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Chapter 1. Structure of the Organization

1.0 Executive Branch Officers

A. The Officers of this organization are responsible for the everyday details that result in the smooth operation of the organization.

B. Duties and Responsibilities of the Executive Branch Officers
   
   a. President
      
      i. Preside at all SGA meetings.
      
      ii. Schedule SGA meetings with the SGA Advisor.
      
      iii. Create and distribute meeting materials with the Vice President, Secretary and SGA Advisor in accordance with open meeting laws.
      
      iv. Make necessary announcements to committees appointed to, whether a voting member or ex-officio member of those aforementioned committees.
      
      v. Appoint SGA voting members or members to SGA or campus or university or ad hoc committees. Such appointments shall become effective unless prohibited by a three-fourths (¾) majority vote of voting members present at said meeting of appointment of the SGA and maintain a record of members of those committees.
      
      vi. Represent the SGA, or designate a representative, for all ceremonial functions, campus, university, system, national, or student faculty/administration meetings.
      
      vii. Attend SGA meetings and only vote in the occurrence of a tie.
      
      viii. Know the constitution and bylaws of the SGA.
      
      ix. Study the objectives and procedures of the organization.
      
      x. Analyze membership problems.
      
      xi. See that other organizational leaders, committees, members and the advisor are informed about problems and policies under consideration.
      
      xii. Encourage the cooperation and harmony within campus and the student organizations and clubs recognized therein.
      
      xiii. Work closely with the SGA advisor and Vice President this includes informing them of all relevant materials.
      
      xiv. Serve on SUFAC as a voting member.
      
   b. Vice President
      
      i. Assume the duties of the President in their absence or in the case of resignation, ineligibility or emergency.
      
      ii. Carry out such duties as delegated by the President.
iii. Attend and vote at SGA meetings.
iv. Assist President, Secretary and SGA Advisor with the creation and
distribution of meeting materials.
v. Become acquainted with the President’s plans for the academic year and
beyond.
vi. Gather ideas from members.
vii. Be familiar with information materials sent/addressed to the President.
viii. Must serve on at least three (3) committees.
ix. Serve as member of Joint Committee.

c. Secretary
i. Keep minutes of the SGA meetings and maintain a file on the University
approved site of all SGA related business, including a history (summary)
of events throughout the year to be presented at the last scheduled meeting
of the academic year to the SGA.
ii. Conduct roll call at each SGA meeting.
iii. Receive SGA related correspondence and distribute the aforementioned
correspondences to the appropriate person(s) and replying to such
correspondence upon authorization by the SGA President.
iv. Responds to and maintains correspondence when delegated to by the
President.
v. Attend and vote at SGA meetings.
vi. Create and distribute meeting minutes and agendas with the President,
Vice President, and SGA Advisor.
   1. Meeting minutes shall be posted outside the Student Organizations
   room at least 24 hours prior to the next SGA meeting.
vii. Keep an appendix with description for committees and their student voting
rights with the President.
viii. Call attention to the President, in advance, to unfinished business.
ix. Have on hand at each meeting, the agenda, minutes of the previous
meeting, lists of committees and committee reports, and a copy of the
constititution and bylaws of the SGA.
x. Must serve on at least three (3) committees.

d. Treasurer
i. Keep accurate ledgers that will enable themselves to give a full financial
report at each SGA meeting and any requests of a report to be made within
24 hours of the aforementioned request.
ii. Be the Segregated University Fee Allocation Commission (SUFAC)
Committee Chair.
iii. Attend and vote at SGA meetings.
iv. Prepare requisitions for prompt payments of all invoices, deposit all
money collected, and meet with the SGA Advisor to accomplish these
tasks weekly.
v. Pay out funds on orders in collaboration with the SGA Advisor.
vi. Must serve on at least three (3) committees.

e. Media Relations Director

i. Create, post, and maintain all public outreach announcements.

ii. Maintain all SGA social media accounts and official SGA internet sites.

iii. Attend and vote at SGA meetings.

iv. Maintain a document containing campus activities and events in the
    surrounding areas in the geographical area.

v. Communicate with the Solution Center on current campus events related
to students.

vi. Must serve on at least three (3) committees.

2.0 Legislative Branch Senators

A. The Senators of this organization are responsible for supporting the everyday details that
result in the smooth operation of the organization.

B. Duties and Responsibilities of the Legislative Branch Senators

a. Sophomore Senators

i. Must serve on at least three (3) committees.

ii. Attend and vote at SGA meetings.

iii. Fulfill appointments made by the President.

iv. Members are responsible for communicating to SGA the concerns of
    faculty, staff, and students and relaying information back to those groups
    as necessary.

b. Freshman Senators

i. Must serve on at least three (3) committees.

ii. Attend and vote at SGA meetings.

iii. Fulfill appointments made by the President.

iv. Members are responsible for communicating to SGA the concerns of
    faculty, staff, and students and relaying information back to those groups
    as necessary.

Chapter 2. Elections

1.0 General Rules

A. Eligibility

a. Any student enrolled in at least one credit may become a candidate for the office
    of any position within the SGA.

b. Members of the SGA Executive Branch must have completed a minimum of 12
    credit hours prior to assuming office.

i. Candidates must have served one previous semester to be eligible for the
    position of President.

   1. In the event that no qualifying candidate comes forward, open
      elections will be held among the student body.

c. Members of the SGA Legislative Branch must meet the following:

   i. Freshman Senators

      1. Must be enrolled and/or accumulated 1-23 credits.
2. Must be in their first academic year of attendance at the University of Wisconsin-Eau Claire–Barron County.

ii. Sophomore Senators
   1. Must have completed 24 credit hours or more.
   d. If a student is defined academically as a Junior, Senior, or above, they may run for a Sophomore Senator position for the SGA, as well as an officer position.
   e. All candidates running for an elected position to the SGA must satisfy academic requirements as defined by UW System policy and the University of Wisconsin-Eau Claire–Barron County to be in “good academic standing” (2.0 cumulative GPA, 67% completion rate of all academic course work).
   f. Elected members of the SGA will be monitored academically by the SGA Advisor throughout the year.
      i. If an elected member falls below a cumulative GPA of 2.0 they would receive communication from the SGA Advisor and President of their removal and the process would ensue for replacement.

B. Election Day and Polls
   a. Election polls shall stay open at least four hours for each day that they are held.
   b. A minimum of two (2) election days are required.
   c. A University of Wisconsin-Eau Claire–Barron County staff, faculty, or administration member must be present at the election polls. It is required that a student also be present at the election polls.
   d. No candidate may sit at the election table during the election or be within thirty (30) feet of the table except when they cast their own ballot.
   e. No candidate may campaign within thirty (30) feet of the election polls on elections days. Campaigning includes:
      i. Signs
      ii. Lobbying
      iii. Loitering
      iv. Anything else that would cause influence to others of their vote or candidacy.
   f. Campaigning outside of thirty (30) feet of the election polls is allowed on elections days.

C. Tiebreaking
   a. In the event of a tie occurring during any election for any elected seat on the SGA the following procedure will be used:
      i. The candidates that have tied will have a special election that will run for two days only for a time length of two (2) hours each day following the week of the original election that was held.
      ii. The candidates that tie shall be the only two candidates allowed on the ballot, i.e. no write-in candidates will be accepted.
      iii. If names other than the two candidates appear on any ballot for any reason during the special tie-breaking election, those ballots are voided.
      iv. The aforementioned process would continue until the tie is broken.
D. Vacancies

   a. Vacancies of the SGA shall be filled in the following process:

      i. Vacancies that occur in the Legislative Branch shall be filled by the candidate whose name was printed on the ballot and received the most votes of the candidates not elected. In the case where they decline or are ineligible or there is more than one vacancy, the next not elected candidate whose name appeared on the ballot with the next highest amount of votes shall fill the position(s). This would continue until there are not candidates left whose name appeared on the ballot and were not elected. In this case the President shall appoint an individual to the position to be confirmed by three-fourths (¾) of the SGA.

      ii. Vacancies that occur in the Executive Branch shall be filled by appointment from the President of members within the elected SGA, which would then need to be confirmed by three-fourths (¾) of the SGA. This would continue until there were no individuals to choose from that are currently elected members of the SGA. The President would then fill the position by the candidate whose name was printed on the ballot and received the most votes of the candidates not elected. In the case where they decline or are ineligible or there is more than one vacancy, the next not elected candidate whose name appeared on the ballot and got the next highest amount of votes shall fill the position(s). This would continue until there are not candidates left whose name appeared on the ballot and were not elected in this case the President shall appoint an individual to the position to be confirmed by three-fourths (¾) of the SGA.

Chapter 3. Removal and Impeachment

1.0 General Rules

   A. Any voting member of the SGA may propose that another voting member of the SGA be disciplined or removed for the following:

      a. Violation of Constitution and/or Bylaws of the SGA.

      b. Engaging in unethical or illegal conduct.

      c. Significantly failing to carry out their defined responsibilities.

      d. Failing to attend meetings of the SGA.

      i. Tardies and Absences

         1. Excuses for absences from meetings of the SGA must be made 24 hours in advance and may or may not be excused by the discretion of the President. Three unexcused tardies will result in one unexcused absence. After three unexcused absences, the determination to disqualify the voting member of the SGA must be determined by a closed ballot vote requiring quorum of the SGA as a whole. Before the removal can happen, the individual making the
charges of removal must submit a written justification of the
removal to the President, the SGA Advisor, the Campus Director,
and the individual in question.

2. A member of the elected SGA may request a sabbatical time
period of up to 30 days due to an event/circumstances where it
impedes on their successful completion of their duties and the
goals of the SGA as a whole.
   a. A written request for sabbatical will be brought to the SGA
      Advisor and President and approved between those two
      individuals and the individual requesting the sabbatical.
   b. Only one sabbatical is allowed per member per academic
      year.

B. Impeachment
   a. The individual making the charges of impeachment of the President must submit a
      written justification of the impeachment to the President, the SGA Advisor, and
      the Campus Director.
   b. The impeachment vote would be conducted by a closed ballot vote requiring
      quorum of the SGA as a whole. If the impeachment passes, the Vice President
      immediately assumes Presidential duties until one of the two following instances
      occur:
         i. The Vice President is confirmed by three-fourths (¾) of the SGA.
         ii. A replacement is found for the vacant President seat. The Vice President
             will be Acting President during the time of which an individual is sought
             to replace the open President seat if the Vice President chooses not to fill
             the vacancy. Please refer to Chapter 2, Article 1, Section D for
             clarification on how an Executive Branch Officer Position is to be filled.

C. Grievances
   a. If any voting member at any time wishes to report a complaint about another
      voting member of the SGA, they may choose to do so to the SGA Advisor.
      Grievances filed must be in written form to the SGA Advisor who will then
      follow up with the voting members of the SGA. If this does not resolve the
      complaint, the SGA Advisor and Campus Director will conduct a closed-door
      session between the voting member in question, the President, the SGA Advisor,
      and the Campus Director. If the aforementioned process does not resolve the
      complaint, another closed-door session would be held but the individual who filed
      the complaint would be in attendance to the closed-door session. If
      aforementioned meeting still doesn’t resolve the complaint, action will be taken to
      remove the voting member of the SGA in question. Please refer to Chapter 3,
      Article 1 for clarification on how this removal process would proceed.

Chapter 4  Meetings

1.0  Guidelines
A. The SGA shall meet, at minimum, bi-weekly throughout the Fall and Spring semesters of each academic school year. The President, Vice President and the SGA Advisor shall meet at least once in each of the summer months of June, July and August.

B. All meetings of the SGA shall be conducted in accordance with the latest edition of “Robert’s Rules of Order” unless otherwise indicated in these bylaws.

C. All meetings must be in correspondence 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.”
   a. An exception to the aforementioned policy would be if an emergency meeting is called, which may be posted up to twenty-four hours in advance.

D. Meetings 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).
   a. The SGA 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.

E. In regards to open records, pursuant to Wisconsin State Statute 19.81, the SGA 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.

F. The SGA, as the official student government association of University of Wisconsin-Eau Claire–Barron County 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).

G. All voting members of the SGA shall count towards quorum.

H. All voting members are allowed to vote at SGA meetings except for the President who may only vote in the event of a tie.

I. A majority of the voting members of the SGA present shall initiate and implement rules and regulations pertaining to student welfare, interests and activities.

Chapter 5 Advisor

1.0 Information
A. The hired member of the University of Wisconsin-Eau Claire – Barron County that holds the title of Student Life and Events Coordinator will be the SGA Advisor, as outlined in their respective job description laid out to the aforementioned individual by the University of Wisconsin-Eau Claire – Barron County.
Chapter 6 Committees

1.0 Standing Committees/Special Committees/Ad-Hoc Committees

a) Committees

a. Any enrolled student of the University of Wisconsin-Eau Claire – Barron County may serve on any of the following committees listed.

b. Committees that have representation include the following, but are not limited to:

i. Committees as designed by the SGA.

ii. Steering (President)
   1. Sets the agenda for the campus and acts temporarily for the Collegium between meetings.

iii. Appointments (any 1 student)
   1. Advises the Campus Director on appointments of new faculty or instructional academic staff.

iv. University of Wisconsin System Student Representatives (2 Student Representatives from SGA)
   1. The voice of students from across the UW System. Any SGA Member is eligible to represent at this meeting.

v. Collegium (4 SGA Members)
   1. Makes decisions with faculty and staff pertaining to campus issues.

vi. Segregated University Fee Allocation Committee three (3) students, President, Treasurer)
   1. Works in conjunction with the administration to advise the SGA in the allocation of segregated fees.
   2. The committee is the major advisory body to the SGA in allocation of segregated fees.
   3. It is responsible for reviewing the allocable and non-allocable fees. The committee will review the budget and make recommendations that will benefit the students.
   4. The committee will create a report on how it feels segregated fees should be set. The report will be presented to the SGA for approval or modifications.
   5. The committee shall be chaired by the SGA Treasurer.
   6. The Treasurer and President will hold two of the five seats of voting members of SUFAC.
      a. The remaining three voting seats will be filled by any student of the campus as appointed by the SUFAC Chair
   7. The SGA Advisor, Campus Director, and two faculty/staff will sit in on the committee as ex-officio resource members.

vii. Athletics (1 student)
   1. Provide recommendations to the SGA on the athletic activities proposed in that coming year.
**i. Joint Committee (President, Vice President, 3 appointed students)**

1. **Purpose**
   a. The purpose of the Joint Committee is to maintain true autonomy on the individual campuses and to consider the entire student body of the university and the effects any proposed legislation may have on all students. The Joint Committee may also discuss ideas to improve communication and partnership between the campuses and propose legislation pertaining to such. Neither campus may infringe authority over the other through the Joint Committee or the respective student governing bodies.

2. **Structure**
   a. The Joint Committee shall be chaired by the Presidents from each campus. The members of the Joint Committee shall be the Vice Presidents and three (3) appointed members from each campus. The appointed members must be active, serving members of the Student Governments of the campuses they represent within the institution. These positions are appointed by the President of each campus’ Student Government and are subject to change per meeting.

3. **Meeting Guidelines**
   a. Meetings must be conducted in accordance with the Wisconsin Open Meetings Law. At the beginning of each semester, the Joint Committee is required to have one (1) mandatory meeting within the first two months of the semester. In-person meetings are not mandatory; they can be conducted over telecommunications. Quorum must be present to conduct business. Minutes will be sent out in accordance with the Wisconsin Open Meetings Law, and campus guidelines
   
   b. Refer to Robert’s Rules of Order Newly Revised for any other guidelines not explicitly stated in these bylaws.

4. **Co-Chairs/Responsibilities**
   a. The Co-Chairs will serve as the presiding officers of the Joint Committee for the term of one (1) academic year and shall only maintain their voting rights in the event of a tie of the voting members of the Joint Committee. If the Co-Chairs’ votes cause another tie, the motion(s) dies.
   
   b. If either of the Co-Chairs resign, is impeached, or the position(s) is left vacant for any other reason, the Vice President(s) of the campus of this event will serve as interim Co-Chair(s) until a new Co-Chair(s) are elected. In the event that a Co-Chair(s) is impeached from the Joint
Committee, the Joint Committee shall provide evidence as to why it occurred to the respective home campus or campuses of the aforementioned individuals.

5. Quorum
   a. Quorum is defined as one-half (½) plus one (1) of all voting members, and that all campuses have at least one (1) representative at the meeting. This would equal a minimum of six (6) members in respect to this Joint Committee. The co-chairs count for quorum.

6. Legislative Process
   a. The legislative process is intended to produce joint resolutions with the consensus of both campuses. The process is as follows:
      i. Resolutions are drafted at a Joint Committee meeting called by the co-chairs. This draft is not expected to be the final form of the resolution. A motion is entertained to start the legislative process and is passed with a simple majority.
      ii. Upon passage by the Joint Committee, the resolution draft shall be introduced as New Business in the meeting of each campus immediately following the Joint Committee passage. The meetings of the respective campuses shall have a period between the New Business introduction and the Student Government vote. The intention of this vote is to provide feedback and edits back to the Joint Committee for final conflict resolutions and approval.
      iii. The two (2) feedback and edit packages are brought back to the Joint Committee for conflict resolution and voting. Conflict resolution will assess differences from each package and reach a consensus through collaborative editing and discussion. After conflicts are resolved, voting will take place on a finalized resolution. The finalized resolution shall require a seven-eighths (7/8) vote by the body of the Joint Committee. If the vote fails:
          1. Vote Failed:
             a. The motion is dead.
             b. The proposal may be reintroduced in the future but not at the meeting where the vote failed.
2. Vote Passed:
   a. The resolution is sent to the appropriate receiving individuals/entities, student government advisors, and the Chancellor.

Chapter 7 Segregated Fees

1. Procedure
   A. The SGA will receive a report from SUFAC, which will recommend what segregated fees should be set at.
   B. The SGA will approve and/or modify the proposed report which will be submitted formally to the University of Wisconsin-Eau Claire – Barron County Campus Director for their acceptance and/or modification.
   C. If modified, the Campus Director’s new proposal must be returned to the SGA for either approval or disapproval. If the SGA refuses to accept and approve the Campus Director’s modification, it may exercise the right to submit its original proposal along with that suggested by the Campus Director to the University of Wisconsin Central Administration and the Board of Regents for resolution.

Chapter 8 Clubs/Organization Certification(s)

1. Procedure
   A. In order for a club/organization to form, or to authorize a sport, for any purpose, students must secure approval from the SGA.
      a. To secure approval, the following requirements must be met:
         i. Have a stated purpose for the organization or sport that will benefit the University of Wisconsin-Eau Claire–Barron County.
         ii. Submit a proposed written constitution to the SGA.
         iii. A representative of the group must appear before the SGA and petition orally for the chapter.
   b. The SGA may, by three-fourths (¾) majority vote, remove any of the privileges of the clubs/organizations/sports for the following reasons:
      i. For a one-year period the organization has failed to fulfill its stated purpose.
ii. The organization has operated in a manner contrary to the philosophy, objectives, rules, or guidelines of the University of Wisconsin-Eau Claire–Barron County.

iii. The organization excludes any student from membership for any reason.

c. All certified organizations/clubs/sports must follow the guidelines for expenditures from segregated fees and campus activity receipts, under policy.

Chapter 9 Funding Requests

1. Rules and Procedure(s)

A. Any member of the campus community may request funding from the SGA for any of the following reasons:

   a. Campus enrichment.

   b. Bettering the student experience.

   c. Anything that promotes the goals and missions of the University of Wisconsin-Eau Claire–Barron County.

B. Funding requests must be made in written form and submitted to the President.

C. A representative from the entity of the request may be present at the meeting at which the funding request is presented to the voting members of the SGA in order to orally petition for the funding request to pass by a three-fourths (¾) majority vote of the SGA.

D. The request will then be voted upon by the voting members of the SGA at the meeting following the aforementioned meeting at which the request was originally presented to the voting members of the SGA.

   a. A quorum of the voting members of the SGA as a whole is required to vote upon any funding requests.

   b. If the aforementioned doesn’t get met, the vote will be delayed to the following meeting. This process would continue until a vote can be made where the request is either approved or denied.

E. If a funding request is denied, the entity of which the funding request was proposed to the SGA can appeal the denied motion. The entity of which the funding request that proposed the funding request would need to submit additional, detailed documentation to the President as to why the funding request being denied should be over-turned. Once this paperwork is in place, it would then be brought back to the SGA for presentation. The appeal would then be voted upon by the voting members of the SGA at the meeting following the aforementioned meeting at which the appeal was originally presented to the voting members of the SGA.

   a. A quorum of the voting members of the SGA as a whole is required to vote upon any funding request appeals.

   b. If the aforementioned doesn’t get met, the vote will be delayed to the following meeting. This process would continue until a vote can be made where the appeal is either approved or denied.

F. If the appeal doesn’t pass, the motion is final and the request can’t be appealed a second time.
Chapter 10 Amendments

1. Process and Regulations

A. Proposed amendments must be submitted in written form to each voting member of the SGA, the SGA Advisor, and the University of Wisconsin-Eau Claire–Barron County Campus Director at least one meeting prior to consideration.

B. A roll call vote shall be required on final action of any and all amendments proposed to the SGA.

C. All amendments must be approved by a three-fourths (¾) majority of the voting members of the SGA as a whole.

D. Any member of the SGA is allowed to propose amendments.

E. The Constitution and Bylaws shall be reviewed each Spring semester by the SGA.

a. One regular meeting in the Spring semester will be designated to this review.