BYLAWS
OF THE
STUDENT SENATE

August 2018
UNIVERSITY OF WISCONSIN-EAU CLAIRE
77 Roosevelt Ave, Eau Claire, WI
# BYLAWS OF THE STUDENT SENATE

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CHAPTER I – AUTHORITY

SUBCHAPTER 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.

SUBCHAPTER 2: ADMINISTRATIVE RELATIONS

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 they do 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.

CHAPTER II – PURPOSE

SUBCHAPTER 1: PURPOSE

The UW-Eau Claire Student Senate represents the interests of the students of the University of Wisconsin-Eau Claire by authoring and passing legislation to improve student life and the overall quality of the University. We offer advice and opinions to the University faculty, University of Wisconsin System administration, Eau Claire City Council, as well as the state and federal governments.

PART 1: NAME

The name of this organization will be Student Senate.

SUBCHAPTER 2: MISSION

The mission of the University of Wisconsin-Eau Claire Student Senate is to represent the student body to the University and the community and to ensure readily-available student resources, diverse and enriching student development opportunities, and a positive and fulfilling student life experience.

CHAPTER III – OBSERVANCE OF RULES

SUBCHAPTER 1: FEDERAL LAWS

PART 1: NONDISCRIMINATION

Pursuant to Title IX of the Education Amendments of 1972, no student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course, or facility of the system or its institutions because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

SECTION 1: GENDER-BASED DISCRIMINATION

Consistent with Student Senate Resolution 60-R-24, Student Senate shall interpret its nondiscrimination policies – as set forth in Chapter III, Subchapter 1, Part 1 of these bylaws – to protect both sexual and gender identity.

PART 2: FEDERAL CASE LAW

Student Senate shall abide by any applicable federal case law.

SECTION 1: VIEWPOINT NEUTRALITY
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CHAPTER III, SUBCHAPTER 2, PART 2, SECTION 1: VIEWPOINT NEUTRALITY

Allocation decisions and the expenditure of approved allocations must conform with constitutional requirements, including the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000).

SUBCHAPTER 2: STATE LAWS

PART 1: OPEN MEETINGS LAW

In accordance with Wisconsin State Statute 19.81(1) “all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.”

SECTION 1: CLOSED MEETINGS

In accordance to Chapter III, Subchapter 2, Part 1, 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). See Chapter VI, Subchapter 2, Part 9 for closed meetings procedures. Student Senate shall abide by the most up to date closed session procedures as required by Wisconsin state statutes, and shall update these bylaws to reflect any changes in said statutes.

PART 2: OPEN RECORDS LAW

Pursuant to Wisconsin State Statute 19.81, Student Senate upholds that “all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.” Hence, Student Senate shall maintain records and respond to any open records request in accordance with the all laws regarding this topic and the most current version of Wisconsin Department of Justice’s Public Records Law Compliance Guide.

PART 3: STUDENT GOVERNANCE

Student Senate, as the official student government association of University of Wisconsin-Eau Claire students, shall accept and promulgate its roles and responsibilities as a student university fee allocation commission and representative body for issues concerning student life, services, and interests set forth in Wis. Stats. 36.09(5).

SUBCHAPTER 3: UNIVERSITY OF WISCONSIN SYSTEM POLICIES

PART 1: BOARD OF REGENTS POLICIES

Student Senate shall abide by all pertinent Board of Regents policies.

SECTION 1: STUDENT GOVERNANCE. Student Senate affirms the guidelines for student governance as outlined in University of Wisconsin Board of Regents Policy 30-3, including and especially those focusing on the self-representation and active participation of students in student governance or University policymaking. Student Senate shall make no enactment infringing upon these rights.

SECTION 2: SEGREGATED UNIVERSITY FEES. Student Senate shall be the Segregated University Fee Allocation Commission for the University of Wisconsin-Eau Claire student body, as
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CHAPTER III, SUBCHAPTER 3, PART 1, SECTION 2: SEGREGATED UNIVERSITY FEES

established in UWS Board of Regents Policy 30-5. Student Senate SUFAC policies are elaborated upon further in Chapter XII of these bylaws.

SECTION 3: STUDENT ORGANIZATIONS. Student organizations recognized by Student Senate shall comply with UWS Board of Regents policy 30-6, Chapter III, Subchapter 1, Part 1 of these bylaws, and policies prescribed in Chapter XIV and Appendix 3 of these bylaws.

SUBCHAPTER 4: UNIVERSITY OF WISCONSIN-EAU CLAIRE POLICIES

PART 1: UNIVERSITY CENTERS POLICIES

Student Senate shall abide by all applicable University Centers policies, as outlined on this website.

PART 2: ADMINISTRATIVE POLICIES

Student Senate shall abide by all applicable administrative policies, as outlined on this website.

PART 3: STUDENT RIGHTS AND RESPONSIBILITIES

Student Senate shall uphold the Student Rights and Responsibilities as formulated by the Dean of Students, specifically those enumerated under sections III through V focused on shared governance, freedoms of speech and association, campus environment and student services, and student conduct.

SUBCHAPTER 5: STUDENT BODY CONSTITUTION

The Student Body Constitution of the University of Wisconsin-Eau Claire shall serve as the preeminent governing document of Student Senate. These bylaws shall establish Student Senate policies and procedures under the interpretation of sections of the Student Body Constitution. The operating policies of the Student Senate shall provide further interpretation of the bylaws and, by extension, the Student Body Constitution.

CHAPTER IV – ETHICS

SUBCHAPTER 1: CONFLICT OF INTEREST DEFINITION

A conflict of interest is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

SUBCHAPTER 2: RECUSAL STANDARDS

Members of Student Senate shall report – in writing - conflicts of interest to their presiding officer and shall abstain from any votes relating to their reported conflict of interest at least one business day prior to said vote. In the case of the Student Body President, they shall report any conflicts of interest to the Adviser of the Student Senate.

SUBCHAPTER 3: NONDISCRIMINATION

Student Senate and its members shall abide by the nondiscrimination policies cited in Chapter III, Subchapter 1, Part 1 of these bylaws in all of its deeds.

SUBCHAPTER 4: CONDUCT

PART 1: MEMBERSHIP REQUIREMENTS
BYLAWS OF THE STUDENT SENATE

[CHAPTER IV, SUBCHAPTER 4, PART 1: MEMBERSHIP REQUIREMENTS]

Members of and candidates for any position in student government must fulfill the membership eligibility requirements established by Article III, Section 1, Paragraph A of the Student Body Constitution for the duration of their term, wherein all student members of student government must be currently enrolled as students at the University of Wisconsin-Eau Claire for a minimum of six credits and must maintain a cumulative GPA of at least 2.0.

PART 2: RESPONSIBILITIES

All members of Student Senate and any Commission or Committee under its jurisdiction shall be responsible to accept the following responsibilities:

1. Understand the policies that guide the Commission.
2. Adhere to the policy of viewpoint neutrality when applicable.
3. Comprehend any applicable budgetary processes.
4. Contribute to the work of the Commission as a representative of the student body.
5. Have an awareness of all stakeholders involved with the Commission.
6. Complete all duties assigned by the Commission Director in a timely, thoughtful, and thorough manner.

PART 3: ATTENDANCE

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

SECTION 1: REQUIREMENTS. Senators are required to attend all Senate meetings, service hours, Commission and Committee meetings, and the annual Student Senate retreat. Commission and Committee members are required to attend all meetings of their respective Commission or Committee.

1. If a student is elected to a Student Senate position after running from “abroad,” their absences at meetings are excused while the student is away.

SECTION 2: ABSENCES. A Student Senator is allowed five (5) unexcused absences. A Student Senator who has more than five (5) unexcused absences may be removed by the removal process outlined in Chapter V, Subchapter 5 of these bylaws. 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. A Commission or Committee member is allowed two (2) unexcused absences. Excused absences shall be communicated to the presiding officer of the Commission or Committee of which they are a member. A Commission or Committee member exceeding the number of allowed unexcused absences may be removed by the process outlined in Chapter V, Subchapter 6 of these bylaws.

CHAPTER V - DISCIPLINARY ACTIONS

SUBCHAPTER 1: DEFINITION AND CRITERIA

PART 1: DEFINITION
BYLAWS OF THE STUDENT SENATE

[CHAPTER V, SUBCHAPTER 1, PART 1: DEFINITION]

Disciplinary actions are those which serve to either:

1. Correct any inappropriate behaviors displayed by a member of Student Senate, or
2. Reprimand a member of Student Senate for violating its policies or standards of conduct.

Such actions that shall elicit a disciplinary response are described in Chapter V, Subchapter 1, Part 2 of these bylaws.

PART 2: CRITERIA FOR DISCIPLINE

The criteria for determining whether an action on behalf of a member of Student Senate are worthy of a disciplinary response shall be the following:

1. A member of Student Senate – either willfully or unknowingly - violated a policy or standard of conduct of Student Senate.
2. A member of Student Senate, in their official capacity, acted in an unbecoming manner for the position that they hold.

Personal matters - such as political affiliations or private interpersonal issues - shall not be grounds for disciplinary action.

SUBCHAPTER 2: REMOVAL OF A MEMBER OF STUDENT SENATE

Any member Student Senate is subject to removal from their position. Their removal due to attendance will follow the format laid out in Chapter VI, Subchapter 6.

SUBCHAPTER 3: CENSURE OF A MEMBER OF STUDENT SENATE

Any member of Student Senate may be censured for an action fulfilling the second criteria of Chapter V, Subchapter 1, Part 2 of these bylaws. The censure process is further described in Chapter VI, Subchapter 7.

CHAPTER VI – PROCEDURE

SUBCHAPTER 1: 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.

SUBCHAPTER 2: MEETINGS

All meetings of Student Senate shall comply with all applicable laws and policies governing the holding of government meetings.

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

PART 1: QUORUM

Quorum, for any meetings of the Student Senate or any of its subordinate commissions or committees, shall be defined as more than fifty percent of voting members present. A lesser number, however, shall suffice to adjourn or recess from time to time.

PART 2: PARLIAMENTARY PROCEDURES
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[CHAPTER VI, SUBCHAPTER 2: MEETINGS]

PART 3: VOTING

Voting by Student Senate or any Commission or Committee under its jurisdiction shall be accomplished in accordance with the latest edition of “Robert’s Rules of Order” unless otherwise indicated in these bylaws.

SECTION 1: METHODS

1. 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.

2. 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.

PART 4: CONDUCT

Professional conduct, as established in the latest edition of Robert’s Rules of Order and these bylaws, shall be maintained throughout the duration of any Student Senate meetings.

PART 5: PUBLIC ACCESS

SECTION 1: RECORDS

1. REPORTS. Reports shall be given by all executive officers. Certain liaisons, interns, and coordinators shall give reports as required by the President of the Student Body.

2. 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 into the Chief of Staff.

PART 6: EMERGENCY MEETINGS

In an emergency situation, a special Student Senate meeting may be called for by 57% of 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.

PART 7: PUBLIC HEARINGS 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
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[CHAPTER VI, SUBCHAPTER 2, PART 7: PUBLIC HEARINGS PROCEDURE]

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.

1. 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 Chapter VI, Subchapter 2, Part 7 of these bylaws.

PART 8: DELIBERATIONS

SECTION 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.

SECTION 2: RESIDENTIAL 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.

SECTION 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.

1. RECOGNIZING A MEMBER OF THE GALLERY. A speaker who wishes to yield his or her speaking turn to a member of the gallery must begin his or her speaking turn with the phrase, "I reserve my right to act procedurally."

2. MAKING MOTIONS WITHIN A SPEAKING TURN. "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.

SECTION 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 5: SPECIAL RULES FOR BUDGET DELIBERATIONS IN SENATE

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.
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[CHAPTER VI, SUBCHAPTER 2, PART 8, SECTION 5.1: RULES FOR THE ORGANIZED ACTIVITIES BUDGET]

1. RULES FOR ORGANIZED ACTIVITIES BUDGET. During Senate deliberations on the Organized Activities Budget Bill the following shall go into effect. During deliberations on these matters, the Finance Commission 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. 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. VOTE METHOD AND MARGIN. The final vote on the Organized Activities Budget shall be a roll call vote and passed by a majority.
   c. FAILED VOTE. 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.

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. 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. VOTE MARGIN. The final vote on the Student Technology Fee Budget Ranges shall be a roll call vote requiring a simple majority vote for passage.

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. CONTENT OF DIFFERENTIAL TUITION BILL. 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. METHODS OF VOTING. 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. FAILED VOTE. 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.

PART 9: CLOSED MEETINGS

Student Senate shall abide by the closed meetings requirements - as referenced in Chapter III, Subchapter 2, Part 1, Section 1 – and prescribes the following procedure, consistent with current state policies concerning closed meetings, for the use, applicability, and process of closed meetings.

SECTION 1: FREQUENCY OF USE
Closed session, in accordance with state statute, must be invoked sparingly. Anyone entering closed session unnecessarily is subject to state fine.

SECTION 2: ENTERING CLOSED SESSION

1. PRIOR NOTIFICATION. 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.

2. ANNOUNCEMENT. 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.

SECTION 3: STARTING CLOSED SESSION

1. ENTERING CLOSED SESSION. After entering closed session, the presiding officer will instruct all who are not full Student Senate members or the advisor to leave the room with enough distance to not be able to hear the proceedings.

2. NON-MEMBER ATTENDANCE. The Student Senate is permitted to invite non-members into the closed session as needed for informational purposes, then 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 majority vote.

3. ELECTRONIC DEVICES. The presiding officer will notify members recording devices, electronic media, and telecommunications are not permitted.

SECTION 4: PROCEDURES WITHIN CLOSED SESSION

1. RECORDS. Motions and voting results will be recorded. No minutes will be taken.

2. VOTING. 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.

SECTION 5: REENTERING OPEN SESSION

1. CONCLUSION OF CLOSED SESSION. If certain matters were moved into closed session, at the conclusion of those matters the body will return to open session.

2. INAPPROPRIATE USE OF CLOSED SESSION. After entering closed session, if members feel as though the matter is inappropriate for closed session, it may be moved to open session with a motion, second, and 2/3 vote of present members.

3. ANNOUNCEMENT. 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.
BYLAWS OF THE STUDENT SENATE

CHAPTER VI, SUBCHAPTER 2, PART 9, SECTION 5: REENTERING OPEN SESSION

4. ACCESS OF RECORDS. 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.

SECTION 6: CLOSED SESSION INFRACTIONS

1. REFERRAL. If anyone is found to have violated the privacy of closed session, this matter will be referred to the Parliamentarian.

2. DISCIPLINARY ACTION. If the Parliamentarian determines that the infraction is serious, this may be grounds for removal under disciplinary action under Chapter V, which will be initiated by the President.

3. OFFENCE 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.

PART 10: NOTIFICATION OF MEETINGS

Campus media, all applicable administrative, faculty, and staff stakeholders, and the student body shall be notified of meetings – in accordance with Wisconsin Open Meetings Law and Open Records Law – in an appropriate manner. This Part shall be construed as to mean that the student body will be notified of, and encouraged to participate in, meetings in the most effective and efficient manner.

PART 11: MEETING LOCATIONS

Student Senate will hold all official meetings and events requiring attendance in facilities and establishments that allow persons of any age entry.

PART 12: 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
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
BYLAWS OF THE STUDENT SENATE

CHAPTER VI, SUBCHAPTER 2, PART 12: ORDER OF BUSINESS

XIII. Personnel Matters
XIV. Announcements
XV. Adjournment

The Student Body President shall have the ability to add orders of business for a given meeting of Student Senate.

PART 13: EXECUTIVE BOARD MEETINGS

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.

SECTION 1: RELEVANT LEGISLATION. Student Senate officers are to be in attendance when legislation is brought out of, or directly relates to, their commission or committee.

SUBCHAPTER 3: LEGISLATION

PART 1: BILLS

1. DEFINITION. Bills shall prescribe an action, and/or an expenditure of effort or financial resources on behalf of Student Senate.
2. IMPACT. Bills shall be considered binding if passed.
3. CONSIDERATION. 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.

PART 2: RESOLUTIONS

1. DEFINITION. Resolutions shall describe a position that Student Senate takes on a matter.
2. IMPACT. Resolutions shall be considered non-binding if passed.
3. CONSIDERATION. A resolution may be both discussed and voted on during the first reading, unless the Senate moves to table or withdraw the resolution.

PART 3: REFERENDUM

An original referendum must be voted on by the Student Senate at least 14 days prior to voting on the referendum.

PART 4: 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.

PART 5: 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.
BYLAWS OF THE STUDENT SENATE

CHAPTER VI, SUBCHAPTER 3: LEGISLATION

PART 6: 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.

PART 7: 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.

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.

PART 8: 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. This process is further described in Chapter XXV of the Student Senate Bylaws.

PART 9: 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.

PART 10: EXPIRATION

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

SUBCHAPTER 4: OATH OF OFFICE

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.

PART 1: TIME OF OATH

All oaths shall take place during Senate meetings.

SECTION 1: ADMINISTRATION. Upon the election or appointment of a Student 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.

SECTION 2: ADMISSION. Upon having recited the oath, the Senator, Executive Board Member, or Student Body President and Vice President will be considered admitted to the body.
BYLAWS OF THE STUDENT SENATE

CHAPTER VI, SUBCHAPTER 4, PART 1: OATH OF OFFICE

SECTION 3: ACCOMMODATIONS. Any disabilities preventing portions of entireties or reciting the oath shall be accommodated.

SECTION 4: PROCEDURE. 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.

SECTION 5: SUBSTITUTE. If at any point an oath must be taken and the designated administrator is unavailable, the advisor may administer the oath.

PART 2: OATH

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.

SUBCHAPTER 5: 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.

PART 1: RE-NOMINATIONS RESTRICTED

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.

PART 2: NATURE OF OBJECTIONS

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

SUBCHAPTER 6: REMOVAL PROCESS

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.

PART 1: REMOVAL BY THE PRESIDENT
BYLAWS OF THE STUDENT SENATE

[CHAPTER VI, SUBCHAPTER 6, PART 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 Chapter VI, Subchapter 6, Part 4.

PART 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.

SECTION 1: RESOLUTION CONTENT. 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.

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

SECTION 3: CENSURE. The censure process is further described in Chapter VI, Subchapter 7 of these bylaws.

PART 3: REMOVAL DUE TO ACADEMIC INELIGIBILITY

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.

PART 4: REMOVAL DUE TO ATTENDANCE

If a Student Senate member has not met attendance obligation as outlined in Chapter IV, Subchapter 4, Part 3, then the President or their designee has the discretion to place their resignation on the appointments list.

SECTION 1: OBJECTIONS. 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.

SECTION 2: SUCCESSFUL OBJECTION. 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.
SECTION 3: PROCESS. Once a Student Senator has reached five total unexcused absences, the President will proceed according to Chapter VI, Subchapter 6, Part 4. However, 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.

PART 5: REMOVAL BY INTERNAL AFFAIRS COMMISSION

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 Chapter VI, Subchapter 6, Part 1.

SECTION 1: PROCESS. Internal Affairs may not remove Directors or Interns without a prior report filed by the Commission under Chapter XXIII of these bylaws identifying the need for personnel performance improvement.

SUBCHAPTER 7: CENSURE

If the member faces censure as a result of the process outlined in Chapter VI, Subchapter 6, Part 2, Section 2, 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.

CHAPTER VII – DEMOCRATIC PROCESS

The following sections of this Chapter shall serve as an overview of Student Senate elections policy, and hence, an outline of policies to be elaborated upon by the Elections Committee. This policy is described in further detail in Appendix 2 – Elections Documents.

SUBCHAPTER 1: ELECTIONS COMMITTEE

Elections Committee shall be the body responsible for reviewing and compiling the Elections and Campaigning Procedures Packet, overseeing and regulating elections, hearing campaign grievances, and ensuring fair electoral outcomes through enforcement of such regulations.

PART 1: DOCUMENTS

Documents compiled by the Elections Committee shall be included in Appendix 2 of the Student Senate bylaws and require a majority vote of both the Elections Committee and Student Senate for adoption.

PART 2: MEMBERSHIP

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 Student Senate pursuant to advice and consent procedures outlined in Chapter VI, Subchapter 6 of these bylaws.
BYLAWS OF THE STUDENT SENATE

[CHAPTER VII, SUBCHAPTER 1, PART 2: MEMBERSHIP]

bylaws. This may include the appointment of a chair, in the case the Parliamentarian is unavailable to serve.

PART 3: APPEALS

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.

PART 4: DEPUTIZATION AUTHORITY

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.

PART 5: MEETING FREQUENCY

1. The Elections Committee must meet at least two (2) times in the period between the petitions are due and when the polls are open to aid in the administration of the Student Senate elections, which includes making decisions regarding any campaign infractions committed within this time period.
2. The Elections Committee must meet at least once per every day the polls are open in order to make decisions regarding any campaign infractions or issues related to the administration of the Student Senate elections.

SUBCHAPTER 2: PROCEDURES

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.

PART 1: ELECTIONS AND CAMPAIGN PROCEDURES PACKET

These Elections and Campaign Procedures shall be the official rules and guidelines governing Student Senate Elections. These policies will be used as a guideline in resolving any conflicts in the election process.

PART 2: CANDIDATE RESPONSIBILITIES

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

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

PART 3: PETITIONS FOR OFFICE

SECTION 1: DISTRIBUTION. 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.

SECTION 2: SUBMISSION. 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
BYLAWS OF THE STUDENT SENATE

[CHAPTER VII, SUBCHAPTER 2, PART 3, SECTION 2: SUBMISSION]

become an official candidate providing that the student meets the credit and grade point criteria stated above.

Students wishing to run for an executive and senate seat will file separate petitions.

SECTION 3: REQUIREMENTS. An executive ticket will consist of a Presidential and Vice Presidential candidate and will require only one petition.

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

SUBCHAPTER 3: ELECTIONS

Elections shall be fair and democratic in nature.

PART 1: EXECUTIVE TICKETS

SECTION 1: NONPARTISANSHIP. Students shall elect a student body president and vice president by nonpartisan ticket.

SECTION 2: THRESHOLD FOR ELECTION. The presidential and vice presidential candidates on the ticket receiving the greatest number of votes shall be elected.

SECTION 3: DUAL CANDIDACY. For persons elected to both an executive and senator position, the Senate position shall become vacant upon that person taking office as an executive.

PART 2: STUDENT SENATORS

Student Senators shall be elected by the student body in a nonpartisan manner by a plurality vote.

PART 3: WRITE-IN CANDIDATES

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

SUBCHAPTER 4: VOTING

PART 1: ELIGIBILITY

Currently enrolled students at the University of Wisconsin - Eau Claire are eligible to vote once for representatives running for seats on Student Senate.

PART 2: PROCEDURE

Students shall be able to cast a cumulative ballot, casting votes in both communities equal to the number of seats available in each community.

PART 3: EXECUTIVE TICKETS

Students will only be allowed to vote for one executive ticket.

PART 4: ELECTIONS PERIOD:

The election period will be the third week in April and the polls will open at 8am on the first day and end at 5pm on the third day.
PART 5: METHODS

All votes shall be taken by secret ballot through an online ballot program.

SECTION 1: 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.

PART 6: VOTING FROM ABROAD

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 by completing the online ballot.

PART 7: RE-VOTES

If it is discovered that students who are eligible to vote were not allowed to vote, the Elections Committee will remedy the situation and/or extend the voting period for the same duration the referendum was intended to give. The Student Senate Elections Committee then will make a recommendation to the full Senate, which shall vote on the legitimacy of the vote by a simple majority.

SUBCHAPTER 5: RESULTS

The candidate with the most votes will be declared the winner.

PART 1: RESULTS TABULATION

The daily tabulated elections results shall only be known by the Program Assistant, the Student Senate Advisor, and the Parliamentarian 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.

PART 2: CERTIFICATION

The Parliamentarian 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.

PART 3: FINALIZATION AND POSTING

Upon finalization, the results must be posted outside of the Student Senate office and must include the votetotals for all candidates appearing on the ballot and all write-in candidates. 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.

PART 4: ISSUES

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.

PART 5: RECOUNTS
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.

PART 6: TIE VOTES

SECTION 1: EXECUTIVE TICKET TIE VOTES. If two or more executive tickets receive the greatest but equal number of votes in an election, the winning ticket shall be chosen 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.

SECTION 2: STUDENT SENATOR TIE VOTES. 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 votes within a 2% margin and an automatic recount if votes within .5% margin.

SECTION 3: REFERENDUM

If a referendum question receives an equal number of votes for and against adoption, the question shall fail adoption.

SUBCHAPTER 6: CAMPAIGNING

PART 1: DEFINITION

Campaigning is 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.

PART 2: OBSERVANCE OF RULES

Campaigning shall be compliant with university policies.

PART 3: STUDENT SENATE OFFICE

The Student Senate office shall not be used for any campaigning or storage of campaign material.

SUBCHAPTER 7: REFERENDUM

PART 1: PROCESS

The process for initiating a referendum is detailed in Chapter VI, Subchapter 3, Part 3 of these bylaws.

SECTION 1: ADMINISTRATION

The Student Senate advisor and the Student Senate Parliamentarian shall be the referendum administrators.

PART 2: EFFECT AND REVERSAL
BYLAWS OF THE STUDENT SENATE

[CHAPTER VII, SUBCHAPTER 7, PART 2: EFFECT AND REVERSAL]

SECTION 1: EFFECT. 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.

SECTION 2: BUDGETARY REFERENDA. Referenda that approve fees are to be included in the appropriate budget as submitted to the Board of Regents.

SECTION 3: CONSTITUTIONAL AMENDMENTS. The Student Body Constitution may only be amended by the student body in a referendum in accordance with Article V of the Constitution.

SECTION 4: REVERSAL. Referenda may be undone or rejected by an affirmative vote of 22 voting members of the Student Senate. Constitutional referenda, however, may not be undone or rejected by an affirmative vote of 22 voting members of the Student Senate.

SUBCHAPTER 8: RECALL

The Student Body President and Vice President, as well as all Student Senators are subject to recall under Article III, Section 1, Part G of the Student Body Constitution.

PART 1: INITIATION

A recall election shall be initiated for a Student Senator upon receipt of a petition with a number of student signatures equaling 2/3 of the number of eligible voters of their district that voted in the last general election. A recall election shall be initiated for the Student Body President or Vice President in the same manner, except there must be signatures for 2/3 of the number of voting students in general from the last election.

SECTION 1: PETITION. Valid signatures on a petition shall consist of a currently-enrolled student’s name, signature, and University email address. Signatures that do not fulfill all of those criteria will not be counted as valid.

PART 2: PROCESS

The recall election shall follow the same electoral process as determined by the Elections Committee and outlined in Appendix 2 of these bylaws.

SECTION 1: SCHEDULING. A recall election will take place no later than 30 days after the validation of a recall petition. The Student Senate Parliamentarian and Elections Committee will convene to decide the specific dates.

PART 3: CAMPAIGN

Other candidates may apply to run for the position that a recall has been initiated for.

PART 4: REMOVAL

Should a sitting member of Student Senate lose their recall election, they will be removed at the next meeting of Student Senate during Personnel Matter. Their successor will be sworn in upon removal of their predecessor.

CHAPTER VIII – APPOINTMENTS
BYLAWS OF THE STUDENT SENATE

CHAPTER VIII: APPOINTMENTS

SUBCHAPTER 1: EXECUTIVE OFFICERS

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.

PART 1: AD HOC SEARCH AND SCREEN COMMITTEES

Nominees for appointment to Director, Intern, or Coordinator positions must first be selected by an ad hoc committee consisting of the President, Vice President, and two commission members selected by the respective commission for which a new Director, Intern, or Coordinator is being selected.

PART 2: CONFIRMATION HEARINGS

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.

PART 3: 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.

SUBCHAPTER 2: STUDENT SENATORS

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.

PART 1: 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.

SUBCHAPTER 3: CHAIRS, COMMISSION MEMBERS, INTERNS, AND COMMITTEE MEMBERS

The President will appoint all Chairs, with the exception of the First Chair of the Equity in Student Matters Commission, 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.
CHAPTER IX – EXECUTIVE BOARD AND OFFICERS

SUBCHAPTER 1: EXECUTIVE BOARD RESPONSIBILITIES

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.

PART 1: MEMBERSHIP

Membership of the board shall consist of the President, Vice President, Chief of Staff, Secretary, Web Coordinator, Parliamentarian, Residence Hall Association Liaison, Second Chair of the ESM Commission, and commission directors. The Student Senate Advisor shall also attend these meetings.

SECTION 1: CHAIR. The Vice President shall chair the Executive Board unless they designate in writing another board member as chair.

PART 2: OFFICE HOURS

Each member of the Executive board will be required to maintain two regular office hours per week.

SECTION 1: SCHEDULING. These hours must occur within 8 a.m. and 5 p.m. on a weekday.

SECTION 2: ACCOMMODATIONS. 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.

SECTION 3: NOTIFICATION. These hours will be posted on the Student Senate website for constituents and Senate officials to be able to meet with Executive Board members.

SECTION 4: CONFLICTS. 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.

SECTION 5: ABSENCES. Any missed office hour shall count as one absence.

SECTION 6: SENATORS AS EXECUTIVE BOARD MEMBERS. 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.

PART 3: RESTRICTIONS

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.

SUBCHAPTER 2: COMPENSATION

PART 1: PRESIDENT AND VICE PRESIDENT
BYLAWS OF THE STUDENT SENATE

CHAPTER IX, SUBCHAPTER 2, PART 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.

1. 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.
2. The President shall be paid every other week over the duration of their term, including break periods.
3. The Vice President shall receive an amount equal to 75% of the President’s stipend.
4. The Vice President shall be paid every other week over the duration of their term,
5. including break periods.

PART 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.

1. The Treasurer/Chief of Staff/Secretary shall receive an amount equal to 50% of the President’s stipend.
2. All Directors, and the Second Chair of the Equity in Student Matters Commission, shall receive an amount equal to 50% of the President’s stipend.
3. The First Chair of the Equity in Student Matters, SOS interns, Academic Affairs Policy Coordinator, Events Intern, Mascot Coordinator, Finance Intern, Web Coordinator, Graphics Design Intern, Intergovernmental Affairs Intern and Student Life Coordinator shall be paid eight (8) dollars hourly for a maximum of 15 hours per week.
4. The Parliamentarian shall receive an amount equal to 10% of the President’s stipend.

SUBCHAPTER 3: POSITION DESCRIPTIONS & RESPONSIBILITIES FOR EXECUTIVE BOARD MEMBERS

PART 1: STUDENT BODY PRESIDENT

1. The President, in accordance with the Constitution, shall be the presiding officer and foremost representative of the Student Senate and the student body.
2. The Presidency is limited to individuals who have held a position within Student Senate – including, but not limited to, the Presidency, the Vice Presidency, an Executive Board position, a Student Senator position, and/or Commission or Committee membership – prior to campaigning for this position.
3. 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.
4. 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.
5. 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.
6. The President shall seek regular meetings with the Chancellor, University Senate Chair, and the Student Senate Advisor.
7. The President or their designee shall attend all University Senate meetings.
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CHAPTER IX, SUBCHAPTER 3, PART 1: STUDENT BODY PRESIDENT

8. The President, along with the Vice President and Chief of Staff will oversee and direct the activities of the Executive Board.
9. The President, or their designee, will preside over general Student Senate Meetings and Executive Board meetings.
10. 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.
11. 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.

PART 2: STUDENT BODY VICE PRESIDENT

1. The Vice President shall be the second highest ranking representative of the student body and the Student Senate.
2. The Vice Presidency is limited to individuals who have held a position within Student Senate – including, but not limited to, the Presidency, the Vice Presidency, an Executive Board position, a Student Senator position, and/or Commission or Committee membership – prior to campaigning for this position.
3. The Vice President shall assist the President in the running of general Student Senate meetings.
4. 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.
5. The Vice President shall serve in the place of the President in their absence.
6. 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.

PART 3: CHIEF OF STAFF/TREASURER (INTERNAL AFFAIRS DIRECTOR)

1. The Chief of Staff shall be appointed by the President subject to Student Senate approval.
2. The Chief of Staff position is limited to individuals who have held an office in the previous session.
3. Has the responsibility in formulating, with the President, the Student Senate General Operations budget.
4. Review the financial records of the Student Senate and shall be a member of Student Senate Finance Commission.
5. Has budgetary discretion for purchases at or below $50 from the General Operations and Foundation accounts.
6. Monitor attendance of Senators through, among other things, the minutes and with the Chief of Staff to enforce the attendance policies set forth in Chapter IV, Subchapter 4, Part 3 of these bylaws.
7. Plan the Executive Board and general Senate’s retreat as well as the end of session banquets.
8. Plan at least one social activity a semester for general Senate.
9. Hold weekly meetings with the President and Vice-President to discuss current issues and concerns both they and directors have.
10. Arrange regular meetings between the President, Vice-President, Chief of Staff, and the individual directors.
11. Hold at least two office hours a week in order to be accessible for Directors to express concerns.
12. 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.

13. Chair and conduct the business of the Internal Affairs Commission.

14. Keep minutes of Senate meetings and be responsible for distribution to the Student Senate Program Assistant for distribution.

15. Work closely with the web coordinator to ensure all minutes, agendas, bills, resolutions, and documents are available to add to the website.

PART 4: 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.

1. The Parliamentarian shall also serve as the Elections Committee Chairperson.
2. The Parliamentarian should only speak and author legislation on matters of parliamentary procedure, elections and constitution or bylaw procedure.
3. The Parliamentarian shall not hold the position of Senator.
4. The Parliamentarian shall also serve as a member of Internal Affairs.

PART 5: ACADEMIC AFFAIRS DIRECTOR

The Academic Affairs Commission Director shall serve as the liaison between students and administration on academic matters, and shall accept and carry out the following responsibilities:

1. Prepare meeting agendas and minutes.
2. Chair all meetings.
3. Provide necessary information and guidance to the Academic Affairs Commission Members.
4. Provide each member of their commission with a copy of the Academic Affairs Commission chapter of the Student Senate bylaws.
5. As new members of the commission are appointed, review relevant bylaws with those members in a timely fashion.
6. Have a thorough understanding of university academic policies.
7. Provide their commission with the Blugold Commitment project proposals.
8. Serve as a non-voting member of the Academic Policies Committee of the University Senate.
9. Regularly meet with the acting Campus Provost, Vice Chancellor of Academic Affairs, and Budget Officer of Academic Affairs, and the Chair of the University Senate Academic Policies Committee.
10. Serve regular office hours and provide information to interested parties.
11. Act as a resource on academic policies and Blugold Commitment Differential Tuition to the Student Senate and Student Body.
12. Attend the University Liberal Education Committee as the Student Senate appointed voting representative to the committee.
13. Serve on the Funding Analysis Committee.
14. Recommend the appointment of a chairperson for General Education and for the following colleges: Arts and Sciences, Business, Nursing and Health Sciences, and Education and Human Sciences.
PART 6: CAMPUS AFFAIRS DIRECTOR

The Campus Affairs Commission Director shall:

1. Recruit members to serve on the Campus Affairs Commission (Fall and Spring Semesters).
2. In conjunction the Activities, Involvement, and Leadership Office, Plan and Oversee events including: Blu’s Org Bash, Kaleidoscope, Leadership Transition Workshop, etc.
3. Be available to meet with student organizations on campus and hold regular and special office hours where organizations can meet with you and/or your commission members to answer questions and concerns.
4. Work with the Student Life Coordinator, who shall serve as the “Vice-Chair” to Campus Affairs Commission and assist the Director with Blusync and wherever needed.
5. Declare a Member as “Secretary” to assist in communicating with the commission, taking meeting minutes, and writing agendas.
6. Establish regular weekly meetings with the Student Organizations Coordinator of the Activities, Involvement, and Leadership Office.
7. Be proficient and an advocate of the BluSync platform.
8. Meet with the head of potential organizations and initiatives, to help facilitate, communicate requirements, and assist with BluSync.
9. Hold a mandatory meeting, once a semester, for new, relatively new and reactivated student organizations.
10. Serve as the Chair of the Student Organizations Conduct Committee.
   a. In the event that the Chairperson is unable to perform the duties of the Chair Person, a designee will be chosen by the Student Senate President or Vice President within a reasonable timeframe.
   b. Duties of the SOCC Chairperson:
      i. Shall chair the Student Organization Conduct Committee meetings and Hearings.
      ii. Be present at all conduct related student organization meetings and hearings.
      iii. Disseminate the policies, procedures and laws governing RSOs.
      iv. Enforce all policies, procedures, rules, and laws governing RSOs.

PART 7: COMMUNICATIONS COMMISSION DIRECTOR

1. Shall chair all meetings of the Communications Commission
2. Shall receive compensation consistent with all other Directors.
3. Shall consult regularly with Integrated Marketing and Communications, the Assistant Chancellor of University Relations, Special Assistant to the Chancellor/Executive Director of Marketing and Planning, the University Activities Commission Director, and any other appropriate stakeholders in University communications.
4. Shall direct Student Senate outreach and marketing efforts in consultation with the Student Body President.
5. Promote awareness of and participation in Student Senate activities, monitoring student feedback and enhancing the many channels of communication.
6. Facilitate recruitment efforts with the Second Chair of the ESM Commission to ensure a full and representative body for the Student Senate.
7. Recommend a Graphic Designer.
8. Recommend a Mascot Coordinator.
9. Encourage a liaison from all campus media and any other campus and community-wide news media to sit on the various Student Senate Commissions.
10. Shall automatically serve on the Communications Commission.

PART 8: SECOND CHAIR OF THE EQUITY IN STUDENT MATTERS COMMISSION

The Second Chair of the Equity in Student Matters Commission shall:

1. Draft the ESM Commission budget based on the ESM Commission policy priorities.
2. Serve as the ESM Commission liaison to Student Senate.
3. Serve on all appropriate administrative committees related to equity in student matters.

PART 9: FINANCE COMMISSION DIRECTOR

The Finance Director, as Director of the Finance Commission, shall accept the following responsibilities:

1. Prepare meeting agendas and minutes.
2. Chair all meetings.
3. Provide necessary information and guidance to the Finance Commission.
4. Make available instructions and assign Budget Consultations for specific activities/organizations.
5. Establish and disseminate the Budget Hearings schedule.
6. Create a detailed record of all student fee funding allocation deliberations, and disseminate this record to the full Student Senate membership via an attachment in the Budget Bill.
7. Nominate a Finance Intern candidate to the Student Body President.
8. Create a queue of Organized Activities for the Finance Intern to research and audit.
9. Designate other duties to the Finance Intern, which further the goals of the Finance Commission and the Student Senate.
10. Facilitate appeals and award fair time and deliberation for those applying.
11. Author the Budget Bill for introduction to the Student Senate.
12. Serve regular office hours and provide information to interested parties.

PART 10: INTERGOVERNMENTAL AFFAIRS DIRECTOR

1. The IGA Director shall work to encourage non-partisan voter registration and information in fall and spring elections.
2. The IGA Director must develop a voter registration and get out the vote plan for all fall elections.
3. The IGA Director shall have the responsibility of soliciting applications, interviewing candidates, and recommending a candidate for the position of Intergovernmental Affairs Intern by the last Student Senate meeting in September.

PART 11: INFORMATION TECHNOLOGY DIRECTOR

The Information Technology Director, as Director of the Commission, shall accept the following responsibilities:

1. Prepare meeting agendas and minutes;
2. Chair Commission meetings;
3. Provide necessary information and guidance to the Commission;
BYLAWS OF THE STUDENT SENATE

[CHAPTER IX, SUBCHAPTER 3, PART 11: INFORMATION TECHNOLOGY DIRECTOR]

4. Provide instructions and consultations for Student Technology Fee funding;
5. Provide extensive times for Senators to meet with him or her previous to the discussion and vote on the Student Technology Fee Budget Ranges as required by Student Senate bylaws;
6. Create a detailed record of any Student Technology Fee funding;
7. Author the budget range bill and any funding allocation bills for introduction to the Student Senate; and
8. Serve regular office hours and provide information to interested parties.

PART 12: STUDENT OFFICE OF SUSTAINABILITY DIRECTOR

The SOS Director shall accept the following responsibilities:

1. Prepare meeting agendas and minutes.
2. Chair SOS Commission meetings.
3. Provide necessary information and guidance to the Commission and the Interns.
4. Create a detailed record of any Green Fund allocation.
5. Present the SOS Internal Budget to the Finance Commission during the annual Organized Activity Budget process.
6. Serve as a member of the Executive Board of Student Senate.
7. Serve regular office hours and provide information to interested parties.
8. Manage, direct, hire, and dismiss SOS Interns and Eco-Reps.
9. Be the student representative for campus sustainability.
10. Be ultimately responsible for the successful execution of sustainability projects
11. Author the major resolutions and bills to be submitted to Student Senate which affect sustainability policies and practices.
12. Lead, plan, and execute the major project of the year.
13. Complete the strategic management duties outlined in the SOS Director’s Manual.
14. Vote on proposals before the Commission only if the Board is equally divided.
15. Formulate and present to the Commission assessment reports on SOS priorities.

SECTION 1: STUDENT OFFICE OF SUSTAINABILITY SUMMER DIRECTOR

The SOS Summer Director shall accept the following responsibilities:

1. Direct oversight SOS-sponsored work being carried out over summer.
2. On-site management, guidance, and dismissal of all hired SOS summer personnel.
3. Collection of SOS member feedback reports and creation of a session-end report outlining the status of the SOS accounts, programs, projects, and legislation passed during the current senate session.
4. Document progress of projects, programs, and allocated funds on a weekly basis.
5. Communicate regularly with partner organizations, including but not limited to: Administration, Housing, Facilities, and Admissions.
7. Provide information to interested parties.
8. Report at the end of every two weeks to Student Body President.
9. Be ultimately responsible for the successful execution of summer SOS-sponsored work.

PART 13: UNIVERSITY ACTIVITIES COMMISSION DIRECTOR
BYLAWS OF THE STUDENT SENATE

[CHAPTER IX, SUBCHAPTER 3, PART 13: UNIVERSITY ACTIVITIES COMMISSION DIRECTOR]

The University Activities Commission Director shall fulfill all executive responsibilities pursuant to the University Activities Commission, unless delegated to another member of the UAC by the UAC Director.

SUBCHAPTER 4: POSITION DESCRIPTIONS & RESPONSIBILITIES FOR INTERNS AND COORDINATORS

1. PART 1: EVENTS INTERN

The Student Senate Events Intern shall:

1. Assist all Commissions and Student Senate in general with events planning and hosting.
2. Serve on the Communications Commission.
3. Be responsible for the success of Student Senate related events.
4. Assist the Communications Commissions Director, or their designee, with putting on Student Senate public fora.
5. Be responsible for assisting the Communications Commission with the promotion of Student Senate events.

PART 2: FINANCE COMMISSION INTERN

There shall be one Finance Intern with the following responsibilities:

1. Research and audit Organized Activities that receive SUF monies dispersed by the Organized Activities Budget in an order set by the Finance Director.
2. Facilitate and participate in Budget Consultations for specific activities/organizations.
3. Author legislation to be submitted to the Student Senate concerning the business of the Finance Commission.
4. Have an awareness of all Organized Activities and their missions.
5. Perform at least one office hour per week outside of meetings.
6. Complete all other duties assigned by the Finance Director in a timely, thoughtful, and thorough manner.
7. Serve for a term not surpassing one academic year.
8. Be nominated by the Director to the Student Body President and confirmed by the Student Senate.
9. Receive an hourly rate to be determined by the executive board of Student Senate, with consideration given to wages paid by employers in the community for similar internship experiences.
10. Receive a stipend to be approved by the board in the internal budget, with the amount for each intern not surpassing 50% of the Finance Director.

PART 3: GRAPHIC DESIGNER
BYLAWS OF THE STUDENT SENATE

[CHAPTER IX, SUBCHAPTER 4, PART 3: 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.
4. Shall automatically serve on the Communications Commission.

PART 4: INTERGOVERNMENTAL AFFAIRS INTERN

1. The IGA Intern will be appointed by the IGA Director.
2. The IGA Intern shall have primary responsibility for assembling research summaries on the issues and policies at the local, county, and state levels featured in the Legislative Priority Summary.
3. The IGA Intern shall serve as a liaison between UW-Eau Claire Student Senate and local and county governing authorities. This duty includes:
    (a) Attending City Council and County Board meetings.
    (b) Taking comprehensive notes on issues affecting UW-Eau Claire students at City Council and County Board meetings.
    (c) Briefing the Intergovernmental Affairs Commission at their weekly meeting on pertinent City Council and County Board issues.

PART 5: 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.
6. Shall automatically serve on the Communications Commission

PART 6: FIRST CHAIR OF THE EQUITY IN STUDENT MATTERS COMMISSION

The First Chair of the Equity in Student Matters Commission shall:

1. Direct and formulate policy priorities for the ESM Commission.
2. Chair all meetings.
3. Select ESM Commission membership beyond its minimum membership.
4. Be responsible for organizational outreach.
5. Plan ESM Commission events.

PART 7: STUDENTLIFE COORDINATOR

The Student Life Coordinator shall:

1. Serve on the IGA Commission in a nonvoting capacity.
3. Organize the annual House Day event.
4. Actively partner with the Marketing Coordinator and Campus Affairs Commission for the purpose of promoting Student Senate housing resources.

5. Perform one office hour per week outside of meetings.

6. Complete all other tenant related duties assigned by the Vice President in a timely, thoughtful, and thorough manner.

7. Attend all meetings of the Residence Hall Association.

8. Complete all other duties as assigned by the Campus Affairs Commission Director.

PART 8: SOS COMMUNICATIONS INTERN

The SOS Communication Intern shall accept the following responsibilities:

1. Serve as a liaison between SOS and campus, city, and county-level stakeholders in sustainability policy.

2. Keep SOS informed on updates from campus, city, and county-level stakeholders in sustainability policy.

3. Maintain the SOS website by adding information and updates as needed to keep current and organized.

4. Promote SOS events, activities, and other sustainability news and information on the SOS Facebook page.

5. Market ongoing SOS programs.

6. Take and post relevant photos on SOS social media accounts.

7. Coordinate classroom presentations at the start of each semester.

PART 9: SOS EVENTS INTERN

The SOS Events Intern shall accept the following responsibilities:

1. Coordinate and plan the SOS film series for the academic year.

2. Coordinate, plan, and lead the Earth Day and Earth Week activities during Spring semester.

3. Be in charge of setting up contracts for major events and film rights.

4. Coordinate all events and conference details.

5. Work with the other Student Senate Commissions, including the Public Relations Commission and the University Activities Commission, for event planning and marketing.

PART 10: SOS MANAGEMENT INTERN

The SOS Management Intern shall accept the following responsibilities:

1. Manage the SOS Eco-Reps.

2. Report Eco-Rep activities to the Director and the Commission.

3. Manage the assessment of ongoing programs.

4. Author an end of the academic year report that summarizes the data gathered from ongoing SOS programs.

5. Communicate regularly with sustainability related and/or interested student organizations.

PART 11: WEB COORDINATOR

The Web Coordinator of the Senate shall:
BYLAWS OF THE STUDENT SENATE

[CHAPTER IX, SUBCHAPTER 4, PART 11: WEB COORDINATOR]

1. Maintain and update weekly the Student Senate website and other web presences.
2. Maintain email distribution lists.
3. Coordinate office technology maintenance.
4. Any other duties assigned by the Marketing Coordinator.
5. Report directly to the Marketing Coordinator to better coordinate public relations efforts.
6. Work closely with the Chief of Staff to keep all minutes, agendas, bills, resolutions, and documents up to date on the website.
7. Update the Press Release section of the Student Senate webpage with those press releases received by the Marketing Coordinator.
8. Serve on the Executive Board.
9. Be appointed by the President in consultation with the Vice President and Marketing Coordinator, and confirmed by the Student Senate.
10. Shall automatically serve on the Communications Commission.

CHAPTER X – STUDENT SENATORS

SUBCHAPTER 1: RESPONSIBILITIES

PART 1: OFFICE HOURS

Student Senators must serve at least two office hours per week: one in the Student Office, and one in a common area on campus outside of the Student Organizations and Leadership Center or Student Senate office. Failure to perform an office hour shall be considered the equivalent of one excused absence.

SECTION 1: APPEALS. 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.
PART 3: COMMISSION AND COMMITTEE MEMBERSHIP

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

SECTION 1: NONCOMPLIANCE. 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 Chapter VI, Subchapter 6.

PART 4: BUDGET MEETINGS

SECTION 1: 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.

SECTION 2: 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.

SECTION 3: 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.

CHAPTER XI – COMMISSIONS

SUBCHAPTER 1: GENERAL MEMBERSHIP GUIDELINES

PART 1: MEMBERSHIP

SECTION 1: APPOINTMENT. Members of all commissions shall be appointed and may be removed or replaced by the President subject to Senate confirmation.

SECTION 2: EX-OFFICIO MEMBERS. Unless otherwise provided for in the constitution or these bylaws, no commission shall have ex-officio members.
CHAPTER XI, SUBCHAPTER 1, PART 1: MEMBERSHIP

SECTION 3: MINIMUM MEMBERSHIP. 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.

SECTION 4: ATTENDANCE POLICIES. Attendance policies for each commission shall be established in writing and distributed to members by the respective directors.

SECTION 5: TERM LENGTH. Terms of commission members shall be concurrent with eligibility.

SECTION 6: QUORUM. 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.

SUBCHAPTER 2: 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 appropriatedirector or by a majority of the commission.

SUBCHAPTER 3: STRUCTURE

PART 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 appropriatedirector. 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 appropriatedirector to positions created by the respective commission or director.

PART 2: AUTHORITY OF THE DIRECTOR.

1. 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 appropriatedirector, and members to such committees may be appointed, removed, or replaced by the appropriatedirector.

2. One Director for each Commission of the Student Senate shall be appointed and may be removed or replaced in a manner detailed in Chapter VI, Subchapters 5 and 6, respectively, of these bylaws.

SECTION 1: CONSULTATION. The President and Vice President shall consult with all Commission advisers prior to the appointment of a respective Commission’s Director.

SECTION 2: JURISDICTION AND AUTHORITY. 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 their jurisdiction. Each director shall have the right to vote in their respective commission at all times.

SECTION 3: TERMS OF OFFICE. The terms of office of directors shall be as provided in Article III, Section 2 of the Constitution.
BYLAWS OF THE STUDENT SENATE

[CHAPTER XI, SUBCHAPTER 3, PART 2: AUTHORITY OF THE DIRECTOR]

SECTION 4: COMMISSION HANDBOOKS. 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.

PART 3: NOTIFICATION OF CHANGES.

Upon the creation or abolition 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.

SUBCHAPTER 4: CREATION

The Student Senate shall have the authority create and maintain standing commissions to serve its enumerated and implied responsibilities pursuant to the legally recognized roles of student government and rights of students.

SUBCHAPTER 5: ADVISORS

The advisors to each Commission have no voting rights but are expected to support the work of the Commission in the following ways:

1. Serve as a resource for the Director and Commission members as well as institutional memory
2. Help formulate recommendations and make suggestions.
3. Serve as the administrator of any accounts that a particular Commission may have.
4. Any other roles as specified in

SUBCHAPTER 6: DISMANTLING A COMMISSION

A Commission may only be dismantled if the bill proposing such changes receives at minimum 90% approval by the Commission in question and 75% approval by Student Senate.

CHAPTER XII – STUDENT SEGREGATED UNIVERSITY FEES

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of the University, is granted responsibility for the disposition of Segregated University Fees under Wisconsin State Statute §36.09(5) that states, in part:

“Students shall have the primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the Chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees that constitute substantial support for campus student activities.” Further guidance on the role of Student Governance in the use of Segregated University Fees is provided in the following Regent Policy Documents and UW System Policies.

Regent Policy Document 86-4, Guidelines for Student Governance, states in part:

“Chancellors, in consultation with the students, shall define the allocable and nonallocable portions of the student fee with particularity, observing that this area shall not and cannot without appropriate policy action by the institution and board include withdrawal of fee support from ongoing fiscal commitments such as debt service, or the support of staff personnel on continuing appointments.”
BYLAWS OF THE STUDENT SENATE

[CHAPTER XII, SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES]

Regent Policy Document 88-6, Policy and Procedures for Segregated University Fees, states in part:

“The Board affirms that: students shall be given an opportunity to review and offer advice concerning the budget of each activity and program that is funded primarily with nonallocable SUF; every effort should be made to provide sufficient time for students to formulate allocable SUF budgets, and to review non-allocable SUF budgets as provided in institutional policies; all ad-hoc system wide committees and task forces formed to deal with issues of SUF support shall have student membership.”

PART 1: FINANCE COMMISSION

The Finance Commission, as a standing commission of the University of Wisconsin-Eau Claire Student Senate, shall annually recommend to the Senate a plan for the distribution of the allocable portion of the Segregated University Fees (SUF) budget. The Student Senate is the Segregated University Fees Allocations Committee (SUFAC) of this University under Subchapter 36.09(5) of the Wisconsin Statutes and UW System Policy F37 and will annually approve an allocations budget for submission to the Chancellor, basing its decision on the recommendations of the Finance Commission. Allocable Segregated Fees may only be used to support various student services and organizations that meet the criteria defined in these bylaws and that serve to promote the mission of the University and the spirit of the Institution, among other stipulations.

SECTION 1: COMMISSION COMPOSITION. The voting members of the Finance Commission shall be composed of the following:

1. One Director of the Finance Commission, who shall be called the Finance Director
2. The Student Senate Campus Affairs Commission Director
3. Up to 13 student members appointed by the director, with preference to Student Senators
4. Preference for membership will be given to the Student Senate Treasurer
5. The Finance Director, Campus Affairs Commission Director, and Treasurer shall be considered a Senator or Non-Senator in the total count, depending on their status as Student Senators.

SECTION 2: MEMBERSHIP CONSIDERATIONS.

1. All members of the Finance Commission other than the Finance Director and the Campus Affairs Commission Director are recommended to the President for appointment to the Finance Commission by the Director through a process of his/her determination.
2. The Finance Director shall make an effort to appoint members from a wide variety of academic and personal backgrounds.
3. At all times the Finance Commission will consist of a minimum of seven total members (4 senators and 3 non-senators) and a maximum of 13 total members.
4. Preference shall be given to senators; however, the composition shall be decided by the Finance Director.
5. At the start of a new Student Senate session when a new Finance Director is appointed, all members must re-apply to be considered for reappointment to the Finance Commission.

SUBCHAPTER 2: ALLOCABLE SEGREGATED UNIVERSITY FEES

PART 1: OUTLINE
BYLAWS OF THE STUDENT SENATE

[CHAPTER XII, SUBCHAPTER 2, PART 1: OUTLINE]

The process the Finance Commission shall use to develop a SUF allocation recommendation for consideration by the Student Senate shall proceed according to general order listed below, with the specific steps described in further detail in subsequent sections of this subchapter.

1. Send budget instructions to each Organized Activity.
2. Assign Finance Commission members to serve as budget consultations for each Organized Activity. The consultations are to meet with a representative from each Organized Activity about budget plans and to report back to the full Finance Commission.
3. Designate a tentative funding target and fee rate for the total Organized Activities Budget for the next year to use as a guide during budget deliberations.
4. Establish and publicize a schedule for budget hearings.
5. Hold budget hearings.
6. Hold budget deliberations and vote on a tentative budget level for each Organized Activity.
7. Review budget recommendations relative to the tentative funding target and fee level and adjust if necessary.
8. Notify each Organized Activity of its tentative budget recommendation and of the deadline for filing an appeal request.

PART 2: STUDENT ORGANIZATIONS FUND

SECTION 1: OVERVIEW. Each fiscal year, the Finance Commission shall allocate SUF monies to a Student Organizations Fund (hereafter, the SOF) as a subset of its overall Organized Activity Budget. The SOF shall be a fee based on FTE enrollment assessed on a per-semester basis.

SECTION 2: CROSSLISTING. Any Organized Activity being placed in the Student Organization category (detailed in Chapter XII, Subchapter 5, Part 2 of these bylaws) shall derive any direct SUF support from this fund through the following process.

SECTION 3: FUNDING SOURCES. This fund shall be supported primarily by dedicated segregated fees, but may be supplemented via allocations from the special reserve or carryover balances.

SECTION 4: RECOMMENDATIONS. The initial recommendations for allocating the SOF shall be conducted by the Campus Affairs Commission of Student Senate.

SECTION 5: CAMPUS AFFAIRS COMMISSION RESPONSIBILITIES.

1. The Campus Affairs Commission Director shall read, investigate, hold hearings, take notes and minutes, and deliberate on these budgets.
2. The Finance Commission Director and another member of Finance Commission must be present for these hearings.
3. The other attending member of Finance Commission should be a non-senator if the Finance Director is a senator, or a senator if the Director is not.

SECTION 6: FINANCE COMMISSION OVERSIGHT.

1. Both the Finance Commission and the Student Senate must approve any bylaws pertaining to SUF funding hearings.
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[CHAPTER XII, SUBCHAPTER 2, PART 2, SECTION 1: FINANCE COMMISSION OVERSIGHT]

2. If the Finance Commission does not approve any policies or bylaws, or other issues arise, the delegation of this authority to oversee the SOF may be removed at the vote of 2/3 of total voting Finance Commission members.

3. The two Finance Commission members attending the Campus Affairs Commission shall be voting members of the Campus Affairs Commission for the budget process.

SECTION 7: VIEWPOINT NEUTRALITY. All motions, discussion and voting must be conducted in a Viewpoint Neutral manner in accordance with Chapter III, Subchapter 1, Part 2, Section 1 of these bylaws.

SECTION 8: PRESENTATIONS.

1. The Campus Affairs Commission Director shall make a presentation to the Finance Commission the Spring semester following the Budget Hearings, in which they will present the entire SOF proposal from the Campus Affairs Commission which includes individual allocations.

2. The Campus Affairs Commission Director will be called upon to answer any questions regarding student organizations and their budgets at this time.

3. The Finance Commission Director, in consultation with the Campus Affairs Commission Director, shall determine an adequate time to present and be questioned for the SOF proposal.

SECTION 9: GALLERY PRESENCE. In accordance with open meetings law, any student organization that wishes to be present in the gallery may also answer questions regarding their student organizations budget at the discretion of the Finance Director, though may not present the SOF proposal.

SECTION 10: SOF RECOMMENDATION.

1. The Campus Affairs Commission Director must make a recommendation on individual student organizations.

2. The Campus Affairs Commission must recommend a per-semester fee, based on FTE enrollment.

3. Any remaining SOF funds that are not allocated in the budget shall be returned to the Organized Activities clearing account.

SECTION 11: NOTIFICATIONS. The Finance Commission Director shall transmit budget instructions and notifications of all budgetary decisions regarding Student Organizations to the Campus Affairs Commission, its director, the student organizations President and Treasurer (or similar positions) and each organizations advisor.

SECTION 12: APPEALS. Any appeals made through this process will be made on behalf of the student organization and its leaders directly in the appeal process and not through the Campus Affairs Commission Director. Additionally, appeals to Student Senate or the Chancellor will be at the discretion of student organization leaders and their advisor(s) and not the Campus Affairs Commission Director.
SECTION 13: SPECIAL ALLOCATION REQUESTS. Any special allocation requests shall be presented directly to the Finance Commission and they shall determine if the funding source should be the SOF, carryover balances, special allocation account, or other revenue streams.

PART 3: GREEN FUND

Each fiscal year, the Finance Commission shall allocate SUF monies to a Green Fund as a subset of the overall Organized Activities Budget. The Green Fund shall be a fee based on FTE enrollment assessed on a per-semester basis. The Student Office of Sustainability Director shall annually recommend a fee based on the internal budget of SOS.

SECTION 1: COMPLIANCE. All SOS funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Segregated Fee Expenditures (820).

SECTION 2: PURPOSE. The Green Fund is to be used to enhance campus sustainability through projects, programs, student stipends, and events.

SECTION 3: ACCEPTABLE USES. The Green Fund should concentrate on areas that benefit all students, and shall be consistent with the University’s Master Plan. The Green Fund may be used for:

1. A portion of the Green Fund should be used for large capital expenditures in collaboration with Facilities Management and other relevant parties.

2. A small portion of the Green Fund may be used by SOS leadership or Commission members to attend a conference on campus sustainability for the purpose of generating ideas.

SECTION 4: INAPPROPRIATE USES. Utilizing the Green Fund for the following uses is normally considered inappropriate:

1. Equipment or services used by faculty/staff for personal, instructional, research, or other purposes; and

2. Staff and faculty salaries, stipends, or benefits.

SECTION 4: PROPOSALS. Any project, program, event, or Eco-Rep funding requires completion of the SOS proposal form.

SECTION 5: POLICY ON QUESTIONABLE USE OF FUNDS. If the Student Office of Sustainability budgets for or allocates funds to a purpose that is normally considered inappropriate or is of questionable appropriateness, the Commission must keep a rationale of how the expenditures benefit students on file for future audits.

1. Any expenditure that would normally be deemed inappropriate that is approved by SOS must pass the Student Senate with a four-fifths vote.

2. GREEN FUND USAGE BY FACULTY. Usage of Green Fund supported services by faculty and staff should be subject to a higher usage fee than students when applicable.

SECTION 6: INTERNAL BUDGET. Each year the SOS Director shall work with the Interns, SOS board, and advisors to compile its internal budget for consideration of the Finance Commission.
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[CHAPTER XII, SUBCHAPTER 2, PART 3, SECTION 6: INTERNAL BUDGET]

for the current fiscal year. The SOS Commission must approve the internal budget by a majority vote prior to submittal to the Finance Commission.

1. The internal budget shall be reviewed by the Sustainability Advisor and Facilities Management Administrator before passage.

2. The bill will contain budget lines for carryover/deficit, stipends, services & supplies, travel, continuing projects, and unallocated/reserve for additional projects.

3. All Senators are required to meet with the SOS Director regarding the budget for the coming fiscal year prior to its passage.

4. The SOS Director shall present on the current fiscal state and the current fiscal budget of the SOS and be available for questions during the Finance Commission hearings. The Finance Commission shall reserve funds as approved by the student body via resolution in the Organized Activities Budget.

5. The SOS Commission shall have full discretion to fund all projects and allocations in its fiscal year budget as approved by the Finance Commission in the Organized Activities Budget. Any additional projects or allocations not included in the fiscal year budget, approved by the SOS Commission, shall go to the Finance Commission for final approval.

6. The SOS Commission may allocate funding to a capital reserve account. The funds allocated to this account shall be used for extraordinary initiatives that cannot be funded within a fiscal year’s allocation. Projects funded out of the capital reserve account must be approved by the SOS Commission and the Finance Commission. Student Senate shall be briefed on projects funded by the capital reserve account.

PART 4: BUDGET INSTRUCTIONS

SECTION 1: BUDGET PREPARATIONS. The Finance Commission shall, with the help of the University’s Budget and Finance Office, provide and distribute instructions for the preparation and submission of budget request for the next year to all Organized Activity representatives in the Campus Media and Supplemental Services categories.

SECTION 2: STUDENT ORGANIZATIONS. Campus Affairs Commission, with the help of the University’s Budget and Finance Office, will distribute instructions for the preparation and submission of budget requests to all Organized Activities in the Student Organization category.

PART 5: BUDGET CONSULTATIONS

SECTION 1: ORGANIZED ACTIVITY LIAISONS. The Finance Director, after considering the organization assignment preferences of each Finance Commission member and at least four weeks prior to the Commission’s budget hearings, shall appoint each Finance Commission member, including the Finance Commission Director, to budget consultation groups assigned to specific Organized Activities.
SECTION 2: LIAISON RESPONSIBILITIES. Prior to the budget hearings, each commission member, as assigned by the Finance Director, must meet with a representative of each its assigned Organized Activity to discuss the status of the current year’s budget and the budget plans for the next year in terms of its strengths, weaknesses, and progress.

PART 6: TENTATIVE FUNDING TARGET
The Finance Commission may, at least two weeks prior to the budget hearings, adopt a tentative funding target for the total Organized Activities Budget for the next year to use as a guide during budget deliberations.

SECTION 1: CONSIDERATIONS. In establishing a tentative total funding target for the next fiscal year, the Finance Commission shall consider the following:

1. The total of the last adopted Organized Activities Budget.
2. Anticipated base adjustments.
3. Any amount the Finance Commission would add or subtract from the SUF carryover balance.
4. Previously adopted minimum allocations.
5. Estimated student enrollment for the next year.
6. Estimated inflation appropriate for the mix of existing activities.
7. UW System fee increase guidelines.
8. Estimated increases in academic tuition and other fees.
9. Students’ ability to pay.
10. Any other related factors the Finance Commission deems appropriate.

PART 7: HEARING SCHEDULE
The Finance Commission Director, at least six weeks prior to the Finance Commission’s scheduled budget hearings, shall notify in writing each Organized Activity representative of the scheduled dates and times of the budget hearings and request that each representative, within two weeks, inform the Finance Director of any date and hearing time preferences their activity may have.

PART 8: SCHEDULING OF HEARINGS

SECTION 1: TIMELINE. The Finance Commission Director shall, by March of each year, reserve the necessary facilities for budget hearing by the first week in November.

SECTION 2: SCHEDULING CONSIDERATIONS. The Finance Commission Director shall schedule each Organized Activity for a specific hearing time before the Finance Commission after considering all organizations’ hearing preferences.

SECTION 3: NOTIFICATION. The Finance Commission Director shall notify in writing each activity, the Student Senate and its officers, each Finance Commission member, the Chancellor, the Finance Commission advisers, and campus media of the complete schedule of budget hearings, including an explanation of hearing format and time limitations.

PART 9: BUDGET REQUESTS
Budget requests shall be submitted in writing and shall include:
1. A budget worksheet consisting of the current year’s estimated budget, the previous year’s actual budget and a three-year plan.

2. A narrative detailing the increases/decreases of the proposed budget, any capital improvements to come, and a description of how the current year’s budget is progressing.

3. A clear itemized report of all revenue streams from any source. Incomplete requests will be returned to the Organized Activity to be completed and resubmitted by a date determined by the Finance Commission Director. Completed requests not turned in by the specified due date will not be accepted.

4. A copy of the previous Fiscal Year’s expenditures from the organization’s 128 account as provided by UWISDM.

SECTION 1: NOTIFICATION. Upon receipt of all written Organized Activity budget requests or by the Finance Commission’s established deadline for submission of budget requests, whichever occurs first, the Finance Commission Director shall notify in writing the Senate and its officers, each Finance Commissioner, the Chancellor, the Advisors, and campus media of the following:

1. Allocation requests and actual allocations for each activity for the previous and current fiscal years.
2. Allocation requests of each activity for the next fiscal year.
3. Organized Activities portion of the segregated fee for the previous and current fiscal years.

PART 10: LATE BUDGET REQUEST SUBMISSIONS

Budget proposals are to be submitted by the close of business on the day stated in the budget instructions and calendar. Exceptions may be made at the discretion of the Finance Director with counsel from the Finance Commission Advisors.

PART 11: DISTRIBUTION OF REQUESTS

Each Organized Activity presented to the Finance Commission shall provide sufficient copies of its budget request to provide for the following distribution: one copy to the Finance Commission Director; to each Finance Commission member; to the President, Vice President, Senate Program Assistant; to the Chancellor, the Advisors; and a minimum of two copies to be available in the Senate office for inspection by Senators, Senate officers and interested students.

PART 12: BUDGET HEARINGS

SECTION 1: PURPOSE. The primary purpose of budget hearings before the Finance Commission shall be to further the information gathering of Commissioners and Student Senators and to provide an opportunity for Organized Activity representatives to make oral budget presentations, offer additional justification for the proposed budget and respond to questions of the Finance Commission members.

SECTION 2: PRESENTATIONS. Each Organized Activity shall receive twenty minutes to present its request to the Commission. This time may be divided in any proportion between presentation and answering questions from the Finance Commission members. A majority vote of Finance Commission members may extend the time allotted for any Organized Activity.

PART 13: BUDGET DELIBERATIONS
SECTION 1: MEMBER RECOMMENDATIONS. The Finance Commission Director and each Finance Commission member shall develop an individual set of allocation recommendations prior to the Finance Commission’s deliberations after hearings. The tentative funding target shall be used as a guideline in the development of such individual recommendations, and each Finance Commission member’s recommendations shall balance to the tentative funding target.

SECTION 2: PROCEDURE.

1. Each Organized Activity shall be discussed individually in turn, with the order determined by the Finance Commission or the Finance Commission Director.
2. With each Organized Activity, the Finance Commission member(s) who recommended the highest allocation shall give their rationale for doing so.
3. Then the Finance Commission member(s) who recommended the lowest amount shall be given the same opportunity to provide rationale.
4. The floor will then be opened to discussion on the amount that the Organized Activity requested.
5. Pertinent discussion topics include, among others, the organization’s compliance with criteria for recognition as an Organized Activity; budget management competence; quality of services provided to students; and relation of the organization to the mission of the University.
6. At the end of discussion for each Activity, a motion may be offered by a Commission member proposing a recommended funding level for the Activity.
7. The motion may be for any dollar amount equal to or less than the level requested by the Activity. This motion must be seconded but cannot be amended. For a different funding level to be considered, the first motion must be voted down.

SECTION 3: RECONSIDERATION. After the preliminary allocation recommendations are set by vote of the Finance Commission and before deliberations have concluded, any Finance Commission member may offer a motion to revisit any Organized Activity’s budget. Reconsideration of the preliminary funding level shall occur only if such a motion is seconded and approved by vote of the Finance Commission.

SECTION 4: TENTATIVE FUNDING RECOMMENDATIONS REVIEW. The Finance Commission shall review the sum of all tentative Activity funding recommendations relative to the total Target Funding Level previously set, and any Finance Commission member may offer a motion to reopen discussion on the Target Funding Level.

PART 14: TENTATIVE RECOMMENDATIONS

SECTION 1: ADOPTION. Following all budget hearings and Finance Commission budget deliberations, the Finance Commission shall adopt the tentative recommendations for Organized Activities allocations.

SECTION 2: NOTIFICATION. Immediately following Finance Commission adoption of tentative recommendations, the Finance Commission Director, in writing, shall:

1. Notify the official representative of each Organized Activity which presented to the Finance Commission of the Finance Commission’s tentative allocation recommendation for that
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[CHAPTER XII, SUBCHAPTER 2, PART 14, SECTION 2.1: NOTIFICATION]

activity, the method and deadline for appealing the Commission’s decision, and the date, time, and location scheduled for appeal hearings, if any.

2. Notify the Student Senate and its officers, the Chancellor, the Advisors, and campus media of the tentative recommendations of the Finance Commission and the date, time, and location scheduled for appeal hearings, if any.

SUBCHAPTER 3: NON-ALLOCABLE SEGREGATED UNIVERSITY FEES

PART 1: DEFINITION

Non-Allocable segregated university fees are used to support long-term fixed financial commitments and base operating funding that supports non-academic student activities and programs. Chancellors, following consultation with students, are responsible for development of non-allocable segregated fee budgets. Entities deemed to fall into the non-allocable budget process are determined by an agreement between the Chancellor and the Student Body President with consultation from the Finance Commission Director.

PART 2: BUDGETARY PROCESS AND PROCEDURE

SECTION 1: DEVELOPMENT. Non-allocable budgets are developed in accordance with guidelines, instructions and timelines provided by the UW-System Budget Office and the UW-Eau Claire Budget office. The Finance Commission Director or their designee shall sit on each of the non-allocable entity’s advisory committee in order to have a comprehensive understanding of the entity’s budget.

SECTION 2: PRESENTATIONS. Non-allocable budgets are presented by the respective directors to the Finance Commission in early February of each year for review and comment. The Finance Commission liaison for each activity may provide additional information to supplement the presentation. Information to be presented includes the following:

1. Brief summary of the budget and fee development process used. Include information on student involvement.
2. Include information on student involvement.
3. Fee rate information for the current and past fiscal year, plus the proposed rate for the next fiscal year. Provide a brief explanation of the primary causes of rate changes.
4. Budget summary documents to inform the review process and explain future plans for fee revenue use.

The Finance Commission Director shall prepare a presentation including the aforementioned information for the full Student Senate by March 1 each year.

SECTION 3: LEGISLATION. The Finance Director shall draft legislation in the form of a resolution to be approved through the finance commission and ultimately to student senate in support or otherwise of the non-allocable segregated fee. The Finance Commission has the ability to choose whether there will be one resolution for the entire non-allocable budget or the commission may choose to write a resolution for each non-allocable fee.
1. During deliberations, the Finance Commission Director shall be given twenty minutes to introduce the resolution. During debate, all those present shall have the opportunity to speak no more than five times on the main motion.

2. 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 March.

SUBCHAPTER 4: APPEALS PROCESS

PART 1: REQUESTS

Upon receipt of notification of the Finance Commission’s tentative allocation recommendation, an Organized Activity may request reconsideration of the tentative recommendation for that activity by submitting a written appeal request to the Finance Director within five business days, unless the Finance Commission provides in advance for a longer response period.

PART 2: ACKNOWLEDGEMENT OF REQUESTS

Upon timely receipt of an appeal request, the Finance Commission Director, in writing, shall immediately confirm receipt of the request and notify the representative of the appealing Activity of the format, date, time, and location of the Activity’s appeal hearing and of the Activity’s opportunity to provide the Commission with a written statement in addition to or in lieu of the oral appeal hearing. Copies of such appeal confirmations shall be provided to the Senate President and Vice President, each Finance Commissioner, the Chancellor, the Advisors, and campus media.

PART 3: HEARING TIME LIMITS

Unless the Finance Commission provides for greater time limits, each appeal hearing before the Finance Commission shall be limited to twenty minutes and may be used for presentation by the appealing Activity, for answering questions from the Finance Commission members, and for answering questions from the gallery, time permitting.

PART 4: NOTIFICATION OF RECONSIDERATION RESULTS

Immediately following all appeals hearings, the Finance Commission shall take action on each appeal by vote. The Finance Commission shall reconsider its tentative allocation recommendations for the appealing Activities based on motions from the Finance Commission members. Subsequent to vote by the Finance Commission, the Finance Commission Director shall notify in writing the representative of each appealing Activity of the Finance Commission’s final recommendation and the method and deadline for appealing the Finance Commission’s final recommendation to the Student Senate. Copies of such notices shall be provided to the Senate President and Vice President, the Advisors, and campus media.

PART 5: APPEALS TO THE STUDENT SENATE

SECTION 1: OVERVIEW. An Activity may appeal to the Student Senate the Finance Commission’s final allocation recommendation for that Activity by serving written notice to the Senate President within ten calendar days following the Activity’s receipt of notification from the Finance Director of the Finance Commission’s final allocation recommendation. No activity may appeal to the Student Senate unless it has first appealed to the Finance Commission.
SECTION 2: APPEAL RECEIPT AND ACKNOWLEDGEMENT. Upon timely receipt of an appeal notice from an Activity, the Senate President shall:

1. Confirm, in writing, receipt of the appeal notice and notify the representative of the appealing Organized Activity of the format, date, time, and location of the Organized Activity’s appeal hearing before the Student Senate and of the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Senate Vice President, the Finance Director, the Advisors, and campus media.

2. Schedule the necessary appeal hearings before the Student Senate during the first and/or second reading of the Finance Commission’s Organized Activities Budget Bill.

SECTION 3: PRESENTATIONS. Unless the Senate or the President provide in advance for greater time limits, each Organized Activity appealing before the Student Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Student Senate officers.

PART 6: APPEALS TO THE CHANCELLOR

SECTION 1: OVERVIEW. Following an unsuccessful appeal to the Student Senate, an Activity may appeal an allocation decision to the Chancellor. Such appeal must be submitted in writing within ten days of the Organized Activity’s receipt of notice of the Senate’s action on the appeal to the Student Senate.

SECTION 2: APPEALS MEETING.

Within ten days of the Chancellor’s receipt of the appeal request, the Chancellor shall schedule a meeting consisting of the Chancellor, the Finance Commission’s two advisors, the Finance Director, the Student Senate President and representatives from the Activity appealing. There will be a ten-minute presentation with time for questions following.

SECTION 3: DECISION. The Chancellor shall announce their decision within one week following the meeting specified in Section 2 of this Part. If the Chancellor determines there was a procedural irregularity regarding the allocation decision of the Student Senate, the Chancellor may remand the decision back to the Student Senate for reconsideration.

SECTION 4: TIME LIMITS. All time limits outlined in this section that involve the Chancellor are subject to extension based on the Chancellor’s schedule and potential need to consult with others or gather further information before rendering a decision.

SUBCHAPTER 5: PROCESS AND CRITERIA FOR BECOMING AN ORGANIZED ACTIVITY

PART 1: DEFINITION

An Organized Activity is a student organization or university service or program that complements or supports the total educational experience of the student, relates to the mission of the University of Wisconsin-Eau Claire and meets the criteria established by the Student Senate for being considered an Organized Activity. Only recognized Organized Activities are eligible to receive Segregated University Fee (SUF) support through the SUFAC (Segregated University Fee Allocation Committee) allocation process.
PART 2: CATEGORIES

Several categories of Organized Activities are defined for the purpose of establishing separate funding criteria for each category. An Organized Activity must be placed in one of three categories. The categories do not suggest that an Organized Activity has the same purpose, goal, or mission as the others in its category. Organized Activities within categories tend to have funding needs of the same nature. The categories will be used by the Finance Commission to determine the allowable levels of funding for recognized Organized Activities based on the criteria set for each category. The Finance Commission shall make the final determination placing an Organized Activity into one of the three categories.

1. Campus Media: Campus Media Organized Activities funded through SUF shall include organizations involved in the publishing of student newspapers and other print media and the operating of student radio and television facilities.

2. Student Organizations: Organized Activities in this category must be in “good standing” as defined by the Organizations Commission bylaws.

3. Supplemental Services: Organized Activities in this category must be advised by a University employee whose position description requires them to advise the organization, whose formal work assignment recognizes such service and who is remuneratively compensated for such service. Organizations in this category must supplement the educational experience or welfare of students on campus, as well as provide a service or product that students are able to utilize to enhance their collegiate experiences.

PART 3: CRITERIA FOR RECOGNITION

SECTION 1: NONDISCRIMINATION. Membership, Officer Positions, and Participation Organized Activities should be open to all students as members and officers without regard to any other affiliations of the students; however, student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g. religious or political) may limit membership, officer positions, or participation in the organization to students who, upon individual inquiry, affirm that they support the organization’s goals and agree with its beliefs. Student organization may not exclude students from membership, officer positions or participation on any basis other than the commitment to the beliefs of the organization, consistent with Board of Regents Resolution I.2.f.(2) of December 9, 2006. Each Organized Activity must allow for the free and open discussion of any issue and for any and all student opinions to be heard.

SECTION 2: CONSIDERATIONS. The number of students participating in and served by the organization or activity will not be considered in the determination of the status of the organization as an Organized Activity.

SECTION 3: PROCESS.

1. An organization, to be determined to be an Organized Activity, must have handled its financial activities through the University accounting office for at least the full fiscal year immediately preceding its request for recognition.

2. Once achieving recognition, the organization must continue to work through the university accounting office to maintain status as an Organized Activity.
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CHAPTER XII, SUBCHAPTER 5, PART 3, SECTION 3: PROCESS

3. Each organization applying for recognition must supply the Finance Commission with budgets and with revenue and expenditure statements available for the previous full fiscal year to show budgetary competence.

4. A management and accountability review by the Finance Commission must find the organization suitable for funding based on demonstration of the organization’s fiscal and management competency and responsibility.

PART 4: WRITTEN DESCRIPTION OF ORGANIZATION

The organization that wishes to be recognized as an Organized Activity in the Campus Media or Supplemental Services categories and, as a result, be eligible to apply for SUF support must provide a written description to the Finance Commission prior to April 15th of the semester prior to the academic year in which the organization will submit a request for funds, with actual funding not being available until the subsequent fiscal year. The written description should cover the following, at a minimum:

1. A summary of the activities, functions, events, etc. for which the organization anticipates requesting SUF support.
2. Why SUF support will be requested/required instead of organization fundraising or other sources of funds.
3. Statement of intent covering the mission and expected growth of the organization should it be recognized as an Organized Activity.

PART 5: ORGANIZED ACTIVITY RECOGNITION PROCEDURES FOR STUDENT ORGANIZATIONS

Organizations seeking recognition in the Student Organizations category shall follow the procedures for such listed in the Campus Affairs Commission bylaws.

PART 6: REVIEW AND RECOMMENDATION

At its last meeting in March, the Finance Commission shall:

1. Determine if the statement provided by the organization in response to Par. 7.04 addresses the points outlined in that paragraph.
2. Confirm that the organization has found an advisor and academic and administrative homes.
3. Establish that the organization is in compliance with all of the criteria for recognition as an organized activity or is moving to attain that goal by the end of the semester.

The Finance Commission that is outgoing, based on the transition to a new student government following elections in April, shall develop a recommendation to the incoming Finance Commission of the new government as to its opinion of whether the organization has complied with recognition requirements. The outgoing Finance Director shall transmit the recommendation in written form, with supporting documentation, to the new Finance Commission once the new student government has appointed it. Representatives from the organization must be present at all hearings and/or deliberation meetings.

PART 7: DECISION

1. The new Finance Commission shall review all materials submitted to the outgoing Finance Commission that pertain to the organization, including the recommendation of the outgoing Finance
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[CHAPTER XII, SUBCHAPTER 5, PART 7.1: DECISION]

Commission. If the need arises, the new Finance Commission may hold additional hearings to obtain further information before reaching a decision.

2. The new Finance Commission shall then vote on whether the organization has fulfilled the requirements for Organized Activity status.

3. The vote to approve recognition of such status shall require a two-thirds (2/3) majority of voting members of the Finance Commission present for passage.

4. Organizations under consideration will be notified by letter of the decision of the Finance Commission prior to the last meeting in April.

PART 8: APPEALS PROCESS

1. A hearing on appeal of a decision denying recognition shall take place during the second meeting of the Finance Commission in September, followed immediately at the same meeting by Finance Commission deliberation.

2. A motion to grant recognition based on the appeal may be introduced by a Finance Commission member and shall require a two-thirds (2/3) majority of voting members of the Finance Commission present for passage.

3. Following action by the Finance Commission, the Finance Director shall notify in writing the organization of the outcome within a week.

4. If the appeal is denied the organization may appeal to the Student Senate in bill form, authored by the Finance Director, such bill to be introduced to the Senate by the last Senate meeting in September.

5. The bill requires by a favorable vote by two-thirds (2/3) of Senators present for passage.

PART 9: FIRST BUDGET PROCESS

1. During the first budget cycle in which a newly recognized Organized Activity wishes to be considered for SUF support, the organization shall complete the following or be deemed ineligible for funding in that cycle.

2. The organization shall provide to the Finance Commission all budgets and financial records for the previous full fiscal year. These are to be provided by the second Finance Commission meeting in September or within two weeks of recognition as an Organized Activity, whichever is later.

3. Representatives of the organization shall participate in an interview with the Finance Director and at least one other member of the Finance Commission before the second Finance Commission meeting in October. The organization must submit its budget request to the office of the Finance Commission advisors and to the Finance Commission Director at least one week prior to the budget deadline established for other Organized Activities.

PART 10: DELIBERATIONS AND APPEALS

During deliberations the Organized Activity must receive a majority vote, as required by all Organized Activities, to receive funding or be granted a successful appeal.

PART 11: REVIEW OF RECOGNITION STATUS

SECTION 1: REVIEW. During deliberations the Organized Activity must receive a majority vote, as required by all Organized Activities, to receive funding or be granted a successful appeal.
SECTION 2: REVOCATION. Organized Activity status, once granted, shall be continuous unless revoked by action of the Finance Commission. Such action shall require a two-thirds (2/3) vote of those members of the Finance Commission present and shall be based on a determination that the organization no longer meets the criteria for recognition as specified in Chapter XII, Subchapter 5, Parts 3 and 5 of these bylaws. Various actions by an organization can trigger a review of its recognition status including, but not limited to, failure by an Organized Activity to submit a budget and budget narrative or revenue and expenditure statements to the Finance Commission.

SUBCHAPTER 6: FUNDING CRITERIA FOR ORGANIZED ACTIVITIES

PART 1: GENERAL FUNDING CRITERIA

SECTION 1: PHILANTHROPIC ACTIVITIES.

1. SUF funding may not be used on any type of philanthropic activity or event.
2. Philanthropic events, for the purposes of SUF funding support, are any type of activity, event, program, service, or otherwise, of an Organized Activity that is intended to raise money for any other group, organization, or cause. Organized Activities must use a different source of funding to cover the costs and expenses of this type of activity or event.

SECTION 2: TRAVEL.

1. Travel must be of benefit to those other than solely the traveler(s).
2. A SUF-supported travel shall represent the University itself and not solely the Organized Activity or traveler(s) involved. Compliance with this requirement must be demonstrated to the Finance Commission at budget hearings.

PART 2: STUDENT ORGANIZATIONS FUNDING CRITERIA

The Student Organization must be considered in “good standing” as defined by the Organizations Commission bylaws

PART 3: SUPPLEMENTAL SERVICES

In determining the allocation amount for each recognized Organized Activity in this category, the Finance Commission will take into consideration any 3-year minimum funding levels that may be in place for the Supplemental Service, the impact of the Supplemental Service on the University, and the employment and other contractual obligations of the Supplemental Service.

PART 4: RECORDSKEEPING

It is the responsibility of each Organized Activity to keep all records, documents and receipts in the case of a possible audit. The length of time each type of record is to be retained shall be in accordance with University records retention standards.

SUBCHAPTER 7: ORGANIZED ACTIVITIES, INTRAMURALS, AND TRANSIT FEE BILL

PART 1: BUDGET BILL
BYLAWS OF THE STUDENT SENATE

[CHAPTER XII, SUBCHAPTER 7, PART 1: BUDGET BILL]

Following consideration of all appeals, if any, of its tentative Organized Activities budget allocation recommendations for the next fiscal year, the Finance Commission shall adopt and, via the Finance Director, introduce to the Student Senate a bill proposing the Organized Activities Budget the third meeting of the spring semester that shall incorporate the Finance Commission’s final recommendations for Organized Activities budget allocations, the three-year minimum allocations for Athletics and Recreation and the Organized Activities Segregated Fee rate. A public forum about this budget bill shall be held in between its first and second readings.

PART 2: SENATE DELIBERATION

Student Senate deliberation of the Organized Activities bill shall follow the process described in Chapter VI, Subchapter 2, Part 8, Section 5 of these bylaws.

SUBCHAPTER 8: ORGANIZED ACTIVITY ENDING BALANCES

PART 1: ENDING BALANCE ASSESSMENT

Each fall, the Finance Director or Finance Intern, in coordination with the budget and resource planning office, shall complete an ending balance assessment to determine Organized Activity ending balances. Each Organized Activity shall be notified of the results of the assessment by the first week in October.

Organized Activities may file an appeal if there are pending expenses to be recorded or they think the assessment was done in error. The appeal must demonstrate planned expenditures prior to receiving notice of the clearing account contribution. This can be demonstrated through approved project plans, invoices, work orders, etc.

PART 2: POSITIVE ENDING BALANCES

Organized Activities with positive ending balances will have the balance transferred to the Organized Activities Operation account, less 5% of the activity’s prior year expenses which will remain in the organized activity’s account and will be available for the current fiscal year.

PART 3: NEGATIVE ENDING BALANCES

Organized Activities are expected to end each fiscal year without a deficit. Activities may not apply for a special allocation to cover negative balances.

While an Organized Activity cannot apply for a special allocation to cover a deficit from a previous fiscal year, they can apply in the current fiscal year for a special allocation to cover unexpected expenses in accordance with Article 12. Additional funds may be requested to relieve the deficit, given that the organized activity has demonstrated a commitment to bringing the account positive again and has implemented strategies to ensure that they do not enter a deficit again.

Any organized activity found to be in a deficit greater than 5% of the prior fiscal year’s expenses must come before the finance commission to discuss the deficit and describe the plan to relieve the deficit within 3 fiscal years.

Any Organized Activity Director or their designee may file an Ending Balance Assessment Appeal to request some or all the money that is set to be returned to the clearing account if they feel the balance being returned is unreasonable or done so in error. The Student Senate Finance Commission must pass
BYLAWS OF THE STUDENT SENATE

CHAPTER XII, SUBCHAPTER 8, PART 3: NEGATIVE ENDING BALANCES

the request with a simple majority. This policy may be superseded by a memorandum of understanding between the Finance Commission and any individual organized activity. All memorandums must be reviewed and passed by a 2/3 majority of the Finance Commission.

SUBCHAPTER 9: SPECIAL ALLOCATIONS

PART 1: DEFINITION

Occasionally, an Organized Activity may have an unexpected circumstance occur which will change the level of funding needed for a program during the course of a fiscal year. An unallocated portion of the Organized Activities Budget may be held in reserve to enable the Finance Commission and Student Senate to consider cases in which additional funding is deemed appropriate and necessary. These special allocations of funds to Organized Activities are not to be recurring in nature.

PART 2: CRITERIA

The following criteria generally are used in reaching a decision about a special allocation:

1. The event or activity to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community.
2. This event or activity must be determined to be an extraordinary item. Events or activities shall not be funded via a special allocation on a recurring, yearly basis.
3. Primary consideration will be given to groups that attempt to economize on expenses.
4. NOTE: Meeting these criteria does not insure approval of a special allocation request, as other factors may also affect a funding decision.

PART 3: CO-SPONSORED EVENTS

An Organized Activity may co-sponsor an event that is primarily hosted by another university group (i.e. student club or organization). If the Organized Activity, in co-sponsoring the event, has provided funding for it, the event is eligible for additional funding through a special allocation. Such an event is still subject to the above evaluation criteria and could receive no funding, matching funds or full funding as a special allocation. The co-sponsoring Organized Activity shall be responsible for the request to the Commission as well as the expenditure of the special allocation for the event.

PART 4: INTRODUCTION AND VOTING

The unallocated Organized Activities Special Allocations account within the Organized Activities Budget used to fund special allocations is controlled by the Controller, who shall allocate funds from the Special Reserve only upon approval of the Student Senate. The special allocation motion shall be introduced by the Finance Director in bill form, and in the next Student Senate meeting’s debate, the Director shall refer his or her first speaking turn to the member of the gallery wishing to present this request to the Senate. Passage shall require a majority vote of the Student Senators present.

PART 5: ORGANIZED ACTIVITIES SPECIAL ALLOCATION ACCOUNT

All special allocations must be paid for directly from the unallocated Organized Activities Special Allocation account within the Organized Activities Budget. Each September, the Finance Commission will allocate a fixed amount from the Carryover balance to be placed in the Special Reserve account. This amount must then be presented to the Senate before October 1 for approval by simple majority. Any
BYLAWS OF THE STUDENT SENATE

CHAPTER XII, SUBCHAPTER 9, PART 5: ORGANIZED ACTIVITIES SPECIAL ALLOCATION ACCOUNT

Increases to the amount allocated to the Special Reserve account must be approved by the Senate by three-fourths majority. Any remaining funds in the ‘Special Reserve account at the end of the fiscal year will be placed back in the Carryover balance.

PART 6: STUDENT INITIATIVE REQUESTS

Occasionally, a student may have an idea for a novel campus initiative or service that cannot go through other funding processes, but if funded would benefit a significant portion of campus. Approved student initiative requests shall follow the same processes as outlined in Chapter XII, Subchapter 9, Part 4 of these bylaws.

SECTION 1: CRITERIA. The following criteria shall be used to assess the merits of a student initiative requests:

1. The initiative or service requires only a one-time expenditure.
2. The initiative or service will benefit a significant portion of campus.
3. The students seeking funding couldn’t fulfill the criteria of other available funding sources.
4. The initiative or service is novel to campus, or provides for significant improvements to an existing initiative or service already provided on campus.
5. NOTE: A specific event or activity that already received special allocation funding, or was denied such funding, shall not be eligible to receive student initiative request funding for its sponsoring Organized Activity or student organization. Additionally, meeting these criteria does not ensure approval of a student initiative request, as other factors may also affect a funding decision.

SECTION 2: CO-SPONSORS. Co-sponsors for student initiative requests shall be an established organized activity, student organization, or administrative department. They shall receive and disburse funding for approved student initiative requests. Student Senate shall serve as the default co-sponsor for any student initiative requests. However, applicants are strongly encouraged to find a more appropriate co-sponsor prior to applying.

PART 7: DETERMINATION OF FUNDING SOURCES

Any special allocation requests shall be presented directly to the Finance Commission and they shall determine if the funding source should be the SOF, carryover balances, the special reserve, or other revenue streams.

SUBCHAPTER 10: AUDITING ORGANIZED ACTIVITIES

PART 1: DEFINITION

An audit is the examination and verification of accounts and records of an Organized Activity that receives SUF monies distributed by the Organized Activity Budget or Special Reserve Account.

PART 2: USE
BYLAWS OF THE STUDENT SENATE

CHAPTER XII, SUBCHAPTER 10, PART 2: USE

Audits of Organized Activities will be conducted randomly via a queue system to be set up by the Finance Director. The Student Body President or Finance Director can initiate audits of a specific Organized Activity. The use of audits are to verify that SUF monies are used for the allocated purpose, and to verify organizations have maintained their Organized Activity status.

PART 3: QUEUE

The Finance Director will create a queue of audits no later than the first week of October. The queue will be of a sufficient length to occupy the professional time of the Finance Director and Finance Intern. This queue will rotate every academic year to ensure all Organized Activities are audited at least every two years.

PART 4: CONDUCTING AN AUDIT

When conducting an audit the auditor will follow the stated guidelines:

1. The Finance Director or the Finance Intern will conduct an audit.
2. The auditor will request any documents and receipts necessary to complete the audit from the Organized Activity being audited.
3. The auditor may only request records as far back as the length of time records need to be maintained in accordance with University records retention standards.
4. During the course of the audit, the auditor will maintain a detailed report of all finding.

A written report will be submitted to the Finance Commission upon completion of the audit. The report will be forwarded to the Executive Board of Directors and full body of the Student Senate if any discrepancies are found in the course of the audit.

CHAPTER XIII – ACADEMIC AFFAIRS

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of the University, is granted responsibility for the distribution, approval, and assessment of Blugold Commitment Differential Tuition fees and corresponding budget in accordance with Chapter XIII, Subchapter 2 of these bylaws.

PART 1: ACADEMIC AFFAIRS COMMISSION

The Academic Affairs Commission is a standing commission of the University of Wisconsin-Eau Claire Student Senate. The Academic Affairs Commission will be the liaison between the student body and university on matters that concern academic policies. The Academic Affairs commission is tasked with upholding the purpose of the Blugold Commitment Differential Tuition Program. The commission annually recommends to the Student Senate a plan for the distribution of the Blugold Commitment Differential Tuition Budget. Lastly, the Academic Affairs Commission will be responsible for communicating with the University of Wisconsin System regarding system-wide academic policies. The Academic Affairs Commission will examine how the academic policies proposed by the University Senate Academic Policies Committee and the University of Wisconsin System Regents affect students and shall take appropriate action.

SECTION 1: MEMBERSHIP. The voting members of the Academic Affairs Commission shall be composed of the following:
1. The Director of the Academic Affairs Commission, who shall be called the Academic Affairs Director.
2. An unlimited amount of members appointed by the Student Senate.
3. At least one student member from each college’s curriculum committee.

SECTION 2: MEMBERSHIP CONSIDERATIONS.

1. The Academic Affairs Director through a process of their determination will recommend all members of the Academic Affairs Commission to the Student Senate President for appointment to the Academic Affairs Commission.
2. The Academic Affairs Director shall make an effort to appoint members from a wide variety of academic, demographic and personal backgrounds. The Academic Affairs Director shall also request the Dean of each college send forth an e-mail to their college soliciting participation on the committee or that each Dean recommend one student to serve on the Academic Affairs Commission.
3. At all times, the Academic Affairs Commission must consist of at least five total members. At the start of a new Student Senate session when a new Academic Affairs Director is appointed, all members must re-apply to be considered for re-appointment to the Academic Affairs Commission.

SECTION 3: ADVISORS.

1. The Campus Provost, Vice Chancellor for Academic Affairs, and the Chair of the University Senate Academic Policies Committee shall be considered as possible advisors and resources to the Academic Affairs Commission with no voting rights, at their convenience.
2. The Academic Affairs Director shall invite the Campus Provost, Vice Chancellor of Academic Affairs, Budget Officer of Academic Affairs, and the Chair of the University Senate Academic Policies Committee to attend, at minimum, two Academic Affairs Commission meetings each academic semester. Preferably each of those members shall be invited to attend different meetings, if possible.
3. Advisors to the Commission have no voting rights but retain speaking rights. Advisors are requested to support the work of the Commission in the following ways:
   a. Serve as a resource for the Academic Affairs Director and Commission members as well as institutional memory.
   b. Update and inform the commission on academic matters university and system wide.
   c. Help formulate recommendations and make suggestions.

SUBCHAPTER 2: DIFFERENTIAL TUITION

PART 1: PURPOSE

These bylaws are established to ensure the transparent, inclusive, and orderly implementation of the Blugold Commitment Differential Tuition Program. The bylaws govern the processes to be used and the decision-making authority for each party involved in the Blugold Commitment Differential Tuition Program.
BYLAWS OF THE STUDENT SENATE

[CHAPTER XIII, PART 1: PURPOSE]

PART 2: CRITERIA AND CALL FOR PROPOSAL

SECTION 1: ESTABLISHING CRITERIA. The Student Senate may establish a list of criteria and expected outcomes for the differential tuition program. These criteria and expected outcomes would serve as guidelines for the Categorical Committees’ rankings and the Funding Analysis Committee’s allocation decisions. The Provost and Vice Chancellor for Academic Affairs are expected to support the Student Senate recommendations except for the most compelling reasons. If any such situation should occur in which the Provost feels that he or she cannot support the recommendations, the Provost or members of the Provost’s staff shall meet with the Director of Academic Affairs to attempt to come to a solution.

The Academic Affairs Director, in conjunction with the Academic Affairs Commission, would establish and approve a list of criteria. The list would then be submitted to the Student Senate for approval. The Senate may, with a simple majority, make modifications to the criteria. Senate approval of any established criteria would take place in the spring semester and would apply to the following year’s differential tuition funding cycle.

Student Senate shall refrain from establishing criteria unless extenuating circumstances develop and pre-established criteria are determined as necessary to accomplish the broader goals of the Blugold Commitment.

SECTION 2: CALL FOR PROPOSALS. At the beginning of the fall semester, the Office of the Provost shall issue a Call for Proposals to all faculty and academic staff. The Provost’s office will collect proposals in a manner and timeline of its designation, so as to allow proposals to be prioritized within operational areas.

The Office of the Provost is responsible for designing and managing the proposal forms and the annual Call process. The Provost or his or her designee will consult with the Student Senate Academic Affairs Director on the format of the proposal form before it is sent to faculty and academic staff. The Call for Proposals shall clearly articulate the program array categories and associated criteria approved by the Student Senate the preceding spring semester.

SECTION 3: DURATION OF PROJECT PROPOSALS. All proposals may request to be categorized in one of three funding categories: One Year, Multi-Year, or Base. Proposals requesting either multi-year or base funding are expected to submit a three year budget plan. Multi-year proposals will be granted funding for three years and then must reapply for funding. Multi-year proposal will be subject to annual assessment. Proposals granted base funding will be guaranteed funding for three years, at which time they will also be subject to assessment. The proposals will then either be placed on probationary status or renewed. The full assessment process is detailed in Chapter XIII, Subchapter 2, Part 6 of these bylaws.

1. PROJECT PROPOSALS WITH BASE PERSONNEL FUNDING: Faculty positions shall be committed, as appropriate, incrementally as follows. Proposals requesting positions shall clearly articulate student learning outcomes to be achieved. Selected proposals shall receive a commitment for one-time (non-base) funding for up to the next three years to be used to “backfill” for faculty involved in the project. When the project seeks renewal, assessment data must be provided that clearly indicates sufficient student learning. If the project is selected for continuation, base funding and FTE positions can be allocated to the program
with the explicit expectation that the project continue to demonstrate sufficient student achievement of the student learning outcomes. Projects receiving base-funded FTE positions are subject to the same assessment process as all other base-funded proposals. Projects that fail to demonstrate sufficient student achievement are subject to discontinuation. If a project is discontinued, the awarded FTE positions shall be reclaimed by the Blugold Commitment whenever vacancies permit.

SECTION 4: RANKING OF COLLEGE DEANS AND DIVISION ADMINISTRATORS. The deans of each college, the Vice Chancellor for Student Affairs, the Provost and Vice Chancellor for Academic Affairs, and the Assistant Chancellor for Budget and Finance shall rank the proposals from their respective college or division. The division administrators shall provide sufficient feedback to Categorical Committees including but not limited to feasibility of proposal and potential for student learning. The feedback shall detail the rationale behind the ranking if necessary. Rankings are to be conducted either through quartiles or straight numerical ranking, if quartiles are not feasible.

PART 3: CATEGORICAL COMMITTEES

SECTION 1: COMMITTEES. After the proposals have been ranked by the deans of the colleges or appropriate administrators and organized by the Provost’s staff, all proposals will be placed into a particular category. The Categorical Committees will be formed to evaluate proposals in the following program areas: Research and Scholarly Activity, Immersion Experiences, Internships/Practicum, Learning and Teaching Enhancements, Innovative Projects.

Each committee ranks all proposals after they have been marked for mission alignment by the Provost and ranked by the appropriate dean of the college.

If the number of proposals in a specific category is deemed to be too large for one committee to effectively review and rank in the given timeframe, another committee of similar structure may be formed under that specific category.

SECTION 2: COMMITTEE MEMBERSHIP. Each committee shall consist of three students, two faculty or academic staff members and at most one administrative representative who will be a non-voting member. Committee members are expected to be at all necessary meetings of the committee. Students should, when possible, be from different colleges. All committee members shall have the following responsibilities:

1. Fully comprehend the policies governing differential tuition.
2. Understand the funding structures and the tentative funding goals for their particular categories.
3. Be present and an active member of their committee.
4. Follow the rules and guidelines established in these bylaws and by the Student Senate.
5. Recuse themselves from discussions of a proposal in the case of a real or perceived conflict of interest.
6. Maintain a collegial collaborative partnership among students, staff, and administration.
BYLAWS OF THE STUDENT SENATE

[CHAPTER XIII, SUBCHAPTER 2, PART 3, SECTION 2: COMMITTEE MEMBERSHIP]

A representative from the Office of the Provost and the Student Senate Academic Affairs Commission shall inform all members of their duties and responsibilities on the Categorical Committee and shall be available to answer any inquiries as they arise.

Undergraduate students that meet the grade point and credit criteria as described in Chapter IV, Subchapter 4, Part 1 of these bylaws are eligible to serve on these committees. There shall be a minimum of one Student Senate member on each Categorical Committee.

The Provost shall appoint two members of the faculty and/or academic staff to each Categorical Committee. The Provost may also appoint staff to the Funding Analysis Committee as necessary.

SECTION 3: COMMITTEE CHAIR. Each Categorical Committee shall internally appoint a chair who has the following responsibilities:

1. Prepare meeting agendas and minutes.
2. Establish meeting times in which all committee members will be present.
3. Keep an active record of ranking of each proposal, and provide the list to the Funding Analysis Committee.
4. Keep a detailed list of proposals or departments which are on provisional status.

SECTION 4: PROCEDURES. If in the discussion of the ranking of specific proposals, it becomes necessary to take an issue to vote, a vote shall be called. Majority vote shall carry. The committee chair shall keep a record of all voting and motions made.

During each Categorical Committee, the committee chair must submit in writing rationale behind the committee’s decision in ranking of a particular proposal. These supplemental materials shall be included with the ranking recommendation of the committee as well as the college dean’s recommendation and ranking.

PART 4: FUNDING ANALYSIS COMMITTEE

SECTION 1: COMMITTEE. The Funding Analysis Committee determines the allocation of funding to the proposals within the program array approved by the Student Senate. The committee shall take the input and feedback from the college deans and the Categorical Committees when making funding decisions on proposals.

SECTION 2: MEMBERSHIP. The Funding Analysis Committee shall include up to four student representatives (including the Academic Affairs Director) and four representatives from the Office of the Provost. All committee members shall have the following responsibilities:

1. Fully comprehend the policies that govern differential tuition.
2. Understand the funding structures and the program array and associated target funding levels as approved by Student Senate.
3. Be present and an active member of the committee.
4. Follow the rules and guidelines established in these bylaws and by the Student Senate.
5. Recuse themselves from discussions of a proposal in the case of a real or perceived conflict of interest.
6. Maintain a collegial collaborative partnership among students, staff, and administration.
BYLAWS OF THE STUDENT SENATE

[CHAPTER XIII, SUBCHAPTER 2, PART 4, SECTION 2: MEMBERSHIP]

A representative from the Office of the Provost and the Student Senate Academic Affairs Commission shall inform all members of their duties and responsibilities on the Committee.

The Academic Affairs Director will appoint Student Senate members with the advice and consent of the Student Senate. The term for appointment for all members is one year.

SECTION 3: PROCEDURES. In the case of a split vote on the Funding Analysis Committee, the chair may move the agenda to other business to avoid a stalemate. For funding of any proposal, a majority vote must occur. In the case of a split vote, negotiations should occur to allow progress on the allocation. The Provost or his or her designee, as chair, may not cast a tie-breaking vote beyond their original vote.

SECTION 4: PROVOST INITIATIVES. Based on the Centennial Plan, historical evidence, and the mission of the University of Wisconsin – Eau Claire, the Provost shall develop and implement Provost Initiatives each differential tuition budget cycle. Provost Initiatives shall be limited to the following:

1. Implementing prototypes for a revised General Education program.
2. Improved freshmen and transfer student advising.
3. Course availability.

The Provost’s Office shall present to the Student Senate a detailed description of these Provost Initiatives, complete with departmental participation and proposed budgetary information. Prior to the presentation of the Provost Initiatives to the Student Senate, the Provost shall vet the proposals with the Student Body President, Student Body Vice President, and Student Senate Academic Affairs Commission Director. Provost Initiatives shall not exceed 25% of the total programmatic funding for any given tuition cycle without a simple majority roll call bill by Student Senate.

The Provost Initiatives shall be submitted to the Funding Analysis Committee for consideration.

PART 5: STUDENT SENATE OVERSIGHT

SECTION 1: OVERVIEW. At the conclusion of the Funding Analysis Committee, the Academic Affairs Director shall submit a bill for Student Senate’s consideration containing a list of funded proposals, the amount requested by the proposal author, the amount granted by the Funding Analysis Committee and any other relevant or requested information. In addition, the bill shall outline the items on the provisional status list and details if applicable about those specific proposals. The bill before Senate shall be approved by simple majority vote.

The bill presented to Student Senate must include the following:

1. List of proposals funded, amounts requested and amounts rewarded by the FAC.
2. Funding plan, including total available funds, total amount spent and expected carryover.
3. Funding plan for the Provost Initiatives.
4. Amount allocated to financial aid.
5. Report detailing expected coverage of the proposed financial aid amount.

PART 6: ASSESSMENT
SECTION 1: ONE-YEAR FUNDING. Proposals funded for only one year will have to submit a proposal the following year in order to continue to receive funds. In order to be approved for another year of funding, or to qualify for multi-year or base funding, the proposal is expected to contain assessment data or a statement of achieved outcomes in order to receive funds. Assessment and recommendation will occur in the Fall Semester through the previously established Funding Analysis Committee process as defined in Chapter XIII, Subchapter 2, Part 4 of these bylaws.

SECTION 2: MULTI-YEAR PROPOSALS.

1. PROGRESS REPORTS: Proposals that receive multi-year funding will be expected to submit an annual progress report to continue to receive funding. This report will be submitted to the Department Chair or Unit Director in mid-February. Chairs/Directors will then share their findings with their corresponding Dean or Vice Chancellor. Deans and Vice Chancellors will then share their reports with the Provost’s Office.

2. FUNDING ANALYSIS COMMITTEE REVIEW: After reports are due to the Provost’s Office, the Funding Analysis Committee (as defined in Article 4) will meet to assess progress of the proposals. The FAC will convene in early March, and its decisions may include the continuation of planned funding, new goals or expectations to be assessed by the remainder of the proposal’s current funding period, or in unfortunate circumstances, discontinued funding. These decisions will be shared with proposers and their supervisors, as well as with the Student Senate.

SECTION 3: BASE-FUNDING PROPOSALS.

1. PROGRESS REPORTS: Proposals that have been granted base-funding must submit a progress report to the Provost’s Office in their third year of funding. This report will be submitted in February, and will be reviewed by the Funding Analysis Committee in March.

2. FUNDING ANALYSIS COMMITTEE REVIEW: The Funding Analysis Committee will convene in March to review the proposal’s progress and determine whether or not the proposal has adequately achieved the necessary outcomes to justify continued funding.
   a. CONTINUED FUNDING: If adequate progress is determined by the FAC during review, the proposal will receive an additional five fiscal years of funding before undergoing the full review process again.
   b. PROBATIONARY STATUS: If inadequate progress is not achieved (as determined by the FAC during review) the program will be placed under probationary status, the terms of which may be determined by the FAC. If the terms of a proposal’s probationary status are met by the FAC’s established deadline, the program will receive an additional five years of funding before undergoing the full review process again.

SECTION 4: STUDENT SENATE ASSESSMENT OVERSIGHT. All funding decisions assessed by the Funding Analysis Committee will be presented before the Student Senate as soon as possible after notifications are sent to proposers.

1. FUNDING INCREASES: If for any reason at all the Funding Analysis Committee finds it necessary to increase funding to a specific proposal during review, any funding increase must be brought before the Student Senate in bill form and be passed by a 2/3 majority.
SUBCHAPTER 3: ACADEMIC POLICY ADVOCACY

PART 1: PURPOSE
The Commission shall establish a formal list of priorities, consistent with the purposes of both the Commission and Blugold Commitment Differential Tuition, which seeks to address issues of concern to the student body which may not command the immediate attention of the Commission or other shared governance actors in the area of academic policy.

PART 2: ROLES OF AAC MEMBERS

SECTION 1: ROLE OF THE AAC DIRECTOR. The Academic Affairs Commission Director shall make every effort to advocate for issues which the Academic Affairs Commission deems appropriate in all applicable shared governance processes.

SECTION 2: AAC COMMISSION MEMBER ROLES. AAC Commission members shall assist the Director in their efforts to see these priorities through to fruition in the shared governance process, and shall assist the AAC Director in formulating the priority summary based on input from the student body.

PART 3: PRIORITY FORMULATION

SECTION 1: PUBLIC FORUM. A public forum sponsored by AAC shall be held by the third AAC Commission meeting of each semester in order to hear from the student body academic policy issues which are of concern to them, and which students may feel are being neglected.

SECTION 2: PRIORITIES DETERMINATION. Issues raised in this forum shall be compiled by commission members and organized into distinct priorities by the following metrics:

1. What areas of academic policy would be impacted, and in what ways.
2. What the applicable stakeholders would be for this issue.
3. Timeline of implementation.
4. Desired outcomes.

PART 4: PROCESS
By the fifth meeting of each semester, the Commission shall draft a summary of its advocacy priorities for that semester based on the issues raised during the public forum. This priority summary must be affirmed by both the Commission and the Student Senate in order to take effect.

PART 5: CAMPUS CLIMATE
The Academic Affairs Commission shall use the results from the biennial Campus Climate survey, and shall utilize its authority under Article 6 of these bylaws, to assess and promote policies addressing campus climate issues as they relate to student learning and academic success.

CHAPTER XIV – STUDENT ORGANIZATIONS AND STUDENT LIFE

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES
Consistent with Wis. Stats. 36.09(5), which governs student shared governance in the state of Wisconsin and guarantees students the rights of self-assembly and self-governance as it relates to furthering student life,
services, and interests, Student Senate shall promulgate its responsibility to improve student life and advance student interests through the Campus Affairs Commission.

PART 1: CAMPUS AFFAIRS COMMISSION

SECTION 1: PURPOSE. The Campus Affairs Commission, as a standing commission of the University of Wisconsin-Eau Claire Student Senate, shall recommend to the Student Senate policies regulating the formation, funding, and structure of Student Organizations.

SECTION 2: AUTHORITY. The Campus Affairs Commission, in conjunction with the Activities, Involvement, and Leadership Office, shall define, grant, and when necessary, revoke the status of Recognized Student Organizations (hereby referred to as RSO), which extends certain temporary privileges attained in the process of becoming and maintaining an officially recognized student organization of the University of Wisconsin – Eau Claire.

SECTION 3: RESPONSIBILITIES. The Campus Affairs Commission shall:

1. Review student organization agreements/constitutions and amendments to constitutions and shall recommend action, to the Student Senate, on the student organization constitutions and amendments thereto.
2. Advise and monitor existing student organizations concerning compliance with applicable Student Senate and University of Wisconsin – Eau Claire policies, rules, and regulations.
3. Disseminate information through workshops, visiting organizations, BluSync, and any other means necessary. These presentations shall include handouts and e-mail correspondence when requested by the student organization.
4. Review the Student Organizations & Advisors Handbook and the Student Organization Funding Handbook Annually, making necessary changes and updates to reflect current University of Wisconsin – Eau Claire and UW Systems policy.
5. Host mandatory meetings - once per semester - for new, relatively new, and reactivated student organizations to discuss the fundamentals to writing a Student Organization Agreement/Constitution form outlined in the “Student Organizations and Advisors Handbook”, provide a brief BluSync tutorial, and give an overview of the rules and policies that affect student organizations on the campus of the University of Wisconsin-Eau Claire.

SUBCHAPTER 2: STUDENT ORGANIZATION ANNUAL RENEWAL REQUIREMENTS

PART 1: BLUSYNC ORGANIZATION RENEWAL SUBMISSION REQUEST

Organizations wishing to renew their organization must do so by the second Wednesday of October.

SECTION 1: REQUIREMENTS. A Student Organization Agreement/Constitution Form must be completed and approved by the Campus Affairs Commission for renewal. Additionally, all BluSync profiles and contact information – including those of current UWEC faculty/staff advisor(s) – must be current. All recognized student organizations must also maintain the following Executive positions:

1. President – Students may hold the presidential role for only one student organization at any given time.
2. BluSync Representative – designated member to oversee all administrative functions of the organizations’ portal.
3. Treasurer – designated member to oversee all financials of the student organization as well as oversight of all bank accounts (ensuring organization advisor is listed on all bank accounts).
4. Secretary – designated member to take minutes and provide other support/secretarial duties as assigned

PART 2: MANDATORY WORKSHOP ATTENDANCE

It is required that one Executive Board member/leadership member attends the annual mandatory workshop – Kaleidoscope (each fall semester) (other members encouraged to attend).

PART 3: FINAL SUBMISSIONS DEADLINE

All Corrections and Final Submissions must be submitted by the Wednesday before Thanksgiving each fall.

SUBCHAPTER 3: NEW STUDENT ORGANIZATION REQUESTS

PART 1: INITIAL SUBMISSION

Upon submission of a BluSync Organization Registration Request, the organization is then provided a BluSync portal and placed on Provisional Status for up to six weeks.

PART 2: REQUEST REVIEW

Following the six week Provisional Status period, Campus Affairs Commission shall review the organization’s request and Student Organization Agreement/Constitution Form.

PART 3: APPROVAL PROCESS

If the Student Organization Agreement/Constitution Form is approved, the new organization is introduced under New Business of the next general meeting of Student Senate as “The Constitution of X Organization”, and is subject to Student Senate approval or denial via voice vote.

PART 4: APPLICATION PERIOD

New Student Organization Requests are accepted each fall from September 1st to November 30th.

SUBCHAPTER 4: STUDENT ORGANIZATION REACTIVATIONS

PART 1: REQUEST SUBMISSION

Student Organizations wishing to become active again shall submit a Reactivation Request form via BluSync.

PART 2: REQUEST REVIEW

Campus Affairs Commission shall review the Reactivation Request and Student Organization Agreement/Constitution Form.

PART 3: APPROVAL PROCESS
BYLAWS OF THE STUDENT SENATE

[CHAPTER XIV, SUBCHAPTER 4, PART 3: APPROVAL PROCESS]

If approved, the Student Organization shall become officially recognized. If not approved, the Student Organization must make appropriate revisions to its Student Organization Agreement/Constitution Form – as prescribed by the Campus Affairs Commission – and re-submit their request via BluSync.

SUBCHAPTER 5: STUDENT ORGANIZATION NAME CHANGES

PART 1: REQUEST

A Student Organization wishing to change its name may submit a Name Change Request Form via BluSync.

PART 2: REVIEW

Campus Affairs Commission shall review the Name Change Request Form and revised constitution for their approval or denial.

PART 3: APPROVAL PROCESS

If approved by the Campus Affairs Commission, the Student Organization’s name becomes officially changed to the name it had requested. This name change shall be announced at the next general meeting of the Student Senate. If not approved, the Student Organization must make necessary revisions – as prescribed by the Campus Affairs Commission – and re-submit its request via BluSync.

SUBCHAPTER 6: STUDENT ORGANIZATION STATUS AND STANDING

PART 1: DEFINITION OF “GOOD STANDING”

Student Organizations must meet the following annual requirements to be considered in “good standing”:

1. The Student Organization must submit a current and updated Student Organization Agreement/Constitution Form to meet the requirements as established by the Campus Affairs Commission. This must be done via BluSync by the second Wednesday of October.
2. The Student Organization must provide up-to-date profile and contact information for the Student Organization’s primary contacts and current University of Wisconsin-Eau Claire faculty/staff advisor via BluSync. This must be completed by the second Wednesday of October.
3. The Student Organization must send one executive board member or leadership member to attend the annual mandatory workshop – Kaleidoscope – each fall semester. Organizations may have more than one of their members attend if they see fit. Students attending the annual workshop may represent up to three Student Organizations.

SUBCHAPTER 7: STUDENT ORGANIZATION CONDUCT COMMITTEE

Should an internal dispute arise within or an incident be reported involving one or multiple student organizations, the incident shall be reported and adjudicated by the Student Organization Conduct Committee (hereby referred to as the SOCC).

PART 1: MEMBERSHIP

The SOCC will consist of the following members:

1. A minimum of four Student Senators
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CHAPTER XIV, SUBCHAPTER 7, PART 1: MEMBERSHIP

2. A minimum of four non-Student Senators

PART 2: MEMBERSHIP SELECTION

SOCC member candidates will be interviewed by the Campus Affairs Commission Director and will be appointed by the Student Senate President after being approved by the Student Organizations Coordinator and the SOCC Chair.

PART 3: MEMBER RESPONSIBILITIES

All Members of the SOCC and the SOCC Chair, must complete Specialized Student Organization Conduct Training from the Dean of Students and Activities, Involvement, and Leadership Office. Trainings should be held each semester.

PART 4: SOCC HANDBOOK

Further Information on the SOCC and the hearing structure/processes can be found in the most current version of the SOCC Handbook and from the Office of the Dean of Students.

SUBCHAPTER 8: STUDENT ORGANIZATION FUND

PART 1: FUNDING OPPORTUNITIES

In order to apply for Segregated Fee Funding, Student Organizations must abide by the following:

1. Must be a recognized student organization (RSO) and in continuous good standing for one full semester prior to the start of the fiscal year for which they are applying.

2. Must be in good standing at the time of application for funding.

3. If, at any point, between the organization’s application for Segregated Fee Funding and June 30th of the fiscal year funds were allocated for, the student organization’s good standing is revoked, the organization will no longer be qualified to receive its previously approved Segregated Fee Funding.

PART 2: BUDGET/FUNDING PROCESS TIMELINE FOR THE STUDENT ORGANIZATIONS ACCOUNT

SECTION 1: APPLICATION DEADLINE. Applications for funding in the next fiscal year are available and accepted from November 1st and are due no later than February 1st of the current fiscal/academic year.

SECTION 2: PRESENTATIONS. During the 2nd week of February, the Applying Student Organization must sign up for a Presentation time to present their requests and budget to the Campus Affairs Commission – Funding Team. All presentations should take place within the same week.

SECTION 3: DELIBERATIONS. Deliberations shall take place the week following presentations in order to provide the Funding Team Adequate time to listen to the audio recordings any presentations they may have been absent for.

SECTION 4: FINANCE COMMISSION OVERSIGHT. After Deliberations, the Campus Affairs Director and members of the Funding Team shall present their findings from the completion of
deliberations. The Finance Commission is to analyze the Allocations and approve that they follow all University and State Policy Concerning the use of the fee money.

SECTION 5: NOTIFICATION AND APPEALS. The Director shall email all organizations which applied with Tentative Allocation Amounts and provide them the information needed to appeal the amount before the Finance Commission if they see fit. After Appeals are completed, the Campus Affairs Director may send out Final Allocation Notices by email to the organizations which applied.

SECTION 6: STUDENT ORGANIZATIONS FUND BILL. The Campus Affairs Director shall present the Final Allocations to the Student Senate by writing a resolution and conducting a presentation on the allocation amounts and recipients.

SECTION 7: TIMELINE FOR USE OF ALLOCATIONS. All allocations are accessible, July 1 through June 30 of the Fiscal year of which the organization received an allocation for.

SECTION 8: ADDITIONAL INFORMATION. Additional Information concerning funding and the timeline can be accessed in the Student Organization’s Funding Handbook and from the Activities, Involvement, and Leadership Office.

PART 3: FUNDING TEAM COMPOSITION AND STRUCTURE

Shall consist of no more than 13 members (not including the director), and is only active 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 Director of the Campus Affairs Commission has given the allocation presentation to the Finance Commission. After the budgetary period the Funding Team will dissolve and those members will continue to attend the Campus Affairs Commission regular meetings. The Director of the Campus Affairs Commission, in consultation with the Student Body President, shall appoint all members of the Campus Affairs Commission – Funding Team.

SECTION 1: RECUSAL STANDARDS. Members who feel they have an association with a student organization applying for funding should abstain from any vote regarding that student organization. Any member that is an officer for a student organization applying for funding must automatically abstain from any vote regarding that student organization.

SECTION 2: QUORUM. Shall be set at 1/2 or 50% of the current membership.

PART 4: BUDGET/FUNDING PROCESS RESPONSIBILITIES OF THE CAMPUS AFFAIRS COMMISSION

SECTION 1: FUNDING TEAM. The Campus Affairs Commission shall assemble a Funding Team, which will be responsible for reading applications, observing presentations, deliberating request and allocation amounts, and overseeing the Student Organizations Account (SOA) and recommending tentative allocation amounts of segregated fee money for organizations which applied.

SECTION 2: RESPONSIBILITIES OF THE DIRECTOR. The Director of the Campus Affairs Commission is responsible for the following funding process duties:

1. Receiving the budget requests for each student organization applying for segregated fee funding
BYLAWS OF THE STUDENT SENATE

CHAPTER XIV, SUBCHAPTER 8, PART 4, SECTION 2: RESPONSIBILITIES OF THE DIRECTOR

2. Ensuring Funding Team is familiar with UW-System Financial Administrative Code 820 policies
3. Ensuring all Funding Team members have participated in Viewpoint Neutrality Training prior to budget presentations
4. Holding regular meetings of the Campus Affairs Commission and notifying each student organization of their allotted time to present their budget request.
5. Actively recruiting and appointing members, both Senators and Non-Senators, to be a member of the Campus Affairs Commission – Funding Team.
6. Ensuring all Campus Affairs Commission – Funding Team members attend all budget hearings and all budget deliberations.
7. Presenting the allocation decisions of the Campus Affairs Commission – Funding Team, in regard to Student Organization’s budgets, to the Finance Commission.
8. Ensuring that the Campus Affairs Commission – Funding Team 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 Director of the Campus Affairs Commission must work together to establish the timeline for the Campus Affairs Commission during the budgetary work period.

SUBCHAPTER 9: STUDENT LIFE

PART 1: TENANT AFFAIRS

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 or federal housing regulations, and tenant complaints regarding the property or landlord submitted to Student Senate.

SECTION 1: HOUSE DAY. The Student Life Coordinator shall organize the annual House Day event, featuring Student Senate certified landlords and rental agencies.

CHAPTER XV – INTERGOVERNMENTAL AND INTER-INSTITUTIONAL RELATIONS

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

Student Senate shall, as the primary representative body of the student body of the University of Wisconsin -Eau Claire, represent the interests of the student body in all matters pertaining to federal, state, and local policies through the Intergovernmental Affairs (IGA) Commission

PART 1: INTERGOVERNMENTAL AFFAIRS COMMISSION

The IGA Commission shall analyze and research the public policy priorities of UW-Eau Claire students, and organize advocacy of these issues on behalf of UW-Eau Claire Student Senate through direct governmental relations at the local, county, and state level. Further, the IGA Commission shall develop and support civic engagement opportunities for students on the UW-Eau Claire campus.

SECTION 1: COMPOSITION. The IGA Commission shall be comprised of its staff – the IGA Director and IGA Intern - and commission members.

SECTION 2: RESPONSIBILITIES. The IGA Commission shall:
BYLAWS OF THE STUDENT SENATE

[CHAPTER XV, SUBCHAPTER 1, PART 1, SECTION 2: RESPONSIBILITIES]

1. Informing and involving students in the electoral and legislative process of the city, county, state, and federal governments.
2. Work to encourage non-partisan voter registration.

SECTION 3: MEMBERSHIP. A maximum of 11 voting members may serve on the Intergovernmental Affairs Commission. The commission membership must be majority Student Senators.

1. The IGA Director shall be counted as either a Senator or Non-Senator voting member as determined by their current status.
2. The IGA Intern shall serve in a non-voting capacity, and their commission participation shall not count towards the 11 member cap.

SUBCHAPTER 2: DIRECT GOVERNMENTAL RELATIONS

PART 1: LEGISLATIVE PRIORITY SUMMARY

The Legislative Priority Summary is to be a comprehensive documentation of the issues and policies at the local, county, and state levels affecting UW-Eau Claire students, as well as UW-Eau Claire Student Senate’s official policy positions on those issues. The Legislative Priority Summary shall also serve as a coordinating guide for the lobbying priorities of UW-Eau Claire Student Senate officials to various applicable governing authorities.

SECTION 1: SCHEDULE AND FORMULATION. The Legislative Priority Summary must be formulated and voted on by the IGA Commission for approval by simple majority no later than the third Student Senate meeting in September.

SECTION 2: SPRING LEGISLATIVE PRIORITY SUMMARY. A revised and updated Legislative Priority Summary must be formulated and voted on by the Intergovernmental Affairs Commission for simple majority approval no later than the second Student Senate meeting in February.

SECTION 3: INPUT. Before submission of the Legislative Priority Summary to the Intergovernmental Affairs Commission, they will solicit advisory input from administration and student government officials. These officials shall include the Chancellor of UW-Eau Claire, the University Senate of UW-Eau Claire, the Presidents of other UW System student governments, and UW System administrative leadership.

SECTION 4: INTRODUCTION TO STUDENT SENATE. Following passage by the Intergovernmental Affairs Commission, the IGA Director shall submit the Legislative Priority Summary in the form of a resolution for introduction at the next possible Student Senate meeting.

SECTION 5: ENDORSEMENTS. Following UW-Eau Claire Student Senate’s passage of the Legislative Priority Summary, shall seek endorsements from parties who provided advisory input.

SECTION 6: TERM OF EFFECT. Each Legislative Priority Summary shall remain in effect from the time of its passage by the UW-Eau Claire Student Senate until the passage of the new Legislative Priority Summary by the UW-Eau Claire Student Senate.

SECTION 7: ASSESSMENT. Prior to the drafting of a new Legislative Priority Summary, the IGA Commission shall assess the successes and weaknesses of the current Summary.
PART 2: AGENCY LIAISON REPORTING

The Intergovernmental Affairs Director shall submit an “Agency Liaison to the Legislature” form to the Wisconsin state Government Accountability Board (GAB) by the second Student Senate meeting of each new session, and submit updated information to the GAB on changes in status when necessary.

SECTION 1: STUDENT BODY PRESIDENT AND VICE PRESIDENT CLASSIFICATION. The UW-Eau Claire Student Senate President and Vice President shall be classified as “Key Officials” who are legislative liaisons.

SECTION 2: IGA DIRECTOR AND CHIEF OF STAFF CLASSIFICATION. The UW-Eau Claire Student Senate Chief of Staff and IGA Director shall be classified as “Other Employees who are Legislative Liaisons.”

SECTION 3: OTHER SENATE MEMBER CLASSIFICATION. Any other representative of UW-Eau Claire Student Senate to the legislature shall be classified as “Other Employees who are Legislative Liaisons” following approval by the UW-Eau Claire Student Senate President, with advice and consent of the UW-Eau Claire Student Senate.

PART 3: GOVERNMENTAL RELATIONS REQUIREMENTS

The UW-EC Student Senate President, Vice President, Chief of Staff, and IGA Director shall consider taking trips each semester to direct lobby members of the Wisconsin state legislature, and others, on material presented in the Legislative Priority Summary.

SECTION 1: IGA DIRECTOR RESPONSIBILITIES. The UW-Eau Claire Student Senate IGA Director shall coordinate all necessary travel and lodging accommodations, as well as schedule meetings with legislators.

SECTION 2: RELEVANT LEGISLATIVE COMMITTEES. The IGA Director shall be strongly encouraged to schedule meetings with the Chair(s) or representatives of the Wisconsin state legislature’s Joint Committee on Finance, Senate Committee on Education, and Assembly Education Committee.

SECTION 3: LOCAL REPRESENTATIVES. The IGA Director shall be strongly encouraged to schedule meeting with Eau Claire-area Senators and Assemblypersons, and UW-Eau Claire alumni serving in the state legislature.

SECTION 4: UW SYSTEM ADMINISTRATORS. The IGA Director shall be strongly encouraged to schedule meetings with the UW System President, as well as any relevant UW System administrators.

SECTION 5: CITY AND COUNTY OFFICIALS. The IGA Director shall be strongly encouraged to meet with city and county officials on issues pertaining to the Legislative Priority Summary, and shall represent students during meetings on those issues.

SUBCHAPTER 3: INTERGOVERNMENTAL RELATIONS

PART 1: LIAISONS
BYLAWS OF THE STUDENT SENATE

CHAPTER XV, SUBCHAPTER 3, PART 1: 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.

SUBCHAPTER 4: INTER-INSTITUTIONAL RELATIONS

PART 1: MEMBERSHIP

Student Senate shall, by default, maintain membership in inter-institutional student government associations representing University of Wisconsin System schools. This membership can be challenged at any time by the passage of a referendum question asking whether or not the student body wishes to be represented in a UW System wide student government association. Following a referendum that reaffirms membership in such representational associations, referenda challenging such membership shall be barred for two calendar years.

CHAPTER XVI – SUSTAINABILITY

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

The Student Senate of the University of Wisconsin-Eau Claire finds it in the interest of current and future student bodies to establish and sustain a commission which recognizes that the general welfare and prosperity of future generations are contingent upon the efforts of current generations to conserve the resources needed by both, and is purposed with funding and promoting the advancement of environmental stewardship, protection, and improvement at the University.

PART 1: STUDENT OFFICE OF SUSTAINABILITY

The Student Office of Sustainability shall be designated with the authority to fulfill Student Senate’s responsibilities concerning sustainability as stated in Chapter XVII, Subchapter 1 of these bylaws. The purpose of the Student Office of Sustainability shall be fulfilled through:

1. Engaging in outreach efforts to educate the Student Body on issues of sustainability;
2. Encouraging the Student Body to adopt environmentally-conscious behaviors;
3. Recommending to University administration actions to take concerning sustainability;
4. Making effective and efficient use of allocating the Green Fund;
5. Working cooperatively and collaboratively with stakeholders;
6. Fostering internal coordination; and
7. Basing its decisions in empiricism whenever possible.

SECTION 1: MEMBERSHIP. The voting members of the SOS Commission shall be composed of the following:

1. One Director of the Commission, who shall be called the SOS Director, and shall only vote if the board be equally divided
2. A minimum of four students, at least one of which must be a Student Senator
3. The SOS Director shall be considered a Senator or Non-Senator in the total count, depending on their status as a Student Senator
SECTION 2: STUDENT ORGANIZATION REPRESENTATIVES. The SOS Director shall appoint members of sustainability-focused student organizations to the Commission as representatives of those organizations. These representatives shall serve as voting members on the Commission.

SECTION 3: INTERNS. The Communication, Event, and Management Interns are interviewed and selected by the incoming Director, by a process of their determination in consultation with the outgoing Director and at least one advisor. SOS Interns are non-voting members of the SOS Commission.

SECTION 4: ADVISERS. There will be a general advisor to the SOS to advise the group on history, events, and networking with other groups. This person will be the Chief Administrator of both SOS Accounts and must be a paid faculty or staff member of the University. Additional advisors may include but may not exceed a staff person from Facilities Management, Office of Budget & Finance, Campus Sustainability, Housing & Residence Life, and up to one other faculty member.

SECTION 5: TASK FORCES.
1. Task Forces shall be responsible for implementing individual priorities within the SOS priorities document.
2. Task Forces shall be structured such that one commission member is selected as a lead to chair the Task Force, with oversight by an SOS intern or the Director, and membership rules in compliance with Chapter IV, Subchapter 4, Part 1 of these bylaws.
3. Task Forces must meet at least once per week outside of regular meeting times.
4. Task Force leads shall report to their overseeing SOS staff member, as well as the Commission at regular meetings.

SECTION 6: MEETING AGENDA. Regular meetings shall be held according to the following format, subject to change by the Student Office of Sustainability Director:

A) Call to Order
B) Attendance
C) Open Forum
D) Reports:
   a. Task Forces
   b. Interns
   c. Director
E) Proposal Introduction or Consideration
F) Discussion:
   a. Task Force/small-group breakout
   b. Recap/Director-mediated large-group discussion
   c. Establishing Task Force/Commission Action Plans for the following week(s)
[CHAPTER XVI, SUBCHAPTER 1, PART 1, SECTION 6: MEETING AGENDA]

G) Other Business

H) Announcements

I) Adjournment

SUBCHAPTER 2: GREEN FUND

The Student Office of Sustainability shall annually recommend a per-semester fee based on FTE enrollment during the Organized Activities Budget process as described in Chapter XII, Subchapter 2, Part 3 of these bylaws.

SUBCHAPTER 3: PRIORITIES

PART 1: ISSUE ADVOCACY

SOS shall advocate for non-partisan issues and causes which are consistent with the fulfilment of its purpose and impact students primarily.

PART 2: ESTABLISHMENT OF PRIORITIES

SECTION 1: FOCUS. The Commission shall establish a comprehensive set of priorities for every session focusing on sustainability and environmental issues and policies at the campus, local, county, state, and national levels that impact UWEC students. A portion of the priorities document should be devoted to long-term planning.

SECTION 2: GUIDANCE. This priorities document shall guide SOS in its efforts throughout the session.

SECTION 3: COLLABORATION. The priorities document shall be drafted in coordination with the SOS Interns, adviser(s), Student Body President and Vice President, and Student Senate Finance Commission Director by the second meeting of SOS of the session.

SECTION 4: PUBLIC FORUM. A public forum shall be held on the priorities document one week prior to a vote by SOS, and the priorities document shall be edited in order to reflect student commentary.

SECTION 5: STUDENT SENATE ACTION. Once passed by the Commission, the priorities document must be approved by a majority vote of the Student Senate in order to take effect.

SECTION 6: TASK FORCE ASSIGNMENT. Task Forces, as outlined in Chapter XVII, Subchapter 1, Part 1, Section 5 of these bylaws, shall be assigned to each priority listed in the priorities document, and be responsible for the successful completion of those priorities.

SECTION 7: EXPIRATION. The previous session’s priorities document shall expire upon adoption of the current session’s priorities document.

PART 3: ASSESSMENT

SECTION 1: MID-YEAR ASSESSMENT. A mid-year assessment report on priorities shall be given to SOS by the SOS Director no later than the third meeting of spring semester.
SECTION 2: END OF YEAR ASSESSMENT. The incoming Director shall assess progress on the previous session’s priorities and provide a report of such progress to the Commission no later than the sixth meeting of the Commission.

CHAPTER XVII – UNIVERSITY ACTIVITIES

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

The Student Senate may utilize student segregated university fees and University of Wisconsin-Eau Claire resources and facilities to plan, organize, promote, and present programs and activities for the entertainment and education of students.

PART 1: UNIVERSITY ACTIVITIES COMMISSION

The University Activities Commission shall be designated with the authority to promulgate the responsibilities of Student Senate regarding university activities.

SECTION 1: EXECUTIVE BOARD

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 nonvoting members of the University Activities Commission.

SECTION 2: EXECUTIVE BOARD MEMBER TERM LENGTH

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.

SUBCHAPTER 2: PROGRAMMING COMMITTEES

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 Director and the Programming Director.

PART 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.

PART 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.

PART 3: FESTIVALS

A committee within the University Activities Commission which is responsible for organizing and implementing campus-wide festivals.
PART 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.

PART 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.

PART 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.

CHAPTER XVIII – INFORMATION TECHNOLOGY

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of this University, is granted responsibility for the disposition of the Student Technology Fee under the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (815) that states, in part:

Each University of Wisconsin System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor’s designee. This committee shall be advisory to the Chancellor or the Chancellor’s designee.

If there are changes in Student Technology Fee plans during the year, the new plans shall be reviewed by the committee; and The Student Technology Fee is a tuition surcharge, which is part of the University of Wisconsin System’s General Purpose Revenue (“GPR”)/Fee budget. As such, it is subject to policies for approval and allocation of GPR/Fee funds. It is not a Segregated University Fee.

PART 1: INFORMATION TECHNOLOGY COMMISSION

The Information Technology Commission (“Commission”) is a standing commission of the University of Wisconsin-Eau Claire Student Senate (“Senate”) and annually recommends to the Senate a plan for the distribution of the Student Technology Fee budget. The Student Senate is the Student Technology Fee Committee of this University under the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (F49) and will annually approve budget ranges for submission to the Chancellor, basing its decision on the recommendations of the Information Technology Commission. The Student Technology Fee may only be used to support various equipment and services that meet the criteria defined in these bylaws, among other stipulations.
CHAPTER XVIII, SUBCHAPTER 1, PART 1: INFORMATION TECHNOLOGY COMMISSION

SECTION 1: MEMBERSHIP. The voting members ("Members") of the Information Technology Commission shall be composed of the following:

1. One Director of the Commission, who shall be called the Information Technology Director ("Director");
2. Any number of Student Senators; and
3. Any number of students who are not Student Senators.

SECTION 2: ADVISORS.

1. The Director(s) and Associate Director(s) of the University of Wisconsin-Eau Claire's Information Technology Management ("ITM") unit will serve as official advisors ("Advisors") to the Information Technology Commission with no voting rights.
2. Any other appropriate campus faculty, staff, and/or administrators may also serve as unofficial advisors to the Information Technology Commission with no voting rights.
3. If student leaders deem it necessary based on an abuse of power, they may petition the Chancellor through a Commission vote for assignment of different advisor(s) in the place of said advisor(s).

SECTION 3: MEMBER RESPONSIBILITIES. As Members of the Commission, and in recognition of the important duties of the Commission, all student Members shall be expected to accept the following responsibilities:

1. Understand the policies that guide the allocation of the Student Technology Fee;
2. Comprehend the budgetary process;
3. Have an awareness of campus technology;
4. Have an awareness of the campus information technology plan and overall campus strategic plan;
5. Contribute to the work of the Commission as a representative of the student body; and
6. To the best of his or her ability, complete all duties requested of him or her by the Information Technology Director in a timely, thoughtful, and thorough manner.

SUBCHAPTER 2: POLICIES

PART 1: RECOMMENDATIONS

The field of information technology is a rapidly-changing field, and policies governing information technology should be reviewed frequently.

The Information Technology Commission shall review and recommend changes of University information technology policies to Information Technology Management as necessary. ITM shall also consult the Commission regarding any information technology policy changes that are being proposed.

PART 2: CONTROVERSIAL POLICIES

Any information technology policies that receive controversial responses from the Commission shall be presented to the Student Senate in the form of legislation for consideration by the whole Senate body. The results of the vote on the resolution shall be distributed to the Director(s) and Associate Director(s) of ITM.
CHAPTER XVIII, INFORMATION TECHNOLOGY

SUBCHAPTER 3: STUDENT TECHNOLOGY FEE

PART 1: FUNDING CRITERIA

SECTION 1: GENERAL FUNDING POLICIES AND GUIDELINES.

1. All Student Technology Fee funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (815).
2. The Student Technology Fee is intended to provide students with additional services and should not replace existing funds intended to support student technology.
3. Student Technology Fee funding should concentrate on areas that visibly benefit all students.
4. Student Technology Fee funding shall be consistent with the campus information technology plan and the campus overall strategic plan.
5. Student Technology Fee funding for the following uses is normally considered inappropriate:
   a. Equipment or services used by faculty/staff for personal, instructional, research, or other purposes; and
   b. Equipment or services for department specific usage with limited or little potential for student use.

PART 2: POLICY ON QUESTIONABLE APPROPRIATENESS OF FUNDING

If the Commission budgets for or allocates funds to a purpose that is normally considered inappropriate or is of questionable appropriateness, the Commission must keep a rationale of how the expenditures benefit students on file for future audits.

PART 3: RECORDS

It is the responsibility of any unit, department, office, organization, or individual receiving Student Technology Fee funds to keep all records, documents, and receipts in the case of a possible audit. The length of time each type of record is to be retained shall be in accordance with University records retention standards.

PART 4: FUNDING PROCESS

The process the Information Technology Commission shall use to develop Student Technology Fee Budget Tentative Budget Ranges for consideration by the Student Senate shall proceed according to general order listed below, with the specific steps described in further detail in subsequent sections of this Part.

1. ITM shall submit recommended budget ranges to the Commission;
2. Establish and publicize a date, time, and location for budget range hearings;
3. Hold budget range hearings;
4. Hold budget range deliberations and vote on the Tentative Budget Ranges; and
5. Notify ITM of the Tentative Budget Ranges and of the deadline for filing an appeal request.

PART 5: BUDGET RANGES

SECTION 1: RECOMMENDATIONS. Along with the recommended budget ranges, the following should be included:
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CHAPTER XVIII, SUBCHAPTER 3, PART 5, SECTION 1: RECOMMENDATIONS

1. A justification of why these tentative budget ranges represent the best usage of Student Technology Fee money;
2. A justification of how the tentative budget ranges satisfy the Funding Criteria (Part 1);
3. A justification of how the tentative budget ranges are aligned with the University's technology master plan and University's mission;
4. A cost estimate of the current year's funding needs;
5. The previous year's actual funding;
6. A clear itemized report of all revenue streams from any other sources.
   a. TIMELINE: The Director(s) and Associate Director(s) of the Information Technology Management unit shall present the Commission with recommended budget ranges for the following year no later than the Commission meeting on the third week of October.

SECTION 2: HEARINGS. The primary purpose of proposal hearings before the Commission shall be to further the information gathering of Commission Members and to provide an opportunity for proposal authors to make oral presentations, offer additional justification for the proposal, and respond to questions of the Commission Members.

1. Budget Range Hearings shall take place at the Commission meeting on the week following the submission of the Recommended Budget Ranges.
2. The Director(s) and Associate Director(s) of ITM shall receive twenty minutes to present each range category to the Commission. This time may be divided in any proportion between presentation and answering questions from the Commission Members. A majority vote of Commission Members may extend the time allotted for any range category.

SECTION 3: DELIBERATIONS

1. Budget Range Deliberations shall take place at the Commission meeting on the week following the Budget Range Hearings.
2. Each range category shall be discussed individually in turn, with the order determined by the Commission or the Director. The floor will then be opened to discussion on the amount that the proposal requested. Pertinent discussion topics include, among others, the proposal's compliance with criteria for Student Technology Fee funding; budget management competence; quality of services provided to students; and relation of the range category to the technology master plan and mission of the University. At the end of discussion for each range category, a motion may be offered by a Commission Member proposing a recommended funding level for the range category. The motion may be for any dollar amount equal to or less than the level requested by the range category. This motion must be seconded but cannot be amended. For a different funding level to be considered, the first motion must be voted down.
3. After the preliminary allocation recommendations are set by vote of the Commission and before deliberations have concluded, any Commission Member may offer a motion to revisit any range category. Reconsideration of the preliminary funding level shall occur only if such a motion is seconded and approved by vote of the Commission.

SECTION 4: TENTATIVE BUDGET RANGES
BYLAWS OF THE STUDENT SENATE

[CHAPTER XVIII, SUBCHAPTER 3, PART 5, SECTION 4: TENTATIVE BUDGET RANGES]

1. Following all budget range hearings and Commission budget range deliberations, the Commission shall adopt the Tentative Budget Ranges for the Student Technology Fee.

2. Immediately following Commission adoption of Tentative Budget Ranges, the Information Technology Director, in writing, shall:
   a. Notify the Director(s) and Associate Director(s) of ITM, the method and deadline for appealing the Commission’s decision, and the date, time, and location scheduled for appeal hearings, if any.
   b. Notify the Senate and Senate officers, the Chancellor, the Advisors, and campus media of the tentative recommendations of the Information Technology Commission and the date, time, and location scheduled for appeal hearings, if any.

SECTION 5: BUDGET RANGES BILL. Following consideration of all appeals, if any, of its Student Technology Fee Tentative Budget Ranges for the next fiscal year, the Commission shall adopt and, via the Information Technology Director, introduce to the Student Senate a bill proposing the Student Technology Fee Budget Ranges no earlier than six business days after the Tentative Budget Ranges are announced that shall incorporate the Commission’s final recommendations for Student Technology Fee Budget Ranges.

1. Deliberations shall follow the process outlined in Chapter VI, Subchapter 8, Part 5, subsection 2 of these bylaws.

PART 6: APPEALS

SECTION 1: APPEAL REQUESTS. Upon receipt of notification of the Information Technology Commission’s Tentative Budget Ranges, any student, staff, faculty, or administrator may request reconsideration of the Tentative Budget Ranges for a specific range category by submitting a written appeal request to the Information Technology Director within five business days, unless the Commission provides in advance for a longer response period.

SECTION 2: ACKNOWLEDGING APPEAL REQUESTS. Upon timely receipt of an appeal request, the Information Technology Director, in writing, shall immediately confirm receipt of the request and notify the appealer of the format, date, time, and location of the appeal hearing and of the appealer’s opportunity to provide the Commission with a written statement in addition to or in lieu of the oral appeal hearing. Copies of such appeal confirmations shall be provided to the Student Senate President and Vice President, each Information Technology Commission Member, the Chancellor, the Advisors, and campus media.

SECTION 3: APPEAL HEARING TIME LIMITS. Unless the Commission provides for greater time limits, each appeal hearing before the Information Technology Commission shall be limited to twenty minutes and may be used for presentation by the appealer, for answering questions from the Commission Members, and for answering questions from the gallery, time permitting.

SECTION 4: NOTIFICATION OF RECONSIDERATION RESULTS. Immediately following all appeals hearings, the Commission shall take action on each appeal by vote. The Commission shall reconsider its funding for the appealed range category based on motions from the Commission members. Subsequent to vote by the Commission, the Information Technology Director shall notify in writing the author of each appealing proposal of the Commission’s final Tentative Budget Ranges and the method and deadline for appealing the Commission’s final Tentative
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[CHAPTER XVIII, SUBCHAPTER 3, PART 6, SECTION 4: NOTIFICATION OF RECONSIDERATION RESULTS]

Budget Ranges to the Student Senate. Copies of such notices shall be provided to the Student Senate President and Vice President, the Advisors, and campus media.

SECTION 5: APPEALS TO STUDENT SENATE.

1. An appealer may appeal the Commission’s final Tentative Budget Ranges to the Student Senate by serving written notice to the Student Senate President within five calendar days following the appealer’s receipt of notification from the Information Technology Director of the Commission’s final Tentative Budget Ranges. No appealer may appeal to the Student Senate unless he or she has first appealed to the Commission.

2. Upon timely receipt of an appeal notice from an author, the President shall:
   a. Confirm, in writing, receipt of the appeal notice and notify the appealer of the format, date, time, and location of the appeal hearing before the Senate and of the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Student Senate Vice President, the Information Technology Director, the Advisors, and campus media.
   b. Schedule the necessary appeal hearings before the Senate during the first and/or second reading of the Information Technology Commission’s Student Technology Fee Budget Ranges Bill.

3. Unless the Senate or the President provide in advance for greater time limits, each range category being appealed before the Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Student Senate Executive Board.

SECTION 6: APPEALS TO THE CHANCELLOR

1. Following an unsuccessful appeal to the Student Senate, an appealer may appeal a funding decision to the Chancellor. Such appeal must be submitted in writing within five days of the appealer’s receipt of notice of the Student Senate’s action on the appeal to the Student Senate.

2. Within ten days of the Chancellor’s receipt of the appeal request, the Chancellor shall schedule a meeting consisting of the Chancellor, the Commission’s Advisors, the Information Technology Director, the Student Senate President, and the appealer. There will be a ten-minute presentation with time for questions to follow.

3. The Chancellor shall announce his or her decision within one week following the meeting specified in subsection 2 of this Section. If the Chancellor determines there was a procedural irregularity regarding the funding decision of the Student Senate, the Chancellor may remand the decision back to the Student Senate for reconsideration.

4. All time limits outlined in this section that involve the Chancellor are subject to extension based on the Chancellor’s schedule and potential need to consult with others or gather further information before rendering a decision.

PART 7: BUDGET TRANSMITTAL

Immediately following Senate adoption of the Student Technology Fee Budget Ranges, the President shall transmit, with explanation as necessary, copies of the adopted budget to the Chancellor, Commission
PART 8: SPECIAL STUDENT TECHNOLOGY FEE ALLOCATIONS

SECTION 1: DEFINITION. Occasionally, there are unexpected or unplanned occurrences which will change the funding needed for a project or service during the course of a fiscal year. An unallocated portion of the Student Technology Fee may be held in reserve to enable the Commission and Student Senate to consider cases in which additional funding is deemed appropriate and necessary.

SECTION 2: CRITERIA. The following criteria generally are used in reaching a decision about a special allocation:

1. The special allocation request must meet the Funding Criteria (Subchapter 3, Part 1, Section 1 of this Chapter of these bylaws);
2. The equipment or service to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community.
3. The equipment or service must be determined to be an extraordinary item.
4. Primary consideration will be given to groups that attempt to economize on expenses.
5. Meeting these criteria does not insure approval of a special allocation request, as other factors may also affect a funding decision.

SECTION 3: INTRODUCTION AND VOTING. The unallocated Student Technology Fee funds used to fund special allocations are controlled by the Information Technology Management, who shall allocate funds from the Student Technology Fee only upon approval of the Student Senate. The special allocation motion shall be introduced by the Information Technology Director in bill form, and in the next Student Senate meeting’s debate, the Director may refer his or her first speaking turn to the member of the gallery wishing to present this request to the Student Senate. Passage shall require a simple majority vote of the Student Senators present.

CHAPTER XIX – COMMUNICATIONS

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

Student Senate recognizes that only full input and participation from the student body in all matters and affairs of the Student Senate will produce the best possible policies for the student body.

PART 1: COMMUNICATIONS COMMISSION

Student Senate shall delegate the responsibility of gaining student input on, encouraging student participation in, informing the student body on, and actively reaching out to students on matters before the Student Senate to the Communications Commission.

SECTION 1: COMMISSION COMPOSITION. The minimum voting membership of the Communications Commission shall be comprised of the following:

1. One Director of the Commission, who shall be called the Communications Director
2. At least one student liaison from Integrated Marketing and Communications
3. The Student Senate Events Intern
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CHAPTER XIX, SUBCHAPTER 1, PART 1, SECTION 1: COMMISSION COMPOSITION

4. The Student Senate Graphic Designer
5. The Student Senate Web Coordinator
6. At least two Student Senators
7. At least two student members

SECTION 2: MEMBER RESPONSIBILITIES. Members of the Communications Commission shall be responsible for any tasks assigned to them by the Communications Commission Director, Events Intern, or Graphic Designer. Additionally, they shall be responsible for developing, approving, and implementing the marketing theme and strategies for the session.

SUBCHAPTER 2: STUDENT INPUT

PART 1: PUBLIC FORA

The Communications Commission shall, at least once per semester, host a public forum wherein all students are invited to share their concerns about Student Senate matters. All Commission members must be in attendance, and the Communications Commission Director shall take minutes while the Student Body President – or their designee – moderates the discussion. Emails advertising this event shall be sent to all students.

PART 2: SURVEYING

When requested by a member or Commission of Student Senate, the Communications Commission shall conduct a survey of a significant sample of the student body in order to gather input on a certain topic.

SECTION 1: MINIMUM SAMPLE SIZE. A minimum sample size of surveys shall be one fifth of currently-enrolled students.

SECTION 2: INSTITUTIONAL REVIEW BOARD REQUIREMENTS. The University’s Institutional Review Board (IRB) must approve all surveys prior to being conducted.

SECTION 3: REPORTING RESULTS. Consistent with IRB requirements and laws concerning research using human subjects and individual privacy rights, individual survey responses must be made and kept anonymous. Results made public shall consist of the basic statistics (e.g. number of responses, mean, standard deviation, standard error, etc.) of the questions posed in the survey.

SECTION 4: METHODS. Surveying methodology shall be consistent with best practices of statistics and surveying in order to ensure the most accurate results. This shall include the use of University email and surveying software, should that provide the most accurate representation of student input.

PART 3: EMAIL SUBMISSION OF INPUT

Students submitting input to Student Senate shall be directed to the Communications Commission email address by default. Students shall be made aware of this email as a means of submitting their input. Emails from current students shall be responded to within 48 hours of receipt. Student input received over email shall be mentioned during the next regular meeting of the Communications Commission. The Communications Commission shall be in charge of drafting responses. The Communications Commission Director shall alert the President and Vice President of this input, and direct each student to the appropriate member of Student Senate for assistance.
SUBCHAPTER 3: OUTREACH

PART 1: DISTRIBUTION OF STUDENT SENATE UPDATES

SECTION 1: DISTRIBUTION. Student Senate news shall be distributed via University email, campus media, and Student Senate social media accounts to the student body.

SECTION 2: FREQUENCY. Weekly Student Senate Updates shall be distributed via social media and campus media. Monthly Student Senate Updates shall be distributed to students via both email and social media.

SECTION 3: FORMAT. The format of Student Senate Updates shall be, first and foremost, reader accessible. It shall take the form of a poster, with easily-readable text and appropriate graphics.

SECTION 4: CONTENT. Content shall include legislation, votes, summaries of reports and announcements, upcoming events, and meeting times and places for Student Senate and its Commissions and Committees. Content should be presented in a way that is accessible and understandable for an audience not familiar with Student Senate terminology.

SECTION 5: FOLLOW-UPS. The student body may need to be informed on the progress and status of Student Senate initiatives taken up upon the passage and adoption of certain legislation, particularly resolutions, to demonstrate that Student Senate is following through with its positions. These “follow-ups” shall be included in Student Senate Updates.

PART 2: STUDENT SENATE PROMOTION

Once per semester, the Communications Commission and Student Senate shall host a promotional event for Student Senate wherein members of Student Senate are publically available for students to meet and converse with openly in an informal environment. The event should be held in an area that is popular with students, and should feature promotional items in order to attract the largest possible attendance.

SUBCHAPTER 4: ACCESSIBILITY

PART 1: WEBCASTING OF MEETINGS

All general meetings of Student Senate shall be webcasted live to the student body over its social media accounts. The webcast shall be posted to the Student Senate webpage within one week of filming.

PART 2: ADVERTISING LEGISLATION

Updated legislation up for consideration by Student Senate shall be displayed on social media over the weekend prior to a meeting. A brief description of the legislation shall be featured on the post displaying said legislation.

PART 3: ADVERTISING OFFICE HOURS

Communications Commission shall update and promote office hours for all Student Senators and Executive Board members in visible and accessible locations to the student body.

SUBCHAPTER 5: EVENTS
Communications Commission shall work with the IMC Liaison, University Activities Commission, Events Intern, and all other stakeholders to plan and promote Student Senate-sponsored events.

PART 1: ADVERTISING AND PROMOTION

Events shall be advertised on social media, in print, and on the Student Senate webpage at least two weeks prior to the event. Members of Student Senate shall be given literature on the event to hand out to their constituents.

PART 2: PLANNING

The Events Intern, in consultation with the Communications Commission Director, Communications Commission, and any applicable stakeholders, shall be primarily responsible for the planning and scheduling of events.

SUBCHAPTER 6: GRAPHIC AND WEB DESIGN

The Communications Commission shall be responsible for updating the Student Senate webpage and social media accounts, as well as designing promotional materials for Student Senate events and initiatives. Graphic and web design themes should be consistent throughout the course of a given session.

SUBCHAPTER 7: MARKETING STRATEGIES AND THEMES

Each session, the Communications Commission shall develop an overarching theme for the marketing strategies and materials that it will utilize for that session.

PART 1: STRATEGY FORMULATION

The Communications Commission Director and membership shall consult with appropriate faculty and administrators to determine what marketing strategies would be the most effective in regards of reaching students. The Communications Commission Director shall draft a document outlining the implementation of marketing strategies for a given year, subject to approval by the Communications Commission prior to implementation.

PART 2: DESIGN THEME FORMULATION

The Graphic Designer and Communications Director shall seek input from Communications Commission members and appropriate faculty to determine what design themes resonate with students for a given session. The Communications Commission Director and Graphic Designer shall compile these suggestions into a document outlining the themes that Communications Commission and Student Senate promotional materials should incorporate for a given year in order to maximize recognition. This document is subject to approval by the Communications Commission prior to implementation.

CHAPTER XX – EQUITY IN STUDENT MATTERS

SUBCHAPTER 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

Student Senate is imbued with the authority to represent and promote student interests and improve student life. Through this authority, Student Senate has the duty to promote equity of opportunity and outcome in student matters with the continual goal of equality of outcome.

PART 1: EQUITY IN STUDENT MATTERS COMMISSION
The Equity in Student Matters (ESM) Commission shall be responsible for promoting institutional change to ensure equity of outcomes for students. It shall primarily be centered on students and student organizations of marginalized identities, and shall serve their needs. It shall serve as a resource to these students and welcome concern about Student Senate. It shall also create and sponsor events directed towards both those of privileged identities as an educational resource, and those of marginalized identities to promote solidarity. It shall provide outreach to other organizations or marginalized identities to gain input about their needs at this University. It shall meet regularly with individuals and groups within University administration to ensure that adequate services are being provided to students of marginalized identities, and that adequate response is being given to incidents that affect campus climate.

SECTION 1: MEMBERSHIP. The minimum voting membership of the ESM Commission shall include:

1. The First Chair.
2. The Second Chair.
3. Two Student Senators.
4. One student representative from the Office of Multicultural Affairs.
5. One student representative from the Women’s and LGBTQ Resource Center.
6. One student representative from Services for Students with Disabilities.
7. One student representative from Veterans Services.
8. One student representative from Student Organizations that meet the criteria of Section 3 of this Part.

The Academic Affairs Commission Director shall serve in a nonvoting capacity.

SECTION 2: MEMBERSHIP RESPONSIBILITIES. General members of the ESM Commission shall be knowledgeable about campus climate issues, and shall provide input and direction on the policy decisions of the ESM Commission. Student organization representatives shall serve as the liaisons between the ESM Commission and their respective organizations, and they shall provide reports on the issues facing their organizations at each meeting of the ESM Commission.

SECTION 3: CRITERIA FOR STUDENT ORGANIZATIONS REPRESENTATION. Student Organizations that may qualify for representation on the ESM Commission are those that have purpose statements in their constitution that align with the purpose of the ESM Commission. The First Chair of the ESM Commission shall be responsible for determining which Student Organizations fit this criteria, with the consent of the ESM Commission.

SECTION 4: SELECTION PROCESS FOR THE FIRST CHAIR.

1. Applicants from student organizations and administrative departments represented on the ESM Commission in the previous session shall be appointed to the ESM Commission following Student Senate advice and consent procedures for commission members.
2. ESM Commission members, once appointed, shall meet with Student Body President to determine nominees for First Chair position.
3. The Student Body President shall leave once all nominations have been made, and the ESM Commission shall hear from each nominee their qualifications for the First Chair position.
4. Once all nominees have had the opportunity to introduce themselves, the ESM Commission shall elect a First Chair by secret ballot vote.
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CHAPTER XX, SUBCHAPTER 1, PART 1, SECTION 4: SELECTION PROCESS FOR THE FIRST CHAIR

5. The First Chair shall be the nominee that receives the highest number of votes. Should a tie vote occur, the ESM Commission shall vote again among the nominees that received a tie.

6. Once the First Chair is selected by the ESM Commission, they will be read as appointed to that position during Personnel Matter at the next general meeting of Student Senate.

SECTION 5: MEMBERSHIP RECOMMENATION. The ESM Commission shall reserve the authority to appoint individuals from its membership to serve on all other Commissions of Student Senate in a voting capacity.

SUBCHAPTER 2: POLICY FORMULATION AND ASSESSMENT

PART 1: CONSULTATIONS

Each semester, the First Chair of the ESM Commission and the Student Organization representatives shall consult with one another to determine the needs of each respective Student Organization receiving representation on the ESM Commission, and what specific policies and actions they wish to see from Student Senate or the ESM Commission to those needs. The ESM Commission will also hold a public forum to gather input on campus climate issues.

PART 2: COMPILATION

Once all input has been gathered, the First Chair of the ESM Commission shall compile that input on specific policies and actions into a priorities summary for the ESM Commission.

PART 3: DELIBERATIONS

Once compiled, the First Chair of the ESM Commission shall present their priorities summary to the ESM Commission for their consideration. Once they approve, the Second Chair of the ESM Commission will transmit and introduce the priorities summary to Student Senate for its consideration.

PART 4: ASSESSMENT

The priorities summary for a given semester shall be reviewed by the ESM Commission at the beginning of the following semester to assess the progress made on the priorities included within it.

PART 5: LEGISLATION

The ESM Commission may draft legislation for Student Senate consideration on issues outside the focus of its priorities summary, but still in alignment with its purpose.

SUBCHAPTER 3: BUDGET RESPONSIBILITIES

PART 1: BUDGET FORMULATION

The ESM Commission budget shall be formed by the Second Chair in consultation with the First Chair, and shall be formed to address the policies and actions listed in the ESM Commission’s fall semester priorities summary.

PART 2: ACCEPTABLE USES
The ESM Commission budget is to be used for events, travel to conferences, sponsorship of Equity, Diversity, and Inclusivity initiatives, and payment of the Second Chair. The budget may also be used for Student Organizations and unorganized student groups sponsored by the ESM Commission.

PART 3: INAPPROPRIATE USES

The budget shall not provide funding for Organized Activities.

PART 4: BUDGET RECOMMENDATION

The Second Chair shall obtain a budget estimate once finished working with the First Chair, and shall present the budget before the ESM Commission for their consideration. Once the ESM Commission approves the budget, the Second Chair then shall recommend that estimate in the form of a per FTE student per semester fee to the Treasurer of the Student Senate for them to include in the Student Senate General Operations Organized Activities Budget request.

CHAPTER XXI– COMMITTEES

SUBCHAPTER 1: SPECIAL, SELECT, AND AD HOC COMMITTEES

The Senate may constitute any special, select, or ad hoc committees by specifying its powers, duties, and terms of existence in a bill. Select committees shall consist of senators and/or Senate officers, special committees shall consist of eligible members of the student body who need not be senators or officers, and ad hoc committees (which can be either special or select in terms of membership) are those that are meant to focus on only one particular task, and will expire upon completion of said task. Members, including a chairperson, of such committees shall be appointed and may be removed or replaced by the President subject to Senate confirmation.

SUBCHAPTER 2: ADMINISTRATIVE COMMITTEES

Student Senators are required to serve on at least one administrative committee, as listed in Appendix 6. The Student Senate Program Assistant shall update this list at the beginning of each semester.

SUBCHAPTER 3: COMMITTEES WITHIN COMMISSIONS

Commissions may create ad hoc committees or task forces by discretion of the chair or director. Special or select committees created within a commission require simple-majority approval of both the commission and Student Senate.

SUBCHAPTER 4: UNIVERSITY SENATE COMMITTEES

The Academic Affairs Commission Director or their 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.

CHAPTER XXII – SUPPORT STAFF

Student Senate support staff shall assist with the day-to-day functions of student governance, and provide expert service to students. These positions shall not be filled by current students.

SUBCHAPTER 1: PROGRAM ASSISTANT
CHAPTER XXII, SUBCHAPTER 1: PROGRAM ASSISTANT

Student Senate shall maintain a Program Assistant position that is responsible for:

1. Interviewing, assisting, and supervising student employees, the student secretary, and student office assistants.
2. Managing the Student Senate office.
3. Assisting in the development of the budgets, including the Student Senate general operations, Legal Services, and Travel budgets, and monitors expenditures from those budgets.
4. Supporting the Legal Services program, administratively and clerically.
5. Serving as a liaison with the campus insurance agent-of-record.
7. Preparing payroll stipend documents.
8. Providing tax documents.
9. Processing time sheets.

This position is required to function independently and works closely with the student leadership team including the Executive Board. The position reports directly to the Dean of Students, who is the adviser to Student Senate.

SUBCHAPTER 2: LEGAL SERVICES

Affordable legal services shall be provided to students in order to assist them with a broad range of legal issues, such as traffic issues, small claims, personal injury, landlord disputes, alcohol issues and employer/employee disputes.

CHAPTER XXIII – INTERNAL AFFAIRS

SUBCHAPTER 1: AUTHORITY

Internal Affairs Commission shall have the authority to fulfill the following responsibilities:

1. Annually evaluate the efficacy of all Student Senate programs and personnel.
2. Estimate program and personnel impacts based on gathered observations and measurements.
3. Use gathered information to inform Student Senate with formal program reports and presentations recommending adjustments to programs and personnel roles to increase effectiveness.

PART 1: PROCEDURES

1. Internal Affairs Commission shall 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.
2. 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.
3. The non-specified committee members shall be appointed by the President subject to Student Senate approval.
4. 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.
5. 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.
CHAPTER XXIV – AMENDMENTS TO THE BYLAWS

SUBCHAPTER 1: PROCESS

PART 1: GUIDELINES FOR POLICY FORMULATION AND REVIEW

Members of Student Senate are encouraged to take the following guidelines into account when considering and deliberating bylaw changes:

1. The bylaw changes should increase accessibility of students to Student Senate.
2. The bylaw changes should provide an overall benefit to the student body.
3. The bylaw changes should be in compliance with current laws and University policies.
4. The bylaw changes should be consistent with the mission and purpose of Student Senate.
5. All stakeholders to a particular bylaw amendment bill should be consulted prior to the submission of said bill.

The Student Senate bylaws should be reviewed during the fall semester of every odd-numbered year to account for any possible state policy changes included in the state biennial budget that are pertinent to student governance.

PART 2: BYLAWS AMENDMENT BILL

SECTION 1: INTRODUCTION. Bylaw amendments shall be introduced in bill form.

SECTION 2: DELIBERATIONS. Deliberations on bylaw amendments should be germane to the guidelines outlined in Chapter XXIV, Subchapter 1, Part 1 of these bylaws.

SECTION 3: VOTING AND MARGIN FOR PASSAGE. A two-thirds majority of present voting members is necessary for the passage of bylaw amendments.

SUBCHAPTER 2: ADOPTING NEW BYLAWS

PART 1: PROCESS

The drafting of new bylaws for Student Senate shall be conducted through Internal Affairs Commission, following the guidelines outlined in Chapter XXIV, Subchapter 1, Part 1 of these bylaws.

PART 2: BYLAWS BILL

SECTION 1: INTRODUCTION. New Student Senate bylaws shall be introduced in bill form, and require a mandatory public hearing prior to voting.

SECTION 2: DELIBERATIONS. Deliberating and voting upon a new set of bylaws should be conducted in a place with sufficient gallery space for at least 150 students. Efforts should be made to invite as many students as possible.

SECTION 3: VOTING AND MARGIN FOR PASSAGE. A 75% majority of present voting members is necessary for the adoption of a new set of bylaws.

SUBCHAPTER 3: AMENDING OR ADOPTING APPENDICES

PART 1: GUIDELINES
Appendices to the Student Senate bylaws are meant to provide additional interpretation of Student Senate bylaws or operating policies regarding a specific service provided by Student Senate. Amendments to or adoption of new appendices should take into consideration that purpose.

PART 2: PROCESS

SECTION 1: AMENDMENTS. Amendments to the appendices of the Student Senate bylaws shall be introduced in a bill and requires a majority vote in the affirmative for adoption.

SECTION 2: ADOPTION. Adopting a new appendix to the Student Senate bylaws shall be introduced in a bill and requires a 60% majority vote in the affirmative for adoption.

CHAPTER XXIV: OPERATING POLICIES

SUBCHAPTER 1: PURPOSE

Operating policies of the Student Senate shall be established to include all Senate policies, enactments, parliamentarian rulings, and all other proceedings not addressed by the Student Body Constitution, these bylaws, or appendices to these bylaws.

SUBCHAPTER 2: AUTHORITY

These operating policies shall be considered binding to all members of Student Senate. The Parliamentarian shall be responsible for creating and updating the operating policies.

SUBCHAPTER 3: AMENDMENTS

Amendments to the Student Senate operating policies shall be made in bill form, and require a simple majority vote in the affirmative for passage.

APPENDIX 1 – OPERATING POLICIES

APPENDIX 2 – ELECTIONS DOCUMENTS

PLEASE NOTE:

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

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

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.

CANDIDATE LIVING STATUS:
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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.

CREDIT AND GRADE POINT CRITERIA:

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

PETITION FOR OFFICE:

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.

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.

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

A student may campaign and file a petition for both a Student Senator position and an executive ticket. An executive ticket will consist of a Presidential and Vice Presidential candidate and will require only one petition.

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.

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.

Campaigning shall not begin until after the completed petition for office is returned.

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.

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

PROMOTIONAL MATERIALS:

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.

IMPORTANT. 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 Chair of the Elections Committee, will not be valid for display.

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 Chair of the Elections Committee, unless produced or distributed by a campaign.

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

Candidates **cannot** use the Student Senate bulletin board located on the second floor hallway of Davies Center at any time.

No campaign materials may be placed in university computer labs or inside any classroom space, in accordance with LTS policies.

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

Residence Halls:

No candidate or student may go door to door in the residence halls to campaign and/or solicit votes and/or hand out promotional materials in accordance with current residence hall policies. Posters placed in the residence halls must be approved by the Hall Director, excluding those placed on personal property (doors).

Posters:

Candidates may begin to display posters immediately following the return of the completed petition.

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

It is illegal to put posters up in the stairwells of campus buildings. They will be taken down by anyone if they are discovered.

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

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.

Web Presence:
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The creation of personal Web sites and Web presences is permitted. 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. Linking to other Web sites from the Student Senate Web site 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.

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. Anyone that sends a list on behalf of a candidate is responsible for following this policy including faculty, administration, and any student. In addition, the candidate is responsible for informing anyone who sends an email for them of the email policy. The use of organizations lists is, however, acceptable.

Bridge Signs:

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

Yard Signs:

Yard signs may be displayed beginning the Monday before the election. The yard signs can be put up after 7:00 a.m. and must come down by 7:00 p.m. 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 (3) 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 (3) 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.

WRITE-IN CANDIDATES:

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

NAME ORDER ON BALLOTS:
BYLAWS OF THE STUDENT SENATE

If paper ballots are used, selection for ballot positions will be at approximately 1:30 p.m. on the date petitions are due. Names will be ordered at random by the Student Senate Advisor. Candidates, or personal representatives, are welcome to be on hand at the time this process is performed. The polling program will automatically randomize the name order.

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

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

ELECTIONS COMMITTEE:

An Elections Committee of at least four members will be appointed in the Spring Semester. The Parliamentarian will chair the committee. The Senate shall appoint other members. No member of the committee shall be involved in a referendum or active in a campaign.

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

The definition of “active in a campaign” shall include, but not be limited to, attending campaign meetings, creating or assisting in the creation or the distribution of campaign materials, or actively campaigning for or against a candidate or candidates.

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

VOTING:

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 up to nineteen votes for off-campus senators and up to eleven votes for on-campus senator positions. Students will only be allowed to vote for one Presidential ticket.

Polling will take place via online ballots only.

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

The election will be held on the first three days of the second or third week of April, as mandated by Article 3, Section 1(D) of the Student Body Constitution. An email will be sent to all students at 8 a.m. the morning elections begin. The online ballot will be closed at 5:00 p.m. on the third day of voting.

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 election 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.

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

All votes shall be taken by secret ballot. The student must agree to a disclaimer in the online voting program stating they are voting by secret ballot before proceeding to the voting ballot.

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, 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.

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.

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

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 candidate at the time a petition is taken out for an elected Student Senate position, as well as any and all university policies. Write-in candidates shall be responsible to know and adhere to all election and campaign rules.

GRIEVANCE PROCEDURES AND PENALTIES:

All complaints concerning elections and violations of the Election and Campaign Procedures or campus shall be submitted in writing to the Student Senate Program Assistant no later than three school days after the alleged violation. The complaint must include a description of the evidence, or the names of witnesses of the alleged violation. All violations shall be submitted in writing on the official Election-Campaign-Violation form approved by the Student Senate. The Elections Committee will not act on a verbal complaint. The Elections Committee will investigate all written complaints and submit a written, signed recommendation and report to the Senate regarding the alleged violation or complaint.

Any accused candidate will be given a copy of the written complaint prior to a hearing before the Elections Committee.

The Report and Recommendations of the Elections Committee will be open to the public. Members of the Elections Committee may not publicly discuss any grievances before the Report and Recommendations regarding the grievance has been submitted to the Senate.
BYLAWS OF THE STUDENT SENATE

The Report and Recommendations of the Elections Committee must state the belief of the Elections Committee regarding the validity of the complaint and its status as a campaign violation. The Elections Committee may recommend:

A. Dropping the case.
B. Holding a formal hearing by the Executive Board.

Following the recommendation of the Elections Committee, the Senate shall consider the report and recommendations.

Following a formal and public hearing, the Senate may, if it votes to, take the following actions:

A. Make the student ineligible for commission membership for certain time period.
B. Make the student ineligible to run for any elected Student Senate position for a certain time period.
C. Make the student ineligible to hold an executive position (including Executive Board) for a certain time period.
D. May request the University Investigating to require restitution for damages under Chapter 17 of the University of Wisconsin Administrative Code.
E. Recommend a formal meeting with the President and Vice President regarding the alleged violation.
F. Make a motion for the removal of the person from Student Senate office.
G. Write a resolution regarding the alleged violation.
H. Any other disciplinary action approved by the Senate.

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

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

If the Elections Committee or entire Student Senate finds the alleged violator innocent of a campaign violation, the matter should be immediately dropped.

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

EXPENSES AND SPENDING:

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

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. 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.

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

APPENDIX 3 –STUDENT ORGANIZATIONS HANDBOOK