate Executive Board is subject to removal from their position. A Director’s removal due to attendance will follow the format of 5.02.

(a) Internal Affairs may not remove Directors or Interns without a prior report filed by the Commission under 9.04.5 (c), (d), and (f) identifying the need for personnel performance improvement.

Section 6.06: Attendance. All officers and directors of the Senate will be required to attend the general Senate meetings from Roll Call through Special Reports. Officers that are senators will be required to stay through adjournment.

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

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

(a) These hours must occur within 8 a.m. and 5 p.m. on a weekday.

(b) Executive board members should attempt to hold one of these on a Monday, Wednesday, or Friday and the other on a Tuesday or Thursday to allow for class schedules of other Senate officials and constituents.

(c) These hours will be posted on the Student Senate website for constituents and Senate officials to be able to meet with Executive Board members.

(d) As these are scheduled by the executive, there should not be conflicts with academic requirements, and so excuses granted by the Chief of Staff should be mostly limited to emergency reasons.

(e) Any missed office hour shall count as one absence.

(f) Executives who are also Senators will not be required to maintain a service hour, though may still be expected to attend events or meetings as the President may request.

Section 6.07: Offices and Responsibilities. No member of Student Senate may hold more than two executive positions at once. Executives, except the President and Vice President, are permitted to hold a Senate seat in addition to their executive position.

(6.07.1) Web Coordinator: The Web Coordinator of the Senate shall maintain and update weekly the Student Senate website and other web presences, maintain email distribution lists,
coordinate office technology maintenance, and any other duties assigned. The Web Coordinator shall directly report to the Marketing Coordinator to better coordinate public relations efforts. The Web Coordinator shall work closely with the Chief of Staff to keep all minutes, agendas, bills, resolutions, and documents up to date on the website. The Web Coordinator is also responsible for updating the Press Release Section of the Student Senate Webpage with those Press Releases received by the Marketing Coordinator. The Web Coordinator shall be a member of the Executive Board. The President will consult with the Marketing Coordinator and Vice President on the appointment of the Web Coordinator, subject to Senate confirmation.

(6.07.2) Chief of Staff:
(a) The Chief of Staff shall be appointed by the President subject to Student Senate approval.
(b) The Chief of Staff position is limited to individuals who have held an office in the previous session.
(c) Has the responsibility in formulating, with the President, the Student Senate General Operations budget.
(d) Review the financial records of the Student Senate and shall be a member of Student Senate Finance Commission.
(e) Has budgetary discretion for purchases at or below $50 from the General Operations and Foundation accounts.
(f) Monitor attendance of Senators through, among other things, the minutes and with the Chief of Staff to enforce the attendance set forth in Article 5, Sections 3 and 4.
(g) Plan the Executive Board and general Senate's retreat as well as the end of session banquets.
(h) Plan at least one social 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 and conduct the business of the Internal Affairs Commission.
(n) Keep minutes of Senate meetings and be responsible for distribution to the Student Senate Program Assistant for distribution.
(o) Work closely with the web coordinator to ensure all minutes, agendas, bills, resolutions, and documents are available to add to the website.

(6.07.3) Directors:
(a) One director each for Academic Affairs, Campus Affairs, Student Office of Sustainability, Finance, Information Technology, Intergovernmental Affairs, and UAC Programming shall be appointed and may be removed or replaced in a manner detailed in 3.01. Unless provided in these bylaws, no other director shall have a deputy.
(1) The President and Vice President shall consult with the University Activities Commission Advisor prior to appointment of the UAC Programming Director.
(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) The terms of office of directors shall be as provided in Article III, Section 2 of the Constitution.

(d) All directors and chairpersons must submit a revised copy of their prospective handbooks by the second Monday in February. Each commission shall evaluate and provide recommendations to the Student Senate. Changes may be made with Senate approval.

(6.07.4) Marketing Coordinator:

(a) The Marketing Coordinator shall promote awareness of and participation in Student Senate activities, monitoring student feedback and enhancing the many channels of communication.

(b) Facilitate recruitment efforts with the Outreach and Inclusivity Coordinator to ensure a full and representative body for the Student Senate.

(c) The Marketing Coordinator shall recommend a Graphic Designer.
   (1) The Graphic Designer is responsible for designing effective promotional materials for Student Senate and its commissions, using various mediums and formats.
   (2) The Graphic Designer shall be paid an hourly wage of eight (8) dollars an hour.
   (3) The Graphic Designer shall be appointed by the President subject to Student Senate Approval.

(d) The Marketing Coordinator shall recommend a Mascot Coordinator.
   (1) The Mascot Coordinator shall manage the audition process for mascots along with the Marketing Coordinator.
   (2) The Mascot Coordinator shall conduct biweekly meetings with the mascots.
   (3) The Mascot Coordinator shall serve as the liaison between all interested parties and the mascots.
   (4) The Mascot Coordinator shall coordinate mascot schedules and promote mascot availability for Student Organizations and University events.
   (5) The Mascot Coordinator shall receive a stipend of 25% of the President.

(e) The Marketing Coordinator shall encourage a liaison from all campus media and any other campus and community-wide news media to sit on the various Student Senate Commissions.

(6.07.6) President:

(a) The President, in accordance with the Constitution, shall be the presiding officer and chief representative of the Student Senate and the student body.

(b) The Presidency is limited to individuals who have held an office in a previous session.

(c) The President shall make all appointments of students to governance posts and committees within or outside of Student Senate unless otherwise granted in the Constitution or bylaws to another officer.

(d) The President shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member.

(e) The President shall have budgetary authority over the Student Senate General Operations and Foundation accounts. Transactions made by the President must be submitted in writing to the Chief of Staff within 24 hours of the expenditure.
(f) The President shall seek regular meetings with the Chancellor, University Senate Chair, and the Student Senate Advisor.

(g) The President or their designee shall attend all University Senate meetings.

(h) The President, along with the Vice President and Chief of Staff will oversee and direct the activities of the Board of Directors.

(i) The President, or their designee, will preside over general Student Senate Meetings and Executive Board meetings, as well as the Vacancies Committee.

(j) The President shall not hold any Directorship or other executive position. The President may be the chair of a committee or a chairperson within a Commission.

(k) The President, in consultation with the Chief of Staff and remainder of the executive board, shall establish guidelines for travel and reimbursement within the Student Senate general operations budget.

(6.07.7) Vice President:

(a) The Vice President shall be the second highest ranking representative of the student body and the Student Senate.

(b) The Vice Presidency is limited to individuals who have held an office in a previous session.

(c) The Vice President shall assist the President in the running of general Student Senate meetings.

(d) The Vice President shall have budgetary discretion for expenditures at or below $50 from both the General Operations and Foundation accounts. Transactions made by the Vice President must be submitted in writing to the Chief of Staff within 24 hours of the expenditure.

(e) The Vice President shall serve in the place of the President in their absence.

(f) The Vice President shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member.

(6.07.8) Parliamentarian: A parliamentarian shall be appointed by the president subject to Senate confirmation. The Parliamentarian 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.

(a) The Parliamentarian shall also serve as the Elections Committee Chairperson.

(b) The Parliamentarian should only speak and author legislation on matters of parliamentary procedure, elections and constitution or bylaw procedure.

(c) The Parliamentarian shall not hold the position of Senator.

(d) The Parliamentarian shall also serve as a member of Internal Affairs.

Section 6.08: Stipends.

(6.08.1) President and Vice President: The President shall receive a stipend for the full amount of an academic year’s tuition and fees at a full time credit level. This is to be for the equivalent of Fall and Spring semesters, and for the level of Wisconsin resident tuition. This is to include tuition, differential tuition, segregated fees, and other University fees. This is not to include course fees,
housing fees, etc.

(a) Due to the timing of the Organized Activities budget request being before the tuition level is set in the summer by the University and the Board of Regents, the amount shall be set at the previous academic year’s level.
(b) The President shall be paid every other week over the duration of their term, including break periods.
(c) The Vice President shall receive an amount equal to 75% of the President’s stipend.
(d) The Vice President shall be paid every other week over the duration of their term, including break periods.

(6.08.2) Officers: All stipends for other officers shall be a percentage, rounded down to the nearest dollar, of the President’s stipend. They shall be paid equally over weeks in the fall and spring semesters.

(a) The Treasurer/Chief of Staff/Secretary shall receive an amount equal to 50% of the President's stipend.
(b) All Directors, shall receive an amount equal to 50% of the President's stipend.
(d) The Outreach and Inclusivity Coordinator and Student Life Coordinator shall be paid eight (8) dollars hourly.
(e) The Web Coordinator shall receive an amount equal to 20% of the President’s stipend.
(f) The Parliamentarian shall receive an amount equal to 10% of the President’s stipend.
(g) The Marketing Coordinator shall be paid ten (10) dollars per hour.

ARTICLE 7: SENATE SESSIONS AND MEETINGS

Section 7.01: Senate Sessions. 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.

Section 7.02: Meetings. A flag of the United States of America shall be present at all regular meetings of the Student Senate. All members are required to dress, at a minimum, business casual, as determined by the Chief of Staff. Any failure to adhere to the dress code shall be the equivalent of half of an unexcused absence.

(7.02.1) Emergency Meetings: In an emergency situation, a special Student Senate meeting may be called for by seventeen voting members 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.

(7.02.2): Order of Business: 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 Chief of Staff
IV. Open Forum for 15 minutes
V. Approval of Minutes
VI. Report of the President
VII. Report of the Vice President
VIII. Report of the Chief of Staff
IX. Board of Directors Reports
X. Special Business
XI. Unfinished Business
XII. New Business
XIII. Personnel Matters
XIV. Announcements
XV. Adjournment
(7.02.3) Removing Reports: 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 Chief of Staff.

Section 7.03: Debate and Motion Privileges.

(7.03.1) Executive Privileges: The Senate extends the privileges of debating and introducing motions on the Senate floor, but not voting, to the Treasurer/Chief of Staff, Secretary, Web Coordinator, Parliamentarian, Directors, Coordinators, Vice President, Deputy-Directors, and, without objection, President.

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

(7.03.3) Speaking Turns: 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. Introductions are to explain points within the legislation and background and are not to persuade on merits.

(a) 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.”

(b) 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.

(7.03.4) Members of the Gallery: 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 7.04: 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 placard vote of 1/3 in the affirmative shall carry the roll call.

Section 7:05: Ballot Votes. A ballot may be requested by any member of Student Senate. The president officer may deny the request or any Senate member may object the consideration of the ballot vote at which time the presiding officer must rule on the matter. If the ballot vote is denied by the presiding officer, a placard vote of 1/3 in the affirmative shall carry the ballot vote. Should a ballot vote be taken, all votes must be signed in order to be counted. All ballot votes shall be counted by the Parliamentarian and the Chief of Staff. Further, all ballot votes shall be counted and conducted in line with Wisconsin Open Meetings Laws.
Section 7.06: Special Rule for Budget Deliberations in Senate.

(7.06.1) Rules for the Organized Activities Budget: During Senate deliberations on the Organized Activities Budget the following special rules shall go into effect. During deliberations on these matters, the Finance Director shall be given ten minutes to introduce the bill. During debate, members shall have the opportunity to speak no more than three times on the main motion with each turn not to exceed ten minutes.

(a) Speaking time on amendments shall be limited to two 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.
(b) The final vote on the Organized Activities Budget shall be a roll call vote and passed by a majority.
(c) 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.

(7.06.2) Rules for Student Technology Fee Budget Ranges: During Senate deliberations on the Student Technology Fee Budget Ranges Bill the following shall go into effect. During deliberations on these matters, the Information Technology Director shall be given ten minutes to introduce the bill. During debate, all members shall have the opportunity to speak no more than three times, with each turn not to exceed ten minutes.

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

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

(a) The bill from the Academic Affairs Director will detail all budget items, departments, allocations, detail of the Provost’s initiatives, the financial aid package and percentage, and total amount expended. Classifications of projects as on provisional status or other special status will also be listed and are open for amendment.
(b) Unless moved for unanimous consent, all votes regarding the differential tuition bill will be by roll call. Approval of the differential tuition bill requires a simple majority affirmative vote.
(c) In the case that the Student Senate fails to achieve a simple majority affirmative vote, the bill will be referred to the Funding Analysis Committee for prompt review and resubmission.
ARTICLE 8: LEGISLATION

Section 8.01: Authoring. The Student Senate extends the privilege of authoring legislation to the President, Vice-President, Directors, Chairpersons, Senators, Chief of Staff Web Coordinator, Parliamentarian, commissions, special committees, and select committees.

Section 8.02: 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 8.03: 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. Even those matters considered in an emergency fashion must have at least two hours’ notice on the publicly posted agenda.

(8.03.1) Personal Matter: 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.

Section 8.04: Consideration of Bills. A bill may not be discussed or voted on during the first reading unless the Senate suspends this rule by a two-thirds vote. It shall be introduced during its first and second reading.

Section 8.05: Distribution. A copy of each piece of proposed legislation shall be distributed to each senator and member of the Executive Board. A copy of each piece of legislation adopted by the Senate shall be distributed to the Chair of the University Senate, Chancellor, Vice Chancellors, Dean of Students and others as appropriate.

Section 8.06: Expiration. Any piece of legislation not adopted by the end of the session in which it was introduced shall expire.

Section 8.07: Bylaw Amendments. In accordance with Article V, Section 2 of the Student Body Constitution, amendments to the bylaws must be adopted by a two-thirds vote with a mandatory one week period between introduction and approval.

Section 8.08: Public Hearings: For any Bill or Resolution a public hearing may be held immediately following the first meeting the Bill or Resolution was introduced, any voting member of the Senate may motion for a public hearing to be held. The motion requires a majority vote to pass.

(8.08.1): Public Hearing Procedure: The public hearing must be held with at least 24 hour notice between the first reading and consideration of the Bill or Resolution. The public hearing shall be held at an accessible location, at a reasonable time and for a reasonable duration so that students may attend. The Bill or Resolution author or a co-author must be present at the public hearing and is responsible for setting up the hearing in coordination with the Marketing
Coordinator. The Marketing Coordinator shall advertise the public hearings to the campus community.

(8.08.2): Mandatory Public Hearings: Bills relating to the Organized Activities Budget, Student Technology Fee Budget Ranges, Differential Tuition Budget, Referendums, or Constitutional Amendments are required to have a public hearing between first reading and consideration in accordance with Section 8.08.1 of these Bylaws.

ARTICLE 9: COMMITTEES AND COMMISSIONS

Section 9.01: 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 9.02: 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 shall consist of no less than four members and the maximum quantity is up to the director’s discretion, unless otherwise specified in the respective commission’s bylaws.
(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 9.03: Commission Structure.

(9.03.1) Vice Chairperson and Secretary: Except for the University Activities Commission, a vice chairperson and a secretary for each commission may 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.

(9.03.2) Authority of the Director: Consistent with the jurisdiction of the respective commission and except as provided 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.
(9.03.3) Notification of Changes: 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 9.04: Standing Commissions. The Senate shall have the following commissions with respective responsibilities as indicated.

(9.04.1) Academic Affairs:

(a) Review and examine how academic policies proposed by the University Senate Academic Policies Committee and the University of Wisconsin System Regents affect students and the commission shall take appropriate action.
(b) Serve on the University Senate Academic Policies Committee.
(c) Collaborate with the Provost and Academic Affairs Staff to evaluate the previous years’ Differential Tuition expenditures as well as serve on the Funding Analysis Committee.
(d) Monitor the library resources and policies including the hours of operation.
(e) The Director of Academic Affairs shall recommend the appointment to the President of a chairperson for Graduate Affairs and General Education and for the following colleges: Arts and Sciences, Business, Nursing and Health Sciences, and Education and Human Sciences.

(9.04.2) Finance:

(a) Annually recommend to the Senate in bill form all Segregated Fee allocations for Organized Activities and projected minimum allocations for those Organized requiring them at the first meeting of the spring semester.
(b) Recommend to the Senate in bill form special allocation requests within two weeks of their passage of the Finance Commission.
(c) Review and provide recommendations to the University administration on the general operations and auxiliary enterprises budgets of the University.
(d) Serve on the University Senate Budget Committee, or if not granted membership, attend the University Senate Budget Committee.
(e) Meet annually with the Information Technology Director and Chief of Staff, 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.

(9.04.3) Information Technology

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

(h) Serve on the University Senate Technology Committee.

(9.04.4) Intergovernmental Affairs:

(a) Research and provide recommendations to the Senate regarding existing and proposed public policies affecting or of interest to students in local, state, and federal governments outside the University.

(b) Appoint Chairpersons to serve as 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.

(d) Inform, educate, and involve students in the electoral and legislative process of the city, county, state, and federal governments.

(c) Inform, educate, and involve students in the electoral and legislative process of the city, county, state, and federal governments.

(d) 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) Work to encourage non-partisan voter registration and information in fall and spring elections. The Director must develop a voter registration and get out the vote plan for all fall elections.

(9.04.5) Internal Affairs:

(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 non-specified committee members shall be appointed by the President subject to Student Senate approval.

(c) The committee shall consist of seven members including the Chief of Staff (chairperson), one on-campus senator, one off-campus senator, an executive board member, two Student Senate member at large, and the Parliamentarian.

(d) Annually evaluate the efficacy of all Student Senate programs and personnel.

(e) Estimate program and personnel impacts based on gathered observations and measurements.

(f) Use gathered information to inform Student Senate with formal program reports and presentations recommending adjustments to programs and personnel roles to increase effectiveness.

(g) The Internal Affairs Commission shall operate in compliance with all open meetings and records procedures and all other rules applicable to a commission of Student Senate. The commission shall also keep detailed notes on its proceedings.

(h) All Internal Affairs meeting agenda items discussing Student Senate staff must be held in closed session. All other agenda items must be conducted in an open meeting.

(i) Internal Affairs may hold closed hearings on personnel matters, may hold open hearings on programmatic matters, and may require any Student Senate staff or member to testify before the committee.
(j) Staff and members are required to attend the hearing if summoned to testify. Non-attendance will be considered an unexcused absence. The committee is required to give at least 24-hour notice before requiring testimony.

(k) The Student Body President and Vice President may call for an immediate committee review of any Director or Intern at any time.

(9.04.6) Campus Affairs:

(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) Disseminate information through workshops, visiting organizations, and any other means necessary. These presentations include handouts and should be given to campus organizations upon request.

(f) The Campus Affairs Commission Director shall function as a resource in grassroots organizing skills.

(g) The Campus Affairs Commission Director is responsible for meeting with the head of different campaigns and committees to aid them in organizing.

(h) The Campus Affairs Commission Director will make sure campaigns have goals that are clear and concise, attainable and challenging.

(i) In the event that the Campus Affairs Commission Director is running a campaign, the responsibilities outlined in Section 6 shall be deferred to a different member of the Executive Board, as seen fit by the Executive Board.

(j) The Campus Affairs 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.

(k) Should an internal dispute arise within or an incident be reported involving a student organization, the incident shall be reported and adjudicated by the Student Organization Conduct Committee.

(l) The Student Organization Conduct Committee will consist of the following members:
   (1) A minimum of four (4) Student Senators
   (2) A minimum of four (4) non-Student Senators

(m) Organizations must meet the following requirements to be considered in “good standing.”
   (1) Update organizations constitution that meets requirements as established by the Campus Affairs Commission.
      (a) Needs to be updated annually via the BluSync portal by the first Friday of November for general student organization, and by the last Friday of October for organized activities.
   (2) Up-to-date contact information for at least the primary and secondary contracts, Chief of Staff and University of Wisconsin-Eau Claire faculty/staff advisor.
      (a) Contact information must be updated each year by the First
Friday of November for general student organizations, and by the last Friday of October for organized activities.
(b) Updated annually, in a separate attachment, via the BluSync portal, a list of current executive members.
(3) Attend annual Mandatory Workshop.
(4) Maintain University of Wisconsin-Eau Claire faculty or staff advisor.
(n) Critical Standing. If requirements are not met by the dates outlined under “good standing,” the organization in question will be notified via email by the Campus Affairs Commission Director. The email will contain information or correction and/or updates that need to be made within 14 days from the day the notification email was sent. After notification if the necessary charges are not completed, the organization is automatically deactivated.
(o) If applying for funding, organizations must abide by the following:
   (1) Be a recognized student organization and in continuous good standing for 12 months.
   (2) Must be in good standing at the time of application for funding.
   (3) If, at any point, between an organization’s application for funding and July 1st of the following fiscal year an organization’s good standing is revoked, the organization is no longer qualified to receive its previously approved funding.

(9.04.6.1) Outreach and Inclusivity Coordinator:

(a) The Outreach and Inclusivity Coordinator shall be appointed by the President subject to Student Senate approval.
(b) The Outreach and Inclusivity Coordinator shall work with appropriate administration authorities for the implementation of an annual campus climate survey.
(c) This survey shall be administered at the end of spring semester for the purpose of recognizing achieved gains in climate shift.
(d) The Outreach and Inclusivity Coordinator shall host or co-sponsor monthly campus events targeting the issues and challenges faced by underrepresented students. These groups include, but are not limited to: LGBTQ, multicultural, international, nontraditional, veterans, and students who are differently abled.
(e) The Outreach and Inclusivity Coordinator should meet and collaborate with appropriate administrative authorities, including: Student Affairs, the Women’s and LGBTQ Center, Office of Multicultural Affairs, Counseling Services, Office of Veterans Affairs and Students with Disabilities Office on these events.
(f) The Outreach and Inclusivity Coordinator shall help plan Mental Health Awareness Week every year.
(g) The Outreach and Inclusivity Coordinator shall be responsible for contacting cultural organizations on campus to plan events and create awareness about minorities and underrepresented groups on campus.
(h) The Outreach and Inclusivity Coordinator shall work with the Marketing Coordinator to promote these events.
(i) The Outreach and Inclusivity Coordinator shall be tasked with organizing Safe Space training, Peer Counseling, and Peer Conflict Mediation Student Solutions and Suicide Prevention training for Senators.
(j) The Outreach and Inclusivity Coordinator must be trained as a Safe Space Trainer and hold one Safe Space session per semester for students and senators to attend.
(k) The Outreach and Inclusivity Coordinator will work with the Campus Affairs Commission...
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to promote these peer counseling services.

(l) The Outreach and Inclusivity Coordinator shall report to the Campus Affairs Commission.

(m) The Outreach and Inclusivity Coordinator shall be paid eight (8) dollars per hour.

(6.07.5.2) Student Life Coordinator:

(a) The Student Life Coordinator shall be appointed by the President subject to Student Senate approval.

(b) The Student Life Coordinator shall sit on the Intergovernmental Affairs Commission in a nonvoting capacity.

(c) The Student Life Coordinator shall maintain a website, the Renter’s Guide, featuring house-by-house reviews from student tenants on topics including: landlord quality, property safety, and general experience. The website will also include information on the current status of the landlord with regard to Student Senate Certification, any previous violations of state of federal housing regulations, and tenant complains regarding the property or landlord submitted to Student Senate.

(d) The Student Life Coordinator shall organize the annual House Day event, featuring Student Senate certified landlords and rental agencies.

(e) The Student Life Coordinator shall actively partner with the Marketing Coordinator and the Campus Affairs Commission for the purpose of promoting Student Senate housing resources.

(f) The Student Life Coordinator must perform one office hour per week outside of meetings.

(g) The Student Life Coordinator must complete all other tenant related duties assigned by the Vice President in a timely, thoughtful, and thorough manner.

(h) The Student Life Coordinator shall report to the Campus Affairs Commission.

(i) The Student Life Coordinator shall attend all meetings of the Residence Hall Association.

(j) The Student Life Coordinator shall be paid eight (8) dollars per hour.

(9.04.6.3) Budget Responsibilities of the Campus Affairs Commission:

(a) The Campus Affairs Commission shall be responsible for recommending allocation amounts of segregated fee money to individual organizations as outlined in the Finance Commission Bylaws.

(b) The Campus Affairs Commission Director is responsible for the following:

(1) Receiving the budget requests for each organization applying for segregated fee money.

(2) Holding regular meetings of the Campus Affairs Commission and notifying individual organizations of their allotted time to present their budget request.

(3) Actively recruiting and appointing members, both Senators and Non-Senators to be a part of the Campus Affairs Commission.

(4) Ensuring all Campus Affairs Commission members attend all budget hearings and all budget deliberations.

(5) Presenting the allocation decisions of the Campus Affairs Commission, in regards to student organization’s budgets, to the Finance Commission as outlined in the Finance Bylaws.

(6) Ensuring that the Campus Affairs Commission completes its work in a timely
manner so as to not slow the work of the Finance Commission. The Director of the Finance Commission and the Campus Affairs Commission Coordinator should work together to establish the timeline for the Campus Affairs Commission during the budgetary work period.

(c) The Campus Affairs Commission shall consist of no more than 13 members during the budgetary period. No more than seven members shall be Student Senators and no more than six non-senators. The budgetary period shall be considered complete after the Campus Affairs Commission Director has given its presentation to the Finance Commission. After the budgetary period there will be no cap on membership to the Campus Affairs Commission. The Campus Affairs Commission Coordinator, in consultation with the President, shall appoint all members to the commission.

(d) Quorum for the Campus Affairs Commission shall be set at half of current membership. There must be at least half of the membership maximum appointed.

(e) Members who feel they have an association with an organization applying for money should abstain from any vote regarding that organization. Any member that is an officer for an organization applying for money must automatically abstain from any vote regarding that organization.

(9.04.8) University Activities:

(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 six standing committees. Each committee will have one chair or two co-chairs appointed by the President with the recommendation of the UAC Advisor and the Programming Director.

   (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) Late Night Activities: A committee within the University Activities Commission which is responsible for providing social late night activities for students. It will utilize spaces on upper and lower campus and will look to sponsor events with other campus entities. Committee members will program, staff and advertise the events they program.

   (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 Director for 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) Chairpersons of the University Activities Commission’s standing committees shall serve under the supervision of both the Programming Director and the UAC Advisor and shall have terms of office from December 1 to December 1 of the following year.

(9.04.9) Student Office of Sustainability

(a) Promote sustainability on campus through projects, programs, and events.
(b) Recommend to the Student Senate an internal budget each spring for preliminary approval for the coming fiscal year.
(c) Review and provide recommendations to the University administration on issues of sustainability.
(d) Survey the student body to gain input on campus sustainability issues.
(e) Update the Student Senate on the status of ongoing projects and programs.

Section 9.05: 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 10.01: Liaisons. The President of the Student Body or their designee shall attend all meetings of the University Senate. These liaisons shall report to the Senate any committee discussions or activities which they view as being of possible interest to the Senate.

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

ARTICLE 11: REFERENDUM

Section 11.01: An original referendum must be voted on by the Student Senate at least 30 days prior to voting on the referendum.
(a) The method of referendum (online ballot or paper ballot) must be voted on by the Student Senate 30 days prior to the voting on the referendum. Referendum Methods (online ballot or paper ballot) will follow the same procedure as outlined in Article 4, Section 6(J).
(b) If it is discovered that students who are eligible (eligible as defined in Article 4, Section 6, Paragraph J, Line A of the Student Senate Bylaws) to vote were not allowed to vote, the referendum administration and/or administrator of the referendum will remedy the situation and/or extend the voting period for the same duration the referendum was intended to give. The Student Senate advisor, and the Student Senate Parliamentarian shall be the Referendum administrator. The Student Senate Elections Committee then will make a recommendation to the full Senate, which shall vote on the legitimacy of the referendum by a simple majority (greater than 50%).

Section 11.02: Effect & Reversal

(a) Referenda are considered binding upon Student Senate and its subunits subject to these bylaws and Constitution. Referenda may amend the bylaws and Constitution, but if they do not, the existing bylaws are considered binding.

(b) Referenda that approve fees (not including Mandatory Refundable fees) are to be included in the appropriate budget as submitted to the Board of Regents.

(c) The Student Body Constitution may only be amended by the student body in a referendum in accordance with Article V of the Constitution.

(d) Referenda may be undone or rejected by an affirmative vote of 22 voting members of the Student Senate. Constitutional and Mandatory Refundable fee referenda may not be undone or rejected by an affirmative vote of 22 voting members of the Student Senate.

ARTICLE 12: OATH OF OFFICE

Section 12.01: Time for Oath: At any point when a Senator or Executive is taking office, after having gone through any necessary procedures of election certification or Senate confirmation, they shall immediately take the oath of office. All oaths shall take place during Senate meetings.

Section 12.02: Oath for New Senators: Upon the election or appointment of a senator or senators, the oath shall be administered by the President. If the President is unavailable, the Vice President shall administer the oath, or the Chief of Staff if the President and Vice President are unavailable. Those elected or appointed and confirmed shall be asked to rise, place their left hand on a text or texts of personal importance if they so choose, and raise their right hand.

(a) Upon prompting from the President those being sworn in shall recite: I, (full name), having been duly elected (or duly appointed) by my peers, do solemnly swear that I will faithfully execute the office of Senator of the Student Body of the University of Wisconsin-Eau Claire, that I will adhere to the Constitution of the same, that I will maintain honorable conduct, and that I will faithfully serve the interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.

(b) Upon having recited the oath, the Senator will be considered admitted to the body.

(c) Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

Section 12.03: Oath for New Executives Board Members: Upon the appointment and confirmation of a Director or other executive, except for the President and Vice President, the
President shall administer the oath, or Vice President or Chief of Staff in the President’s absence. Those appointed and confirmed shall be asked to rise, place their left hand on a text, or texts of personal importance, and raise their right hand.

(a) Upon prompting from the President those being sworn in shall recite:
I, (full name), having been appointed by the President and confirmed by the Senate, do solemnly swear that I will faithfully execute the office of (office) of the Student Senate or the University of Wisconsin-Eau Claire, that I will adhere to the Constitution of the Student Body, that I will maintain honorable conduct, that I will faithfully execute my duties, and that I will faithfully serve the interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.

(b) Upon having recited the oath, the Senator will be considered admitted to the body.

(c) Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

Section 12.04: Oath for Student Body President and Vice President: Upon the election of a President and Vice President, the Vice President-elect shall take the oath first, followed by the President-elect. If available, the outgoing Student Body President shall administer the oath. If the President is unavailable to administer the oath or has attained reelection, the Parliamentarian shall administer the oath. In the case of appointment of a new Vice President, the President shall administer the oath. In the case of succession, the Parliamentarian shall administer the oath. Those elected shall be asked to rise, place their left hand on a text or texts of personal importance, and raise their right hand.

(a) Upon prompting, the officer shall recite:
I, (full name), having been duly elected by my peers, do solemnly swear that I will faithfully execute the office of (office) of the Student Body of the University of Wisconsin-Eau Claire, that I will adhere to the constitution of the same, that I will maintain honorable conduct, and that I will faithfully serve the interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.

(b) Upon having recited the oath, the officer will be considered admitted to the body.

(c) Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

Section 12.05: Substitute: If at any point an oath must be taken and the designated administrator is unavailable, the advisor may administer the oath.