

BYLAWS OF THE
UNIVERSITY OF WISCONSIN – EAU CLAIRE
STUDENT SENATE



UW-Eau Claire Student Senate
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W.R. Davies Student Center 220

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TABLE OF CONTENTS

CHAPTER I: MISSION, AUTHORITY, LAW & POLICIES 4
 SECTION 1: PRIMARY CONTROL 4
 SECTION 2: PURPOSE. 4
 SECTION 3: MISSION 4
 SECTION 4: ADMINISTRATIVE RELATIONS 4
 SECTION 5: FEDERAL LAW 4
 SECTION 6: STATE LAW 5
 SECTION 7: UNIVERSITIES OF WISCONSIN POLICIES 5
 SECTION 8: UNIVERSITY OF WISCONSIN-EAU CLAIRE POLICIES 6
 SECTION 9: STUDENT BODY CONSTITUTION 6
 SECTION 10: STUDENT SENATE BYLAWS 6
 SECTION 11: STUDENT SENATE OPERATING POLICIES. 7

CHAPTER II: INSTITUTIONAL PROCEDURES AND GUIDELINES 8
 SECTION 1: SESSIONS. 8
 SECTION 2: MEETINGS. 8
 SECTION 3: LEGISLATION. 11

CHAPTER III: PERSONNEL DESCRIPTIONS AND EXPECTATIONS 13
 SECTION 1: RECRUITMENT. 13
 SECTION 2: EXECUTIVE BOARD. 13
 SECTION 3: COMPENSATION. 14
 SECTION 4: EXECUTIVE BOARD POSITION DESCRIPTIONS. 15
 SECTION 5: COORDINATOR POSITION DESCRIPTIONS. 18
 SECTION 6: INTERN AND CHAIR POSITION DESCRIPTIONS 19
 SECTION 7: STUDENT SENATORS 22
 SECTION 8: APPOINTMENTS FOR EXECUTIVE OFFICERS. 22
 SECTION 9: VACANCY. 23

CHAPTER IV: COMMISSIONS. 23
 SECTION 1: MEMBERSHIP 23
 SECTION 2: MEETINGS 24
 SECTION 3: DIRECTORS 24
 SECTION 4: CREATION 24
 SECTION 5: ADVISORS 24
 SECTION 6: DISMANTLING A COMMISSION. 25
 SECTION 7: ACADEMIC AFFAIRS COMMISSION 25
 SECTION 8: COMMUNICATIONS COMMISSION 28
 SECTION 9: EQUITY IN STUDENT MATTERS COMMISSION 30
 SECTION 10: FINANCE COMMISSION 32
 SECTION 11: INTERGOVERNMENTAL AFFAIRS COMMISSION. 43
 SECTION 12: INFORMATION TECHNOLOGY COMMISSION 45
 SECTION 13: STUDENT ORGANIZATION COMMISSION 47

SECTION 14: STUDENT OFFICE OF SUSTAINABILITY.....	52
SECTION 15: UNIVERSITY ACTIVITIES COMMISSION.....	54
SECTION 16: COMMITTEES.....	55
CHAPTER V: ELECTIONS AND EMERGENCIES.....	57
SECTION 1: DEMOCRATIC PROCESS.....	57
SECTION 2: ELECTIONS COMMITTEE.....	57
SECTION 3: PROCEDURES.....	58
SECTION 4: ELECTIONS.....	59
SECTION 5: VOTING.....	59
SECTION 6: RESULTS.....	60
SECTION 7: CAMPAIGNING.....	61
SECTION 8: REFERENDUM.....	62
SECTION 9: RECALL.....	62
SECTION 10: EMERGENCY PROCEDURES AND SUSPENSION.....	63
CHAPTER VI: CONDUCT, MISCONDUCT & ETHICS.....	64
SECTION 1: CONDUCT.....	64
SECTION 2: MISCONDUCT.....	65
SECTION 3: ETHICS.....	68
CHAPTER VII: SUPPORT STAFF.....	68
SECTION 1: PROGRAM ASSISTANT.....	68
SECTION 2: LEGAL SERVICES.....	68

CHAPTER I: MISSION, AUTHORITY, LAW & POLICIES

SECTION 1: PRIMARY CONTROL

The University of Wisconsin-Eau Claire (UW-Eau Claire) Student Senate Bylaws serve as a covenant between elected and appointed members and their constituents: the student body. Responsibility for the UW-Eau Claire Student Senate solely rests with the student body, and more specifically, its elected and appointed members. The UW-Eau Claire Student Senate will function in compliance with the Student Body Constitution and its bylaws.

SECTION 2: PURPOSE

The UW-Eau Claire Student Senate represents the interests of the students at the University of Wisconsin-Eau Claire by authoring and passing legislation, hosting events, and piloting initiatives, projects, and campaigns to improve student life and the overall quality of the University. The UW-Eau Claire Student Senate offers advice and opinions on behalf of the student body to UW-Eau Claire faculty, staff, administration, offices and departments, Universities of Wisconsin administration, Eau Claire City Council, as well as state and federal governments.

SECTION 3: MISSION

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

Commented [LE1]: Either have all instances say "University of Wisconsin-Eau Claire Student Senate" or "UW-Eau Claire Student Senate", don't switch between the two uses

SECTION 4: ADMINISTRATIVE RELATIONS

The advisor of the Student Senate shall be the Dean of Students or their 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 fill this position or the Dean of Students position is vacant, the Student Senate can resolve to have another person fill this position.

SECTION 5: FEDERAL LAW

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.

PART 2: 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).

PART 3: DIGITAL ACCESSIBILITY

Pursuant to Title II of the Americans with Disabilities Act (ADA), Student Senate shall make all materials and web content, including bill, resolutions, agendas, minutes,

attachments, bylaws, constitutions, and social media posts, accessible to people with disabilities. Student Senate shall use the OpenDyslexia font in all their materials displayed on the University of Wisconsin-Eau Claire website page to ensure equal access and inclusion to people of all abilities.

SECTION 6: STATE LAW

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.”

SUBSECTION 1: CLOSED SESSION

Pursuant to Wisconsin State Statute 19.81, the Student Senate may enter closed session only if the matter being discussed relates 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 II, Section 2, Part 8: Closed Session.*

PART 2: OPEN RECORDS LAW

Pursuant to Wisconsin State Statute 19.81, the Student Senate shall maintain records and respond to any open records request in accordance with all laws regarding this topic and the most current version of the Wisconsin Department of Justice’s Public Records Law Compliance Guide.

PART 3: STUDENT GOVERNANCE

Student Senate, as the official student government association of the University of Wisconsin-Eau Claire’s 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).

SECTION 7: UNIVERSITIES OF WISCONSIN POLICIES

PART 1: STUDENT GOVERNANCE

Student Senate affirms the guidelines for student governance as outlined in Universities 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.

PART 2: SEGREGATED UNIVERSITY FEES

Student Senate shall be the Segregated University Fee Allocation Commission (SUFAC) for the University of Wisconsin-Eau Claire’s student body, as established in Universities of Wisconsin Board of Regents Policy 30-5. See Chapter IV, Section 10 for further SUFAC policies and details.

PART 3: STUDENT ORGANIZATIONS

Student organizations recognized by the Student Senate shall comply with Universities of Wisconsin Board of Regents Policy Document 30-6, Chapter I, Section 5 of these bylaws, and policies prescribed in Chapter IV, Section 13 of these bylaws, and the Student Organizations Handbook.

Commented [LE2]: What's goin on with this sentence

SECTION 8: UNIVERSITY OF WISCONSIN-EAU CLAIRE POLICIES

PART 1: UNIVERSITY CENTERS POLICIES

The Student Senate shall abide by all applicable University Centers policies regarding room reservations, facilities usage, event services, etc.

PART 2: ADMINISTRATIVE POLICIES

Student Senate shall abide by all applicable administrative policies, as outlined here: [Policies | Knowledge Base | UW-Eau Claire \(uwec.edu\)](#)

PART 3: STUDENT RIGHTS AND RESPONSIBILITIES

Student Senate shall uphold the Blugold Student Conduct Code, as maintained by the Dean of Students, specifically those focused on shared governance, freedoms of speech and association, campus environment and student services, and student conduct. Blugold Student Conduct Code can be found here: [Policies: Blugold Student Conduct Code | UW-Eau Claire \(uwec.edu\)](#)

SECTION 9: STUDENT BODY CONSTITUTION

The Student Body Constitution of the University of Wisconsin-Eau Claire shall serve as the preeminent governing document of the Student Senate. These bylaws shall establish Student Senate policies and procedures under the interpretation of subsections of the Student Body Constitution. [Spring-2021.pdf \(uwec.edu\)](#)

SECTION 10: STUDENT SENATE BYLAWS

The Student Senate Bylaws are the main governing document of the University of Wisconsin-Eau Claire Student Senate. In consultation with the Student Body Constitution and the Student Senate Operating Policies, this document is the binding outline of the duties, responsibilities, expectations, and functions of the Student Senate, its commissions, committees, and members.

PART 1: AMENDING THE BYLAWS

In accordance with Article V, Section 2 of the Student Body Constitution, amendments to the bylaws must be adopted through the introduction of a bill and passed by a 2/3 vote, with a mandatory one-week period between introduction and approval.

SUBSECTION 1: GUIDELINES

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

- Bylaw changes should make the governing policies of the Student Senate clearer and more accessible to students.

- Bylaw changes should comply with current laws and university policies.
- Bylaw changes should be consistent with the mission and purpose of the Student Senate.
- Representatives or stakeholders of a particular bylaw amendment bill should be consulted before submitting it.

SUBSECTION 2: PERIODIC REVIEW

The Student Senate Bylaws should be reviewed during the spring semester of every odd-numbered session to account for any university, state, or federal policy changes.

SUBSECTION 3: BYLAWS AMENDMENT BILL

I. INTRODUCTION

Bylaw amendments shall be introduced in bill form.

II. DELIBERATIONS

Deliberations on bylaw amendments should be conducted according to the standard legislative procedures of a regular general assembly meeting.

III. PASSAGE

A 2/3 majority of present voting members is necessary for the passage of bylaw amendments.

PART 2: ADOPTING NEW BYLAWS

SUBSECTION 1: PROCESS

The drafting of new bylaws for the Student Senate shall be conducted through the Internal Affairs Committee.

SUBSECTION 2: BYLAWS BILL

I. INTRODUCTION

New Student Senate Bylaws shall be introduced in bill form and require a mandatory public hearing prior to voting, in compliance with Chapter II, Section 2, Part 6 of these bylaws.

II. DELIBERATIONS

Deliberating and voting upon a new set of bylaws should be conducted in a place with sufficient gallery space for at least 40 students, visitors, and non-voting members. Efforts should be made to invite as many students as possible.

III. PASSAGE

A 75% majority of present voting members is necessary for the adoption of a new set of bylaws.

SECTION 11: STUDENT SENATE OPERATING POLICIES

The Student Senate Operating Policies shall provide further interpretation of the bylaws and, by extension, the Student Body Constitution.

PART 1: PURPOSE

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

PART 2: AUTHORITY

These operating policies shall be considered nonbinding to all members of the Student Senate. Curating, updating, and enforcing the operating policies shall be left up to the discretion of the President and Vice President, with consultation and consent from all respective directors and coordinators.

PART 3: AMENDMENTS

The operating policies shall be updated annually by the executive board to reflect the most up-to-date information and most efficient operational guidance to the body.

CHAPTER II: INSTITUTIONAL PROCEDURES AND GUIDELINES

SECTION 1: SESSIONS

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

SECTION 2: MEETINGS

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

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, or half of voting members plus one. A lesser number shall suffice to adjourn or recess.

PART 2: 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.

PART 3: PROFESSIONAL CONDUCT & DECORUM

Professional conduct, as established in the latest edition of *Robert's Rules of Order* and these bylaws shall be maintained during Student Senate meetings. To preserve the legitimacy of the legislative body and standard of the UW-Eau Claire Student Senate, any member of the Student Senate is expected to maintain professional conduct in Student Senate meetings.

PART 4: EMERGENCY MEETINGS

In an emergency, a special or emergency Student Senate meeting may be called by a member of Student Senate, if it is approved by the chair, held with proper notice, a formulated agenda or purpose is presented, and if quorum of voting members is met.

PART 5: PUBLIC HEARINGS

Public hearings should be accessible presentations for the student body to provide feedback and consideration for proposals, amendments, and other Student Senate business. Public hearings should abide by Open Meeting Laws, with proper notice and purpose shared with any relevant parties and available to all students. Public hearings can include commission meetings abiding by Open Meeting Laws and procedure.

SUBSECTION 1: FREQUENCY

Bills relating to the Organized Activities Budget, Student Technology Fee Budget, Differential Tuition Budget, Referendums, Bylaws, or Constitutional Amendments are required to have a public hearing between first reading and consideration. Other bills at or above \$5,000 expenditures must have a public hearing.

SUBSECTION 2: PROCEDURE

Public hearings must be held during the week between the introduction and consideration and vote of the bill. Further Open Forum procedure and guidance can be found in the Student Senate Operating Policies.

SUBSECTION 3: MOTIONS

Any voting member of the Student Senate may motion for a public hearing to be held following the first meeting the bill or resolution was introduced, and before the piece of legislation is voted on. The motion requires a majority vote to pass.

PART 6: DELIBERATIONS

SUBSECTION 1: EXECUTIVE PRIVILEGES

The privileges of debating, introducing motions on the Senate floor, and voting are given to Directors, Coordinators, Senators, President, and Vice President. The Parliamentarian may introduce but not vote on motions.

SUBSECTIONS 2: RESIDENCE HALL ASSOCIATION AND UNIVERSITY SENATE

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

SUBSECTION 3: SPEAKING TURNS

The Student Senate allows two speaking turns of 10 minutes each on main motions and two turns of 10 minutes each per amendment per voting member. They are not transferable except to members of the gallery. The author of legislation 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.

SUBSECTION 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.

PART 7: CLOSED MEETINGS

Student Senate shall abide by the requirements of the closed meeting via Wisconsin Open Meetings Laws, as outlined in Chapter I, Section 6, Part 1 and prescribes the following procedure, consistent with current state policies concerning closed meetings, for the use, applicability, and process of closed meetings.

SUBSECTION 1: FREQUENCY OF USE

Closed session, in accordance with state statute, must be invoked sparingly. Anyone entering a closed session unnecessarily is subject to a state fine.

Commented [LE3]: IS THIS TRUE??????

SUBSECTION 2: PROCEDURE

I. RECORDS

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

II. VOTING

Votes on matters considered in closed session must be made in open session, unless such public voting hinders the reason for entering closed session. The results of votes in closed session will be published, but individual members' votes shall remain undisclosed unless requested under Open Records Law.

III. OPERATING POLICIES

Refer to the Student Senate Operating Policies for further specific procedures and processes during closed session.

SUBSECTION 3: INFRACTIONS

I. 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, a second, and 2/3 vote of present members.

II. VIOLATIONS

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

III. DISCIPLINARY ACTION

If the Parliamentarian determines that the infraction is serious, this may be grounds for removal under disciplinary action under Chapter III, Sections 5 and 6, which will be initiated by the President.

IV. OFFENSE 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 8: NOTIFICATION OF MEETINGS

In addition to members of the body, campus media, administration, faculty, staff, and the student body shall also be notified of meetings, in accordance with Wisconsin Open Meetings and Open Records Law. The student body will be notified of, and encouraged to participate in, meetings in the most effective and efficient manner.

Commented [LE4]: I feel like we should add members of the student senate cause they aren't even mentioned...

PART 9: MEETING LOCATIONS

The Student Senate will hold all official meetings and events requiring attendance in facilities and establishments accessible to individuals of all abilities, identities, and backgrounds.

PART 10: ORDER OF BUSINESS

The order of business shall be established on a public agenda, posted and shared no less than 24 hours in advance to comply with Wisconsin Open Meeting and Open Record Laws. Common general assembly order of business can be found in the Student Senate Operating Policies.

SUBSECTION 1: AMENDING THE AGENDA

Any voting member of Student Senate can motion to amend the agenda, with a second, and carried by a majority vote.

SUBSECTION 2: EXECUTIVE AMENDMENTS

Unless there is objection, the Student Body President or presiding officer shall have the ability to add or amend orders of business for a given meeting of Student Senate.

PART 11: EXECUTIVE BOARD MEETINGS

All Student Senate officers and directors must attend the Executive Board meetings, which take place an hour before the general assembly meeting. The Vice President shall chair the Executive Board unless they designate another member as chair. The Student Senate Advisor shall also attend these meetings.

SUBSECTION 1: RELEVANT LEGISLATION

Authors of all legislation should also attend the executive board meeting to introduce their legislation and take questions from the executive board.

SECTION 3: LEGISLATION

PART 1: BILLS

SUBSECTION 1: DEFINITION

Bills shall prescribe an action, and/or an expenditure of effort or financial resources on behalf of the Student Senate.

SUBSECTION 2: IMPACT

Bills shall be considered binding if passed.

SUBSECTION 3: CONSIDERATION

A bill shall be introduced during its first and second reading, with questions allowed following each introduction. A bill may not be discussed or voted on during the first reading unless the Student Senate suspends this rule by a 2/3 vote. Discussion and a vote will take place after the second reading and questioning.

PART 2: RESOLUTIONS

SUBSECTION 1: DEFINITION

Resolutions shall describe a position that the Student Senate takes on a matter.

SUBSECTION 2: IMPACT

Resolutions shall be considered non-binding if passed.

SUBSECTION 3: CONSIDERATION

A resolution shall be both discussed and voted on during the first reading unless the Student 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 the student body voting on the referendum.

PART 4: NUMBERING

Each piece of legislation shall be assigned a number upon preparation. The number for legislation shall first indicate the Senate session number, followed by a dash, a letter indicating its form ("R" for Resolution, "B" for Bill), another dash, and finally a number indicating its chronological order for the session.

PART 5: DISTRIBUTION

A copy of each piece of proposed legislation shall be distributed to each senator and member of the Executive Board along with each week's agenda, with ample time to be reviewed before introduced on the floor. Members can opt out of receiving paper copies of materials by communicating with the Program Assistant. A copy of each piece of legislation adopted by the Senate shall be distributed to an included distribution list at the conclusion of the legislation. Typically included in this list are all relevant parties, departments or offices, Chair of the University Senate, Chancellor, Vice Chancellors, Dean of Students, and others as appropriate.

Commented [LE5]: Is this saying I should be sending the legislation we pass to the distribution list as well?

Commented [FJ6R5]: no, the 'distribution list' is the list of names at the end of a piece of legislation

PART 6: AUTHORIZING

The Student Senate extends the privilege of authoring legislation to the President, Vice President, Directors, Coordinators, Senators, Parliamentarian, commissions, special committees, and ad hoc committees.

PART 7: OUT OF ORDER

The presiding officer shall have the authority to rule out of order any bill or resolution not submitted in appropriate 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 2/3 vote. Even matters considered in an emergency fashion must have at least two hours' notice on the publicly posted agenda.

SUBSECTION 1: PERSONAL AND INAPPROPRIATE MATTER

The presiding officer shall also rule out of order any legislation of a personal or inappropriate matter which could more appropriately be dealt with in the form of a letter or through other means of business not presented on the Senate floor.

PART 8: EXPIRATION

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

CHAPTER III: PERSONNEL DESCRIPTIONS AND EXPECTATIONS

SECTION 1: RECRUITMENT

Student Senate shall try to recruit, involve, engage, and appoint members from a wide variety of academic, demographic, and personal backgrounds. The body shall be representative of the student body, including all student opinions and voices. Diversity of thought, identity, and experience shall be prioritized and valued throughout the body and all commissions and committees.

SECTION 2: EXECUTIVE BOARD

PART 1: EXECUTIVE BOARD RESPONSIBILITIES

The Executive Board members have the following responsibilities:

- 1) Function as the primary advisory body to the President.
- 2) Consult and update procedures outlined in the Student Senate Operating Policies
- 3) Perform such other duties as the Senate or President may direct.

Each member of the Executive Board is appointed by the President and subject to Senate confirmation, with exception to the Mascot and Housing Coordinators. All Executive Board members must serve two weekly office hours and provide relevant commission information to interested parties. All Executive Board Directors, except the Personnel Director, are responsible for chairing weekly or biweekly commission meetings, as well as the commission's agendas and minutes.

Commented [LE7]: Reminder for Lily to start here. Dummy <3

Commented [LE8]: this kind of contradicts the bylaws where it says the operating policies are non-binding

PART 2: EXECUTIVE BOARD MEMBERSHIP

The Executive Board shall consist of the President, Vice President, Senate Personnel Director, Parliamentarian, the Mascot and Housing Coordinators, and all Senate Directors. Executive members shall not serve in the capacity of Senator. No member of the Student Senate may hold more than two executive positions at once.

Commented [EM9]: This should go somewhere else?

PART 3: VOTING RIGHTS

Every member of the Executive Board, including the President and Vice President, is granted voting rights. The Parliamentarian is the exception to this rule, as they will not be a voting member of the General Assembly. The only circumstance in which the President or Vice President should execute their voting privilege is in the event of a tied vote, or in matters of extreme importance at their discretion.

SECTION 3: COMPENSATION

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 the equivalent of Fall and Spring semesters and for 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. 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. The Vice President shall receive an amount equal to 75% of the President's stipend. The President and Vice President shall be paid every other week over the duration of their term, including break periods.

PART 2: DIRECTORS

All Directors, including the Student Directors of SOS and ESM, shall receive an amount equal to 50% of the President's stipend, rounded down to the nearest dollar. They shall be paid in equal, biweekly payments, over the fall and spring semesters when classes are in session.

PART 3: PARLIAMENTARIAN AND COORDINATORS

The Parliamentarian, Mascot Coordinator, and Housing Coordinator shall receive an amount equal to 25% of the President's stipend. The Parliamentarian, Mascot Coordinator, and Housing Coordinator shall be paid in equal, biweekly payments, over the fall and spring semesters when classes are in session, unless otherwise needed for the nature of the position(s) and agreed upon with the President, Vice President, and Program Director.

PART 4: INTERNS, SOS COORDINATORS, AND UAC CHAIRS

All Commission Interns, Coordinators, and Chairs shall receive an amount equal to 25% of the President's stipend. All interns shall be paid an hourly wage, as established by the Program Manager and executive board. They must log their hours biweekly, and their total payments shall not exceed the threshold of 25% of the president's stipend.

SECTION 4: EXECUTIVE BOARD POSITION DESCRIPTIONS

PART 1: STUDENT BODY PRESIDENT

The President, in accordance with the constitution, shall be the presiding officer and foremost representative of the Student Senate and the student body. 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. The President is not able to hold any other executive position. The President may be the chair of a committee or a chairperson within a commission. 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. The President shall have budgetary authority over the Student Senate General Operations and Foundation accounts, with consultation from the Student Senate Program Manager. The President, or their designee, will preside over general Student Senate Meetings.

PART 2: STUDENT BODY VICE PRESIDENT

The Student Body Vice President shall be the second highest-ranking representative of the Student Senate and the student body. 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 Senate position, and/or Commission or Committee membership – prior to campaigning for this position. The Vice President shall serve in the place of the President in their absence and shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member. The Vice President should not hold any additional Executive position. In the event of a vacancy, the Vice President may temporarily take on the obligations of that respective role without additional pay. The President and Vice President must engage in due diligence to ensure the position is filled in a timely manner. The Vice President shall chair all Senate Executive Board Meetings, unless designated to another Executive Board Member. 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 Senate Program Manager within 24 hours of the expenditure.

PART 3: STUDENT PERSONNEL DIRECTOR

The Senate Personnel Director position is limited to individuals who have held an office in the previous session. This is not extended to commission or committee members. In the event a nomination process fails, and no other qualified candidates are available for the position, the position may be opened to members of the Senate, or its respective commissions, who have not served an office in previous years. The Senate Personnel Director is responsible for formulating the Student Senate General Operations budget, subject to approval by the Student Senate President, Vice President, and the Program Manager. The Personnel Director shall

Commented [LE10]: A position

record minutes of Senate meetings and distribute them, along with agendas, to the Student Senate no less than 24 hours prior to meetings. They shall also monitor attendance of Senators, and work with the President to enforce the attendance policies set forth in these bylaws. They have a budgetary discretion for purchases at or below \$50 from the General Operations account, subject to the approval of the Senate Program Manager. They shall also chair and conduct the business of the Internal Affairs Committee, handle personnel and conduct-related concerns involving the Student Senate at large with collaboration from the President, Vice President, or Advisor as needed, and, in collaboration with the President and Vice President, shall serve as a primary feedback mechanism to members of the Student Senate other than the Executive Board. In the event of a vacancy within the Senate Personnel Director position, the Parliamentarian may serve both roles temporarily until a new student is appointed by the Senate. The responsibilities should only include taking and sending meeting minutes, sending meeting agendas, and assisting in vote counts as needed.

Commented [EM11]: this should go somewhere else

PART 4: PARLIAMENTARIAN

The Parliamentarian shall advise members of the body 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 Wisconsin Open Meeting Laws. The Parliamentarian shall serve as the Elections Committee Chairperson and sit on Internal Affairs as a committee member. The Parliamentarian should only speak and author legislation on matters of parliamentary procedure, elections, and constitution or bylaw procedures.

PART 5: ACADEMIC AFFAIRS COMMISSION DIRECTOR

The Academic Affairs Commission Director shall serve as the liaison between students and administration on academic matters. 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. The Academic Affairs Director shall act as a resource on academic policies and Blugold Commitment Differential Tuition to the Student Senate and student body.

PART 6: COMMUNICATIONS COMMISSION DIRECTOR

The Communications Commission Director promotes awareness of and participation in Student Senate activities, monitors student feedback, and enhances the many channels of communication outside of Student Senate. The Communications Director shall assist the Senate Personnel Director in displaying, marketing, and actively promoting Senator and Executive Member Office Hours. They shall also help in promoting valuable campus resources and organizations available to students.

PART 7: EQUITY IN STUDENT MATTERS COMMISSION DIRECTORS

Both Directors of the ESM Commission shall be the primary liaison from the Equity in Student Matters Commission to the student body and the Student Senate. The Student Director of the ESM Commission shall be primarily responsible for outreach

to marginalized students and their respective organizations for involvement, communication, and receiving requests for initiatives. The Senate Director of the ESM Commission shall be primarily responsible for consulting on projects and legislation with ESM members, Senators, and Directors to support the equity, diversity, and inclusion goals of UW-Eau Claire. They shall also facilitate all necessary and relevant internal budget procedures, as well as assist in the Organized Activities process with affiliated offices.

PART 8: FINANCE COMMISSION DIRECTOR

The Finance Commission Director shall be responsible for guiding and advising the Finance Commission and the Student Senate in matters relating to the allocation of Student Segregated Fees. To this end, the Finance Commission Director shall have knowledge of applicable laws, policies, and precedents to the expenditure of Student Segregated Fees. The Finance Director is responsible for authoring the Allocable and Non-Allocable Budget legislation as well as researching and auditing Organized Activities with the Finance Commission as needed. The Finance Director shall facilitate appeals and award fair time and deliberation for those applying for segregated fees.

PART 9: INTERGOVERNMENTAL AFFAIRS DIRECTOR

The Intergovernmental Affairs Director shall be responsible for advocating for the UW-Eau Claire student body on concerns relating to university, local, state, and federal policy and issues. The Intergovernmental Affairs Director shall author the Legislative Priority Summary through the Intergovernmental Affairs Commission, subject to approval by the Student Senate each semester. The IGA Director shall coordinate the bi-annual Rally for Excellence every state biennium budget year with assistance from the Student Body President, Vice President, Senate Personnel Director, and the Intergovernmental Affairs Intern.

PART 10: INFORMATION TECHNOLOGY DIRECTOR

The Information Technology Director shall serve as the primary liaison between students and administration on technological initiatives. They shall author the Innovation Budget bill and any funding allocation bills for introduction to the Student Senate. Additionally, they shall serve as the communication mechanism between and in collaboration with Learning Technology Services and any other relevant offices or departments on campus.

PART 11: STUDENT ORGANIZATION DIRECTOR

The Student Organization Director shall be the primary liaison between student organizations and Student Senate. They shall be available to meet with student organizations on campus and hold regular and special office hours where organizations can meet with the director and/or the commission members to answer questions and concerns. The Student Organization Director shall chair the Student Organization Conduct Committee (SOCC) meetings and hearings. If the Chairperson is unable to perform the duties of the Chairperson, a designee will be chosen by the Student Senate President or Vice President within a reasonable

timeframe. The duties of the SOCC Chairperson includes being present at all conduct related student organization meetings and hearings, disseminating the policies, procedures and laws governing RSOs, and enforcing all policies, procedures, rules, and laws governing RSOs.

PART 12: STUDENT OFFICE OF SUSTAINABILITY DIRECTORS

The Student Office of Sustainability Directors shall lead, plan, and execute sustainability projects. The Directors will delegate sustainability projects, assign additional tasks, and oversee the overarching work of SOS Coordinators and Commission members as well as author resolutions and bills to be submitted to Student Senate which affect sustainability policies and practices. The SOS Directors shall vote on proposals before the SOS Commission only if the vote is equally divided. The Senate SOS Director is responsible for maintaining the 5-year spreadsheet of the Green Fund budget allocations and being the student administrative representative and point person for campus sustainability. The Student SOS Director is the student representative and point person for student sustainability initiatives. They shall serve as the primary liaison between the SOS and student body.

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. The University Activities Commission (UAC) Director oversees the various committees that facilitate and promote student engagement activities. The UAC Director will help the advisor formulate and present the UAC budget to the Finance Commission during the allocable fee process.

SECTION 5: COORDINATOR POSITION DESCRIPTIONS

The Mascot and Housing Coordinators are selected and appointed by the President and Vice President. Both coordinators are members of the executive board, but are not granted voting rights. They are, however, able to speak in meetings and introduce legislation. Both coordinators are required to serve two office hours per week outside of meetings.

PART 1: MASCOT COORDINATOR

The Mascot Coordinator shall serve as the liaison between the Student Senate, the mascot, and all interested parties for university events, media, and appearances. The Mascot Coordinator's term is for 12 months, instead of 9 months, at the discretion of the President. The Mascot Coordinator is responsible for coordinating mascot schedules and promoting mascot availability for Student Organizations and University events.

PART 2: HOUSING COORDINATOR

The Housing Coordinator shall actively work to create ways to educate students on student housing, both off- and on-campus, including tenants' rights. The coordinator shall sit on any commissions and their term may be for up to 12 months, instead of 9 months, at the discretion of the President. The Housing Coordinator shall meet

with the Director of Housing and Residence Life or their designee and attend all Residence Hall Association General Assembly meetings as a Student Senate liaison. They shall complete all other tenant related duties assigned by the President and Vice President.

SECTION 6: INTERN AND CHAIR POSITION DESCRIPTIONS

All Interns, SOS Coordinators, and UAC Chairs are selected by their respective Directors, subject to approval by the President. Each Intern, Coordinator, and Chair is required to serve one office hour per week outside of meetings, in accordance with the respective directors' expectations.

PART 1: ACADEMIC AFFAIRS INTERN

The Academic Affairs Intern is responsible for contributing to core legislation and projects as needed by the AAC Director. They shall attend Director check-ins with the Provost, as well as Bugold Commitment Differential Tuition preparation meetings and help to coordinate the administrative aspects of semesterly open forums, and other projects as assigned.

PART 2: COMMUNICATIONS EVENTS INTERN

The Communications Events Intern shall assist all Commissions and all Student Senate business involving event coordination, including planning and hosting. They shall aid the Communications Director in other projects that pertain to any area of the Communications Commission's purview and responsibilities as they are assigned.

PART 3: COMMUNICATIONS MEDIA INTERN

The Communications Media Intern is responsible for designing effective promotional materials for Student Senate and its commissions, using various mediums and formats. They shall aid the Communications Director in other projects that pertain to any area of the Communications Commission's purview and responsibilities as they are assigned.

PART 4: COMMUNICATIONS GRAPHICS INTERN

The Communications Graphic Design Intern is responsible for designing effective promotional materials for Student Senate and all of its commissions. They shall aid the Communications Director in other projects that pertain to any area of the Communications Commission's purview and responsibilities as they are assigned.

PART 5: FINANCE COMMISSION INTERN

The Finance Intern is responsible for assisting the Director in facilitating budget hearings, appeals hearings, and the assignment of liaisons to Organized Activities. The Intern shall have an awareness of all Organized Activities and their missions and help author legislation to be submitted to the Student Senate concerning the business of the Finance Commission. They shall complete all other duties assigned by the Finance Commission Director in an efficient manner.

PART 6: INTERGOVERNMENTAL AFFAIRS INTERN

The Intergovernmental Affairs Intern (IGA) shall have the primary responsibility for compiling and disseminating commission information to members following each weekly meeting and working with the Intergovernmental Affairs Director on relevant commission projects. They shall serve as a liaison between UW-Eau Claire Student Senate and local and county governing authorities. They shall also work with the IGA Director with researching summaries on the issues and policies at the local, county, and state level featured in the Legislative Priority Summary.

PART 7: INFORMATION TECHNOLOGY INTERN

The information Technology Commission Intern shall assist the director in creating the yearly budget ranges, writing legislation, and in innovative projects. They should understand the policies that guide the allocation of the Student Technology Fee and attend meetings delegated by the Information Technology Director. The Intern shall have an awareness of campus technology, contribute to the work of the Commission as a representative of the student body and, to the best of their ability, complete all duties requested of by the Information Technology Director in an efficient manner.

PART 8: STUDENT ORGANIZATION INTERN

The Student Organization Intern is responsible for supporting the SOC Director and AIL staff in the normal operations of student organizations. They will attend every SOCC meeting in the event of a required assembly of the committee, sit on the SOC and Finance Joint Committee, and help in approving annual student organization re-registration forms.

PART 9: STUDENT OFFICE OF SUSTAINABILITY CLIMATE ACTIVISM + EVENTS COORDINATOR

The SOS Climate Activism and Events Coordinator is responsible for helping foster the environmental movement at UWEC, working with members of SEED, Conservation Club, and other climate and sustainability stakeholders in the wider Eau Claire community. They shall lead the UW-Eau Claire chapter and recruit students from UWEC to join current environmental activism organizations and pursue other environmental activism opportunities on behalf of the SOS. They will also oversee Earth Day/Month activities in the Spring semester and organize events around national and international climate events.

PART 10: STUDENT OFFICE OF SUSTAINABILITY COMMUNICATIONS + EDUCATION COORDINATOR

The SOS Communications and Education Coordinator is responsible for providing information and presentations to the SOS Commission, classes, and other organizations about sustainability topics. They shall produce engaging, clear text for SOS events, social media, speeches, and any other forms of communication as well as market ongoing programs, events, and initiatives through the website and media platforms. They shall take minutes during the weekly Commission meetings. They will work to ensure that students are aware of and empowered to take part in

ongoing SOS programs, especially utilizing and promoting the Student Sustainability Resource Center.

PART 11: STUDENT OFFICE OF SUSTAINABILITY DESIGN COORDINATOR

The SOS Design Coordinator is responsible for seeking opportunities to apply design skillsets to projects and initiatives, such as the Student Sustainability Resource Center. They will create professional graphics for use in print and on social media and organize digital assets including the official logo of the SOS and the Brand Manual.

PART 12: STUDENT OFFICE OF SUSTAINABILITY OPERATIONS COORDINATOR The SOS

Operations Coordinator is responsible for maintaining the calendar for the Student Sustainability Resource Center (SSRC) with Executive Board Office hours, upcoming events, and space reservation requests from students, faculty, or staff. They will run composting upkeep in the SSRC and hydroponics, including cleaning, harvesting, and managing service-learning hours for volunteers.

PART 13: UAC CONCERT COMMITTEE CHAIRS

The UAC Concerts Chairs (2) are responsible for planning and executing all large-scale campus concerts and the semesterly Cabin Concert series. They will host weekly committee meetings with committee members to share updates and plan for upcoming events. The committee chairs work directly under the supervision of the UAC director and advisor, and collaborate with all necessary campus parties to ensure successful and proper execution of all UAC Concerts. More information can be found in the position descriptions created by the UAC advisor.

PART 14: UAC FESTIVALS COMMITTEE CHAIR

The UAC Festivals Chairs (2) are responsible for planning and executing all campus-wide festivals, including Homecoming, Winter Carnival, and Springfest. They will host weekly committee meetings with committee members to share updates and plan for upcoming events. The committee chairs work directly under the supervision of the UAC director and advisor, and collaborate with all necessary campus parties to ensure successful and proper execution of all UAC Festivals. More information can be found in the position descriptions created by the UAC advisor.

PART 15: UAC FILMS COMMITTEE CHAIR

The UAC Films Chair are responsible for planning each semester's campus film series and executing all campus film showings. They will host weekly committee meetings with committee members to share updates and plan for upcoming events. The committee chair work directly under the supervision of the UAC director and advisor, and collaborates with all necessary campus parties to ensure successful and proper execution of all UAC Films. More information can be found in the position descriptions created by the UAC advisor.

PART 16: UAC LATE NIGHT COMMITTEE CHAIRS

The UAC Late Night Chairs (2) are responsible for planning and executing late-night events and activities intended for on-campus students to engage with in the evenings and on weekends. They will host weekly committee meetings with committee members to share updates and plan for upcoming events. The committee chairs work directly under the supervision of the UAC director and advisor, and collaborate with all necessary campus parties to ensure successful and proper execution of all UAC Late Night events. More information can be found in the position descriptions created by the UAC advisor.

PART 17: UAC PUBLIC RELATIONS COMMITTEE CHAIRS

The UAC Public Relations Chairs (2) are responsible for managing all UAC social media channels, maintaining accurate event calendars, and updating website information. They will host weekly committee meetings with committee members to share updates and plan for upcoming events. The committee chairs work directly under the supervision of the UAC director and advisor, and collaborate with all necessary campus parties to ensure successful and proper execution of all UAC events. They work closely with all four other UAC committees to assist in event advertising and public relations needs. More information can be found in the position descriptions created by the UAC advisor.

SECTION 7: STUDENT SENATORS

PART 1: OFFICE HOURS AND OUTREACH HOURS

Student Senators must serve at least one office hour in the Student Senate office per week. Every Student Senator will meet with the Senate Personnel Director at the beginning of the semester to discuss outreach hour initiatives. The outreach hours should promote external engagement or professional development, such as attending a campus event or organization meeting, and is up to the discretion of the Student Personnel Director. Failure to perform office hours and outreach hours each week shall be considered an unexcused absence unless previously discussed with the Student Personnel Director.

PART 2: COMMISSION AND COMMITTEE MEMBERSHIPS

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 committee.

SECTION 8: APPOINTMENTS FOR EXECUTIVE OFFICERS

PART 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.

SUBSECTION 1: AD HOC SEARCH AND SCREEN COMMITTEES

The President shall collaborate with the Vice President in all selections for executive members. A Search and Screen Committee shall be formed, and

the President and Vice President will make every possible effort to form an unbiased and educated group. Committee membership may include: the Program Manager, Student Senate Advisor, outgoing Directors, advisors of commissions, as well as student representatives within the Multicultural Student Services, Services for Students with Disabilities, the Gender & Sexuality Resource Center and other groups designed to support marginalized students. Members will offer a recommendation for their choice of Director to the President and Vice President, who will ultimately decide on and notify of final decisions.

SUBSECTION 2: CONFIRMATION HEARINGS

Any appointment of a Director 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 a closed session to discuss the hearing and a placard 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 consideration.

SUBSECTION 3: PRESIDENT AND VICE PRESIDENT

The President and Vice President shall be appointed in the manner detailed in Article III, Subsection 1, Paragraph E of the Student Body Constitution.

SECTION 9: VACANCY

When vacancies arise in the contingent of the thirty senators, they shall be filled on an at-large basis without apportionment to campus population and housing location status. Interviews of applicants shall be conducted based upon a uniform application and interview process as established by the Vacancies Committee, chaired by the Vice President, at the beginning of each session.

PART 1: UNIVERSITY COMMITTEE VACANCIES

If Fall or Spring terms are not in session, 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 during Personnel matters. 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 follow the normal advice and consent process.

CHAPTER IV: COMMISSIONS

SECTION 1: MEMBERSHIP

Members of all commissions shall be appointed, removed, or replaced by the Student Senate President with approval from the Commission Director. The terms of commission members shall be concurrent with eligibility requirements found in Chapter VI, Section 1, Part 4 of these bylaws.

PART 1: ATTENDANCE POLICIES

Attendance policies for each commission shall be at the discretion of the commission director, and communicated accordingly to all members of the commission.

PART 2: 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 and conduct no business.

SECTION 2: MEETINGS

Each commission shall meet at least twice a month during the Senate session and only during the spring and fall academic sessions. Cancellation or omission of meetings that amount to less than two monthly is at the discretion of the respective Director and the President. Each director shall set a regular day and time for commission meetings and call special meetings with no less than 24-hour notice to members. Meetings may be called by the commission director or by a majority of the commission voting members.

SECTION 3: DIRECTORS

PART 1: CONSULTATION

The President and Vice President shall consult with all Commission advisors, if applicable, prior to the appointment of a respective Commission's Director.

PART 2: JURISDICTION AND AUTHORITY

Each director, by virtue of office, shall serve as chairperson of their jurisdiction's respective commission and shall, under the supervision of the Student Senate 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, however, are suggested to abstain in most votes unless to break a tie, unless otherwise outlined in the commission's bylaws.

PART 3: TERMS OF OFFICE

The terms of office of directors shall be as provided in Article III, Section 2, Subsection C, of the Constitution.

SECTION 4: CREATION

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

SECTION 5: ADVISORS

If applicable, the advisors to each Commission have no voting rights but are expected to support the work of the Commission by serving as a resource for the Director and Commission members, helping formulate recommendations and make suggestions, and serving as the administrator of any account that a particular commission may have.

SECTION 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.

SECTION 7: ACADEMIC AFFAIRS COMMISSION

The Academic Affairs Commission (AAC) is a standing commission of the University of Wisconsin-Eau Claire Student Senate. The AAC will be the liaison between the student body and university on matters that concern academic policies. The AAC will be responsible for communicating with the Universities of Wisconsin regarding system-wide academic policies.

PART 1: MEMBERSHIP

The voting members of the Academic Affairs Commission shall be composed of the following:

1. The Director of the Student Senate Academic Affairs Commission.
2. The Intern of the Academic Affairs Commission.
3. An unlimited number of members appointed by the Student Senate.

SUBSECTION 1: ROLES OF AAC MEMBERS

AAC Commission members shall assist the Director in their efforts to see these priorities through to fruition in the shared governance process.

PART 2: ADVISORS

The Provost and Vice Chancellor for Academic Affairs and the Chair of the University Senate Academic Policies Committee shall be considered as possible advisors.

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: Serve as a resource for the Academic Affairs Director and Commission members, provide institutional memory, update and inform the commission on academic matters at UW-Eau Claire and throughout the Universities of Wisconsin.

PART 3: DIFFERENTIAL TUITION

SUBSECTION 1: PURPOSE

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 these Bylaws. 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 for each party involved in the Blugold Commitment Differential Tuition Program.

SUBSECTION 2: PROJECT PROPOSALS

All proposals may request to submit a base funding request if proposals are being accepted. Proposals requesting base funding are expected to submit a three-year budget plan. 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 for five years.

SUBSECTION 3: 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 continues 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.

PART 4: FUNDING ANALYSIS 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 Student Senate Blugold Commitment Differential Tuition Committee when making funding decisions on proposals.

SUBSECTION 1: MEMBERSHIP

The Funding Analysis Committee shall include up to four student representatives in addition to the (President, Vice President, Academic Affairs Director, and Finance Director) and four representatives from the Office of the Provost. The Provost may also appoint staff to the Funding Analysis Committee, as necessary. 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.

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 Commission Director will recommend Student Senate members for appointment to the Funding Analysis Committee to the President subject to the advice and consent of the Senate.

SUBSECTION 2: 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 their designee, as chair, may not cast a tie- breaking vote beyond their original vote.

SUBSECTION 3: 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.

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 Commission Director will recommend Student Senate members for appointment to the Funding Analysis Committee to the President subject to the advice and consent of the Senate.

SUBSECTION 4: STUDENT SENATE OVERSIGHT

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.

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. 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.

PART 5: ACADEMIC POLICY ADVOCACY

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. The AAC will examine how the academic policies proposed by the University Senate Academic Policies Committee and the Universities of Wisconsin Regents affect students and shall take appropriate action.

SECTION 8: COMMUNICATIONS COMMISSION

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. 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.

PART 1: MEMBERSHIP

The minimum voting membership of the Communications Commission shall be comprised of the following:

1. Director of the Commission.
2. The Student Senate Events Intern.
3. The Student Senate Media Intern.
4. The Student Senate Graphic Design Intern.

SUBSECTION 1: ROLES OF COMMUNICATION MEMBERS

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

PART 2: STUDENT OUTREACH

SUBSECTION 1: DISTRIBUTION OF NEWS, MEETINGS, AND OFFICE HOURS

Student Senate news shall be distributed via University email, campus media, and Student Senate social media accounts to the student body. Reader accessible weekly Student Senate updates shall be distributed via social media and campus media. 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.

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.

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

SUBSECTION 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 to gather input on a certain topic. Surveying methodology shall be consistent with best practices of statistics and surveying to ensure the most accurate results. This shall include the use of University email and surveying software (like Blugold Connect+), should that provide the most accurate representation of student input.

SUBSECTION 3: EVENTS

The Communications Commission shall work with the Communications Intern, Graphic Design Intern, and all other stakeholders to plan and promote Student Senate-sponsored events. Events shall be advertised effectively through multiple channels well in advance to the event taking place.

SUBSECTION 4: MEDIA

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.

SUBSECTION 5: GRAPHIC DESIGN

The Communications Commission shall be responsible for updating the Student Senate webpage, Blugold Connect+, 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. 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.

SECTION 9: 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.

PART 1: MEMBERSHIP

The minimum voting membership of the ESM Commission shall include:

1. Student Director.
2. Senate Director.
3. Two Student Senators.
4. Additional members from various communities and identities (recruitment including but not limited to student organizations within Multicultural Student Services, the Gender and Sexuality Resource Center or the PRIDE student organization, Services for Students with Disabilities, Student Support Services Advisory Board, International Student Association, Peer Diversity Educators.

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.

SUBSECTION 1: ROLES OF ESM MEMBERS

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 new business and/or the issues facing their organizations at each meeting of the ESM Commission.

SUBSECTION 2: SELECTION PROCESS FOR THE STUDENT DIRECTOR

The outgoing Student Director will send out the application for their successor within the first week of April and will keep the application open for no less than two weeks. After the application closes, all applicants will be invited to one of the final ESM commission meetings. The commission, including the two directors and at least five current ESM members, will hold in-person hearings, in which candidates will have five minutes to explain their merits and plans for the position. This will then be followed by a question-and-answer period. After all candidates have been heard and all questions have been asked, applicants will leave the meeting and the commission will then deliberate and conduct a secret ballot vote that will then determine the new Student Director. The new Student Director-elect will then be appointed during personnel at the first General Assembly meeting of the new session.

PART 2: POLICY FORMULATION AND ASSESSMENT

Each semester, the Student Director 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. Once all input has been gathered, the Student Director and the Senate Director of the ESM Commission shall compile that input on specific policies and actions into a priorities summary for the ESM Commission. The ESM Commission shall present their priorities summary to the ESM Commission for their consideration. The Senate Director of the ESM Commission may introduce the priorities summary to Student Senate for its consideration. 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 3: EQUITY IN STUDENT MATTERS BUDGET

The Equity in Student Matters will have oversight of a portion of the Student Senate General Operations Budget, and shall serve the following purposes:

1. Student Director compensation in accordance with these bylaws.
2. Supplies at the discretion of the Student Senate Program Manager, Co-Directors, and the commission advisor.
3. Travel funds for independent lobbying and advocacy efforts outside of general Student Senate business.
4. Special events and initiatives as approved by the commission and the codirectors. Examples may include African Dinner put on by African Student Association, Q-Fest put on by Gender & Sexuality Resource Center, and any programming initiatives brought forth by Services for Students with Disabilities. Requests may be handled in collaboration with the President, Vice President, Finance and Personnel Directors, and Program Manager.

SUBSECTION 1: ALLOCATION PROCESS AND TIMELINE

Each fall, the Equity in Student Matters Commission, may assist in the development of budget proposals for related Organized Activities, including Multicultural Student Services, Gender & Sexuality Resource Center, and Services for Students with Disabilities to help support these offices' operations and event budgets.

SUBSECTION 2: COMPLIANCE

All motions, discussions, and voting must be conducted in a viewpoint-neutral manner. All expenditures on behalf of ESM must follow the parameters of 820 policy.

In compliance with the Student Organization Commission's funding process, any requests considered by the Equity in Student Matters Commission should meet the following criteria:

- All programming must fall outside of any line items listed in previous funding requests to the Student Organization Commission. This funding is not designed to duplicate already allocated efforts through SOC.
- Programming should be classified as an "unexpected" financial expenditure either as a response to ongoing campus climate needs or through innovative programming that could not have been foreseen. It is at the due diligence of the commission to thoroughly vet requests for funding to ensure organizations cannot utilize SOC-sourced funding for this specific proposed programming.
- Meeting the aforementioned criteria does not guarantee that the ESM commission will move to approve the funding request.

SECTION 10: FINANCE COMMISSION

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 using Segregated University Fees is provided in the following Regent Policy Documents and Universities of Wisconsin Policies.

Regent Policy Document 30-3, Guidelines for Student Governance, states in part:
“Students, acting through the SUF Allocations Committee (SUF AC) or other designated institution-wide body, shall be responsible for formulation of the allocable SUF budget, subject to the responsibilities of the chancellor.”

Regent Policy Document 30-5, Policy and Procedures for Segregated University Fees, states in part:
“The Board affirms that: Student representatives shall be given an opportunity to review and offer advice concerning the budget of each activity and program that is funded primarily with non-allocable segregated fees; every effort should be made to provide sufficient time for students to formulate allocable segregated fee budgets and to review non-allocable segregated fee budgets as provided in institutional policies; All ad hoc system-wide committees and task forces formed to deal with issues of segregated fee support shall have student membership.”

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 Section 36.09(5) of the Wisconsin Statutes and Universities of Wisconsin Policy 820 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.

All motions, discussion and voting done by the Finance Commission must be conducted in a viewpoint neutral manner as required by UW policy and legal precedent.

PART 1: MEMBERSHIP

The voting members of the Finance Commission shall be composed of the following:

1. Director of the Finance Commission
2. The Finance Commission Intern
3. The Equity in Student Matters Senate Director
4. The Student Organization Commission Director
5. The Student Senate Personnel Director
6. Up to 9 additional student members nominated for appointment by the Finance Commission Director.

All members of the Finance Commission other than the Finance Commission Director, the Student Organizations Commission Director, and the Senate Personnel Director are recommended to the President for appointment to the commission by

the Director through a process of their determination. The Finance Director shall try to appoint members from a wide variety of academic and personal backgrounds.

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 14 total members. 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.

PART 2: BUDGET HEARINGS AND DELIBERATIONS

SUBSECTION 1: HEARINGS

The Finance Commission Director, prior to the Finance Commission's scheduled budget hearings, shall notify each Organized Activity in writing the scheduled dates and times of the budget hearings.

SUBSECTION 2: BUDGET ALLOCATIONS

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 Commission Director, introduce to the Student Senate a bill proposing the Organized Activities Budget that shall incorporate the Finance Commission's final recommendations for Organized Activities budget allocations and the Organized Activities Segregated Fee rate. A public forum about this budget bill shall be held in between the meeting in which it is introduced and the meeting in which it is voted upon.

SUBSECTION 3: ORGANIZED ACTIVITY DEFINITION

An Organized Activity is a university service or program that complements or supports the total educational experience of the student, relates to the mission of the UW-Eau Claire. Only recognized Organized Activities are eligible to receive Segregated University Fee (SUF) support through the SUFAC (Segregated University Fee Allocation Committee) allocation process. All Organized Activity funding must follow 820 policy. Travel must be of benefit to those other than solely the traveler(s). 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.

SUBSECTION 4: NONDISCRIMINATION

Membership, Officer Positions, and Participating Organizations 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 9279 of December 8, 2006. Each student organization must allow for free and open discussion of any issue and for all student opinions to be heard. The number of students participating in and served by the organization or activity will not be considered in determining the organization's status.

SUBSECTION 5: RECOGNITION OF AN ORGANIZED ACTIVITY

I. PROCESS

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. Once achieving recognition, the organization must continue to work through the university accounting office to maintain status as an Organized Activity. 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. 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.

II. 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 within the first month of the semester in which they hope to gain recognition. Unless otherwise determined by the Finance Commission Director as a necessity, an organization seeking Organized Activity status will not undergo the Organized Activity funding process until the next academic 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 SOC funding.
3. Statement of intent covering the mission and expected growth of the organization should it be recognized as an Organized Activity.

III. REVIEW

All the Organized Activity must receive a majority vote to receive funding and/or have a successful appeal. To receive funding or be granted a successful appeal. Organized Activity status, once granted, shall be continuous unless revoked by action of the Finance Commission. Such action shall require a 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. Various actions by an organization can trigger a review of its recognition status including failure by an Organized Activity to submit a budget narrative or revenue and expenditure statements to the Finance Commission.

PART 3: ALLOCABLE SEGREGATED FEES

The process the Finance Commission shall use to develop a SUF allocation recommendation for consideration by the Student Senate can be found in the Operating Policies document.

SUBSECTION 1: BUDGET PREPARATIONS

The Finance Commission shall, with the help of the University's Budget and Resource Planning Office, provide and distribute instructions for the preparation and submission of budget requests for the next year to all Organized Activity.

SUBSECTION 2: BUDGET REQUESTS

Budget requests shall be submitted in writing and shall include:

1. A budget worksheet consisting of the current year's estimated budget, 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, unless extenuating circumstances warranting an exception are identified by the Finance Director.

SUBSECTION 3: 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 Commission Director with counsel from the Finance Commission advisor(s).

SUBSECTION 4: FIRST BUDGET PROCESS

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. 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 October or within two weeks of recognition as an Organized Activity, whichever is later. Representatives of the organization shall participate in an interview with 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 4: NON-ALLOCABLE SEGREGATED FEES

SUBSECTION 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 the 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.

SUBSECTION 2: PRESENTATIONS

Non-allocable budgets are presented by the respective directors to the Finance Commission in the fall semester of each year for review and comment. The Finance Commission Director may provide additional information to supplement the presentation. The procedure for presentations shall follow the Operating Policies. Information to be presented includes the following:

1. Summary of the budget and fee development process used.
2. 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 fee revenue use plans.

Following presentations the Finance Commission Director shall prepare a presentation including the aforementioned information for the full Student Senate. The Finance Commission 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 can choose whether there will be

one resolution for the entire non-allocable budget, or the Finance Commission may choose to write a resolution for each non-allocable fee.

PART 5: STUDENT ORGANIZATION FUND

SUBSECTION 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 a percentage outlined in the SOC bylaws. Any organization receiving funding from the Student Organization Fund is defined and outlined in Chapter IV, Section 13, Part 3

SUBSECTION 2: 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. Any remaining SOF funds not allocated in the budget shall be returned to the Organized Activities clearing account.

SUBSECTION 3: FINANCE COMMISSION OVERSIGHT

Both the Finance Commission and the Student Senate must approve any bylaws pertaining to SUF funding hearings. 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 of the Student Senate body.

SUBSECTION 4: PRESENTATIONS

The Student Organization Commission Director shall make a presentation to the Finance Commission during the Organized Activity allocation process, in which they will present the entire SOF proposal from the Student Organization Commission which includes individual allocations. The Student Organization Commission Director will answer any questions about student organizations and their budgets. Following presentations and allocations from the SOC, this recommendation will then be presented to the Student Senate body for a vote.

PART 6: 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 fund from a fee based on FTE enrollment assessed on a per- academic year basis. The Green Fund oversight falls on the student Office of Sustainability, and its proper uses are outlined in Chapter 4, Section 14, Part 4 of these bylaws.

SUBSECTION 1: COMPLIANCE

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

PART 7: SPECIAL ALLOCATIONS

Sometimes, an Organized Activity may have an unexpected circumstance occur which will change the level of funding needed for a program during 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.

SUBSECTION 1: 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. Events or activities shall not be funded via a special allocation on a recurring, yearly basis.
2. Primary consideration will be given to groups that attempt to economize on expenses, actively fundraise and look for other sources of future revenue.
3. Meeting these criteria does not ensure approval of a special allocation request, as other factors may also affect a funding decision.

SUBSECTION 2: CO-SPONSORED EVENTS

An Organized Activity may co-sponsor an event 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. The co-sponsoring Organized Activity shall be responsible for the request to the Commission and the special allocation for the event.

SUBSECTION 3: 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. Passage shall require a majority vote of the Student Senators present.

SUBSECTION 4: ACCOUNT

All special allocations must be paid for directly from the unallocated Organized Activities Special Allocation account within the Organized Activities Budget, or directly from the Organized Activity Clearing Account. Each September, the Finance Commission will may 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 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 8: YEAR END BALANCE

Each fall, the Finance Commission Director or Finance Commission 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 assessment results by the first week in October. Organized Activities may file an appeal if there are pending expenses to be recorded or an error was made in the assessment. The appeal must show planned expenditures before receiving notice of the clearing account contribution. This can be demonstrated through approve project plans, invoices, work orders, etc.

SUBSECTION 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.

SUBSECTION 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. 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 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.

PART 9: BUDGET PREPARATIONS

The Finance Commission shall, with the help of the University's Budget and Resource Planning Office, provide and distribute instructions for the preparation and submission of budget request for the next year to all Organized Activity.

SUBSECTION 1: HEARING SCHEDULE

The Finance Commission Director, prior to the Finance Commission's scheduled budget hearings, shall notify each Organized Activity in writing the scheduled dates and times of the budget hearing.

SUBSECTION 2: 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, unless extenuating circumstances warranting an exception are identified by the Finance Director.

SUBSECTION 3: 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 Commission Director with counsel from the Finance Commission advisor(s).

SUBSECTION 4: BUDGET HEARINGS

I. PURPOSE

The primary purpose of budget hearings before the Finance Commission shall be to further the information gathering of commission members 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.

II. 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.

SUBSECTION 5: 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 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.

PART 10: APPEALS

SUBSECTION 1: APPEALS TO THE CHANCELLOR

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.

I. APPEAL MEETINGS

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 advisor(s), the Finance Commission Director, the Student Body President, and representatives from the Activity appealing. There will be a ten-minute presentation with time for questions following.

II. DECISIONS

The Chancellor shall announce their decision within one week following the appeal presentation. 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.

III. TIME LIMITS

All time limits outlined in this subsection 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.

SUBSECTION 2: APPEALS TO STUDENT SENATE

A hearing on appeal of a decision denying recognition shall take place during the second meeting following the meeting of the original decision. A motion to grant recognition based on the appeal may be introduced by a Finance Commission member and shall require a 2/3 majority of voting members of the Finance Commission present for passage. Following action by the Finance Commission, the Finance Commission Director shall notify in writing the organization of the outcome within a week. If the appeal is denied the organization may appeal to the Student Senate in bill form, authored by the Finance Commission Director, such bill to be introduced to the Senate. The bill requires by a favorable vote by 2/3 vote of Senators present for passage.

PART 11: AUDITING

SUBSECTION 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.

SUBSECTION 2: USE

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

SUBSECTION 3: QUEUE

The Finance Commission Director will create a queue of audits. The queue will be of a sufficient length to occupy the professional time of the Finance Commission Director and Finance Commission Intern.

SECTION 11: INTERGOVERNMENTAL AFFAIRS COMMISSION

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. The IGA Commission shall research the public policy priorities of UW-Eau Claire's 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.

PART 1: MEMBERSHIP

The IGA Commission shall be comprised of:

- The IGA Director
- IGA Intern
- Commission members

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

SUBSECTION 1: ROLES OF IGA MEMBERS

IGA members shall inform and involve students in the electoral and legislative process of the city, county, state, and federal governments and work to encourage non-partisan voter registration.

PART 2: 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's 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.

SUBSECTION 1: FORMULATION

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 may include the Chancellor of UW-Eau Claire, the University Senate of UW-Eau Claire, the Presidents of other Universities of Wisconsin student governments, and Universities of Wisconsin administrative leadership.

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.

SUBSECTION 2: TERM OF EFFECT AND ASSESSMENT

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. Prior to the drafting of a new Legislative Priority Summary, the IGA Commission shall assess the successes and weaknesses of the current Summary.

PART 3: LOBBYING

The UWEC Student Senate President, Vice President, Senate Personnel Director, 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. The IGA Director will be responsible for scheduling meetings with city and county officials, Universities of Wisconsin administrators and representatives, local representatives, and relevant legislative committees on issues pertaining to the Legislative Priority Summary. The IGA Director and other students lobbying shall represent Student Senate on those issues.

PART 4: INTER-INSTITUTIONAL RELATIONS

Student Senate shall, by default, maintain membership in inter-institutional student government associations representing the Universities of Wisconsin schools. This membership can be challenged at any time by the passage of a referendum question asking whether the student body wishes to be represented in a UW-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.

PART 5: AGENCY LIAISON REPORTING

The President, Vice President and IGA Director shall all serve as “Agency Liaisons” to the State of Wisconsin’s Ethics Commission, through their biannual legislative liaison reports.

SECTION 12: INFORMATION TECHNOLOGY COMMISSION

The Information Technology Commission (ITC) is a standing commission of the University of Wisconsin-Eau Claire Student 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 former Universities of Wisconsin Administrative Policy 815 (rescinded on November 13, 2023) and will annually approve usage of the Tech Fee 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.

PART 1: MEMBERSHIP

The voting members of the Information Technology Commission shall be composed of the following:

1. Director of the Commission
2. Information Technology Intern
3. Additional members suggested by the director and appointed by the president at a general assembly meeting.

SUBSECTION 1: ROLES OF ITC MEMBERS

As members 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.
6. To the best of their ability, complete all duties requested of them by the Information Technology Director in a timely, thoughtful, and thorough manner.

PART 2: ADVISORS

The Director(s) and Associate Director(s) of the University of Wisconsin-Eau Claire Learning and Technology Services (“LTS”) unit will serve as official advisors to the Information Technology Commission with no voting rights. Any other appropriate campus faculty, staff, and/or administrators may also serve as unofficial advisors to the Information Technology Commission with no voting rights.

PART 3: POLICIES

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 LTS and other relevant departments such as the McIntyre Library and the Center for Excellence in Teaching and Learning (“CETL”), as necessary. LTS shall also consult the Commission about any information technology policy changes being proposed.

PART 4: STUDENT TECHNOLOGY FEE

The Student Technology Fee is intended to provide students with additional services and should not replace existing funds intended to support student technology. Student Technology Fee funding should concentrate on areas that visibly benefit all students. Student Technology Fee funding shall be consistent with the campus information technology plan and the campus overall strategic plan. The Student Technology Fee funding should not be used for equipment or services used by faculty/staff for personal, instructional, research, or other purposes and equipment or services for department specific usage with limited or little potential for student use.

SUBSECTION 1: 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.

SUBSECTION 2: FUNDING PROCESS

The ITC director will collaborate with LTS to involve the commission in the Student Tech Fee allocation process and allow for student input and feedback in the process.

PART 3: ITC INNOVATION BUDGET

SUBSECTION 1: DEFINITION

Sometimes, there are unexpected or unplanned occurrences which will change the funding needed for a project or service during 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.

SUBSECTION 2: CRITERIA

The following criteria generally are used in reaching a decision about the innovation budget and special allocations:

1. The special allocation or innovation budget request must meet the Funding Criteria (Section 3, Part 14, Subsection 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.

Meeting these criteria does not ensure approval of a special allocation request, as other factors may also affect a funding decision.

SUBSECTION 3: FUNDING PROCESS

The ITC director will develop a plan to seek proposals and applications, hear all proposals as a committee, review them with the committee, and develop a budget proposal to then be introduced as a bill and passed through the Student Senate general assembly.

SUBCHAPTER 4: INTRODUCTION AND VOTING

The unallocated Student Technology Fee funds used to fund special allocations are controlled by the Learning and Technology Services, who shall allocate funds from the Student Technology Fee only upon approval of the Student Senate and ITC. The special allocation motion shall be introduced by the Information Technology Director in bill form, and in the Student Senate meeting's debate, the Director may refer their speaking turn to a member of the gallery wishing to present part this request to the Student Senate. Passage shall require a simple majority vote of the Student Senators present.

SECTION 13: STUDENT ORGANIZATION COMMISSION

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 Student Organization Commission.

The Student Organization Commission (SOC), 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.

PART 1: MEMBERSHIP

The voting members of the Student Organization Commission shall be composed of the following:

1. Director of the Commission

2. Student Organization Commission Intern
3. Additional members suggested by the director and appointed by the president at a general assembly meeting.

SUBSECTION 1: ROLES OF SOC MEMBERS

As members of the Commission, all student members shall be expected to aid the SOC Director in the allocation of the SOC funding process. They shall also help with any student organization constitution and bylaw reviews.

PART 2: STUDENT ORGANIZATIONS

The Student Organization 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.

SUBSECTION 1: ANNUAL RE-REGISTRATION

Organizations wishing to re-register their organization must do so by October 15th every year. A Student Organization Agreement/Constitution Form must be completed and approved by the Student Organization Commission for re-registration. Additionally, all Blugold Connect+ 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. Vice President (or Co-President) – designated member who maintains continuous contact with the President. The Vice President must be up to date on all student organization communication and events.
3. Treasurer – designated member to oversee all student organization financials and 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.

It is required that all Presidents and Treasurers from each student organization complete the online mandatory student organization leader training – Kaleidoscope (each fall semester by October 15th). All re-registration corrections and final re-registration submissions must be submitted no later than two weeks after the October 15th deadline.

SUBSECTION 2: NEW STUDENT ORGANIZATION REQUESTS

Upon submission of a Blugold Connect+ Organization Registration Request, the organization is then provided a Blugold Connect+ portal and placed on Provisional Status for up to six weeks. Following the six-week Provisional Status period, Student Organization Commission shall review the

organization's request and Student Organization Agreement/Constitution Form – ensuring it meets all requirements and that another student organization with the same or similar purpose already exists. If the Student Organization Agreement/Constitution Form is recommended to be approved and there is not another RSO with a similar purpose in existence at UW-Eau Claire, the new organization request as well as the Student Organization Commission's recommendation will be given to the Activities, Involvement, and Leadership office for a final decision. New Student Organization Requests are accepted each fall from September 1st to March 30th.

SUBSECTION 3: STUDENT ORGANIZATION REACTIVATIONS

Student Organizations wishing to become active again must submit a Reactivation Request Petition form via Blugold Connect+. Student organizations who have become deactivated due to non-compliance with the Annual Student Organization Requirements will not be able to reactivate until a minimum of one full semester has lapsed from the time that the deactivation occurred. The Student Organization Commission shall review the Reactivation Request and Student Organization Agreement/Constitution Form and make their recommendation to the Activities, Involvement, and Leadership office for a final decision. 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 Student Organization Commission – and re-submit their request via Blugold Connect+.

SUBSECTION 4: STUDENT ORGANIZATION NAME CHANGES

A Student Organization wishing to change its name may submit a Name Change Request Form via Blugold Connect+. Student Organization Commission shall review the Name Change Request Form and revised constitution for their review. If approved by the Student Organization Commission, the Student Organization's name becomes officially changed to the name it had requested. If not approved, the Student Organization must make necessary revisions – as prescribed by the Student Organization Commission – and re-submit its request via Blugold Connect+.

SUBSECTION 5: STUDENT ORGANIZATION STATUS AND 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 Student Organization Commission. This must be done via Blugold Connect+ by October 15th each year.
2. The Student Organization must provide up-to-date profile and contact information for the Student Organization's primary officers and current

University of Wisconsin-Eau Claire faculty/staff advisor via Blugold Connect+. This must be completed by October 15th each year.

3. The student organization's current President must attend the Annual Mandatory Student Organization Leaders Training each fall semester. Organizations may request to have additional officers/members attend the training if they see fit. Presidents may represent up to two student organizations.

PART 3: STUDENT ORGANIZATION FUNDING PROCESS

SUBSECTION 1: BUDGETS

The Student Organization Commission Director shall review, investigate, hold hearings, and help with deliberation on these budgets. The Student Organization Funding process is funded through a 3.3 percent of the previous academic year's segregated fee.

SUBSECTION 2: GALLERY PRESENCE

In accordance with Wisconsin 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.

SUBSECTION 3: FUNDING TEAM AND STRUCTURE

The Student Organization Commission shall assemble a Funding Team, which will be responsible for reading applications, observing presentations, deliberating request and allocation amounts, overseeing the Student Organizations Account (SOA), and recommending tentative allocation amounts of segregated fee money for organizations that applied. The Funding Team shall have at least 4 members (not including the director or advisors) per organization presentation. The budgetary period shall be considered complete after the Director of the Student Organization 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 Student Organization Commission regular meetings. The Director of the Student Organization Commission, in consultation with the Student Body President, shall appoint all members of the Student Organization Commission – Funding Team.

I. 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.

II. QUORUM.

The quorum shall be set at 1/2 or 50% of the current membership.

SUBSECTION 4: NOTIFICATION OF ALLOCATION

The Student Organization Commission Director shall email all student organizations that applied with their tentative allocation amounts and provide them with the information needed to appeal the amount before the Finance Commission if they see fit. After the appeals are completed, the Student Organization Commission Director will send out final allocation notifications via email to the organizations that applied.

SUBSECTION 5: 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 Student Organization 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 Student Organization Commission Director.

SUBSECTION 6: 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, unless the Redistribution Fund system is applicable to the allocation. Student organizations must spend 90% of their current allocation or alert the Student Organization Commission of their plan to spend the funding, by the third Monday of March of the allocation year. If an organization does not follow either of these requirements, their funding will go into the Redistributed Funds system. Student Organizations in good standing can apply for additional funding. The funding can be used until June 30th of the fiscal year.

1. Funding applications will be open during the third week of March for seven days. The application will be through a Blugold Connect+ form available online.
2. The Student Organization Commission will have a closed meeting to review all applications at the next commission meeting following the form closing. Quorum must be met, and majority vote is required to pass an allocation.
3. All UW system restrictions on segregated fees must be followed for redistributed funds.

PART 4: SPECIAL ALLOCATION PROCESS

The Student Organization Commission Director, in part with the funding team and voting members of the Student Organization Commission, shall hear presentations throughout the fall and spring semesters for the SOC Special Allocation Fund. The SOC Special Allocation Fund is a fund designed to fund new, reactivating, or “in-need” student organizations with segregated fees. New and re-activated organizations may apply for the SOC Special Allocation Fund once every 3 years. Additional decisions and circumstances for student organizations who can apply for

the fund come down to the discretion of the commission members. Any allocated funds may be used immediately after notification of the allocation, and 90% of funds must be used by June 30th of the same fiscal year, or the remaining allocation will be put back into the redistributed funds system. The SOC Special Allocation Fund will be funded both in part by a portion of the money received from the appeal process from the Finance Commission at the beginning of the year, as well as any left-over money at the end of the Student Segregated Funding fee and appeal process.

PART 5: STUDENT ORGANIZATION CODE OF 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 CODE OF Conduct Committee (hereby referred to as the SOCCC). The SOCCC will consist of at least four Student Senators and be chaired by the SOC Director.

SECTION 14: STUDENT OFFICE OF SUSTAINABILITY

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. The purpose of the Student Office of Sustainability (SOS) shall be fulfilled through:

1. Engaging in outreach efforts to educate the Student Office of Sustainability Commission on what current students are concerned about.
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.

PART 1: MEMBERSHIP

The Student Office of Sustainability membership shall consist of:

1. The Student Sustainability Director.
2. The Senate Sustainability Director.
3. The SOS Coordinators, who will serve as non-voting members.
4. A minimum of four voting members, and a maximum of 12 voting members. At least one voting member must be a Student Senator.
5. The Faculty Advisor and Administrative Advisor.

SUBSECTION 1: 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.

SUBSECTION 2: SOS COORDINATORS

The Communications + Education, Climate Activism + Events, Design, and Operations Coordinators are interviewed and selected by the Senate Director and the Student Director, with consultation of the faculty advisor.

SUBSECTION 3: ROLES OF SOS MEMBERS

Commission members may craft proposals that relate to campus ecology, waste, infrastructure, education, travel, marketing and advertising, awards, services, events that works towards reducing the Campus' carbon footprint.

SUBSECTION 4: EXECUTIVE BOARD

1. The Student Office of Sustainability Executive Board consists of the faculty advisor, the SOS Directors, and all coordinators hired by the Senate Sustainability Director and Student Sustainability Director.
2. The SOS Executive Board officially meets twice per week; once before Commission meetings, and once separately to discuss updates, projects, and asks of one another.
3. All student members of the SOS Executive Board must fulfill regular hours in the Student Sustainability Resource Center, to be determined by the Executive Board. Peak traffic times in the Davies Student Center should be considered when determining hours.
4. Coordinator responsibilities vary based upon current projects and initiatives; while coordinators have specific roles outlined in the following position descriptions, they also work on additional projects as needed.

SUBSECTION 5: SELECTION PROCESS FOR THE STUDENT DIRECTOR

The outgoing student director will send out the application for their successor before Thanksgiving break and will keep the application open for no less than two weeks. After the application closes, all applicants will be invited to one of the final SOS commission meetings of the fall semester. The commission, including the two directors and at least five current SOS voting members, will hold in-person hearings, in which candidates will have five minutes to explain their merits and plans for the position. This will then be followed by a question-and-answer period. After all candidates have been heard and all questions have been asked, applicants will leave the meeting and the commission will then deliberate and conduct a secret ballot vote that will then determine the new Student Director. The new Student Director elect then will be appointed during personnel at the first General Assembly meeting of the Spring semester.

PART 2: ADVISORS

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.

PART 3: THE 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 IV, Section 10, Part 3 of these bylaws. Any project, program, event or Eco-Rep funding requires completion of the SOS proposal form.

PART 4: PRIORITIES SUMMARY

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. The priorities document shall be drafted in coordination with the SOS Interns, adviser(s), Student Body President, and Vice President by the second meeting of SOS of the session.

SUBSECTION 1: FORMULATION

The priorities document shall be drafted in coordination with the SOS Interns, adviser(s), Student Body President, and Vice President by the second meeting of SOS of the session. Once passed by the Commission, the priorities document must be approved by a majority vote of the Student Senate.

SUBSECTION 2: TERM OF EFFECT AND ASSESSMENT

The previous session's priorities document shall expire upon adoption of the current session's priorities document. 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. 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.

SECTION 15: UNIVERSITY ACTIVITIES COMMISSION

The Student Senate's University Activities Commission 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. The University Activities Commission shall be divided into five standing committees as listed below.

PART 2: EXECUTIVE BOARD

The University Activities Commission's Executive Board shall consist of the UAC Director, two Concerts Committee Chairs, two Festivals Committee Chairs, one Films Committee Chair, two Late Night Activities Committee Chairs, and two Public Relations Chairs. Chairpersons of the University Activities Commission's standing committees shall serve under the supervision of the UAC Director and the UAC Advisor. Other committee members shall be considered nonvoting members of the University Activities Commission.

SUBSECTION 1: CONCERTS

A committee within the University Activities Commission responsible for planning and facilitating concerts in university venues. Chairs and committee members shall select performers, schedule performances, and work at scheduled events.

SUBSECTION 2: FESTIVALS

A committee within the University Activities Commission is responsible for organizing and implementing the three campus-wide festivals: Homecoming, Winter Carnival, and Spring Fest. Chairs and committee members shall plan, facilitate, staff, and execute the events throughout the week-long festivals.

SUBSECTION 3: FILMS

A committee within the University Activities Commission is responsible for planning and facilitating a film series for each semester. The chair and committee members shall select films to be shown, coordinate relevant events, and work as ushers when necessary.

SUBSECTION 4: LATE NIGHT

A committee within the University Activities Commission is responsible for providing social late-night activities for students. It will utilize spaces on upper and lower campus and will look to program at least one event a month. Chairs and committee members will program, staff, and advertise the events they program.

SUBSECTION 5: PUBLIC RELATIONS

A committee within the University Activities Commission responsible for all public relations for the commission, including managing social media accounts, updating and maintaining event calendars, creating advertisements, and promoting events.

SECTION 16: COMMITTEES

PART 1: SPECIAL, SELECT, AND AD HOC COMMITTEES

The Senate may form 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 at large. An ad hoc committee (which can be either special or select in terms of membership) shall solely focus on a single task or entity and are then dissolved upon completion of said task. Members of special, select, and ad hoc committees, including chairperson(s), may be removed or replaced by the President, subject to Senate approval.

PART 2: ADMINISTRATIVE COMMITTEES

Student Senators are required to serve on at least one administrative committee. The Student Senate Program Assistant shall update this list throughout each semester as spaces to serve on committees arise and are filled.

PART 3: COMMITTEES WITHIN COMMISSIONS

Commissions may create ad hoc committees or task forces at the discretion of the director. Special or select committees created within a commission require simple-majority approval of both the commission and Student Senate. Consistent with the jurisdiction of the respective commission, committees from among a commission's membership may be created or dissolved by that commission or the appropriate director, and members to such committees may be appointed, removed, or replaced by the appropriate director. Upon the creation or abolishment of any committee within a commission upon the appointment, removal, or replacement of any commission officer or committee member, the appropriate director shall notify the Student Body President and the Senate's Program Assistant of such action.

PART 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 they view as of possible interest to the Senate.

PART 5: INTERNAL AFFAIRS COMMITTEE

Internal Affairs Committee shall have the authority to:

1. Annually evaluate the efficacy of Student Senate programs, personnel, and governing documents.
2. Hear ethics complaints against officers, senators, commission members, and candidates, and recommend disciplinary action(s) to the President or Senate, as appropriate.
3. Inform Student Senate about program and personnel impacts on the student body with reports and presentations adjustments to the same to increase effectiveness.
4. Hear and review all censure and impeachment articles proposed on any member within the Student Senate.
5. Hear and review any personnel/efficacy/Title IX matters and violations, as long as all involved parties are not members of the committee. All Title IX matters shall be referred to the office Human Resources or the Campus Title IX coordinator.
6. Review and revise the Student Senate Organization Bylaws on a bi-annual basis.

The committee shall consist of nine members including the Senate Personnel Director, the Parliamentarian, the ESM Senate Director, two directors, and four Senators. The Senate Personnel Director shall serve in a non-voting capacity. All

Internal Affairs meeting agenda items discussing members of Student Senate must be held in closed session. All other agenda items must be conducted in an open meeting.

CHAPTER V: ELECTIONS AND EMERGENCIES

SECTION 1: DEMOCRATIC PROCESS

The following subsections 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 the Elections Documents of these bylaws.

SECTION 2: ELECTIONS COMMITTEE

The 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 these 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:

1. The Parliamentarian
2. One executive board member
3. Two senators
4. 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, not actively involved in a campaign, nor actively involved in a referendum shall be appointed by the President and confirmed by the Student Senate pursuant to advice and consent procedures. This may include the appointment of a chair in the case the Parliamentarian is unable 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

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.

The Elections Committee must meet at least once per day when the polls are open to make decisions regarding any campaign infractions or issues related to the administration of the Student Senate elections.

SECTION 3: PROCEDURES

All candidates wishing to hold an office in Student Senate must 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 always adhere to these procedures during a campaign and election process.

PART 3: PETITIONS FOR OFFICE

SUBSECTION 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.

SUBSECTION 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 become an official candidate providing that the student meets the credit and grade point criteria stated in Chapter XI, Section 1, Part 4 of these bylaws. Students wishing to run for an executive and senate seat will file separate petitions.

SUBSECTION 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. If a write-in Student Senator candidate receives enough votes to be elected, they must file a petition with 50 signatures to be officially elected as a Student Senator. Upon a write-in candidate's election, the Student Senate Program Assistant will contact the candidate to inform them of this process.

SECTION 4: ELECTIONS

Elections shall be fair and democratic in nature.

PART 1: EXECUTIVE TICKETS

SUBSECTION 1: NONPARTISANSHIP

Students shall elect a student body president and vice president by nonpartisan ticket.

SUBSECTION 2: THRESHOLD FOR ELECTION

The presidential and vice-presidential candidates on the ticket receiving the greatest number of votes shall be elected.

SUBSECTION 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.

SECTION 5: 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 8 AM on the first day and end at 5 PM on the third day.

PART 5: METHODS

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

SUBSECTION 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 on 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 eligible to vote were not allowed to vote, the Elections Committee will fix 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.

SECTION 6: 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 vote totals 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 meeting.

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 close 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

SUBSECTION 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.

SUBSECTION 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 the vote is within a 2% margin and an automatic recount if the votes are within a .5% margin.

SUBSECTION 3: REFERENDUM

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

SECTION 7: CAMPAIGNING

PART 1: DEFINITION

Campaigning is any activity, either written or spoken, 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.

PART 4: CAMPAIGNING RULES PACKET

All rules set forth for campaigning shall be explicitly stated in the campaign packet, given out at the collection of a petition. The campaign packet is the sole set of rules and regulations and governs over these bylaws or other university policy. This packet is subject to review with the Advisor, Student Senate Program Assistant, Student Body President, Student Body Vice President, and the Parliamentarian each year, before elections/campaigning. These rules include physical campaigning, social media usage, conduct, and the elections committee requirements and standards.

SECTION 8: REFERENDUM

PART 1: PROCESS

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

PART 2: ADMINISTRATION

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

PART 3: EFFECT AND REVERSAL

SUBSECTION 1: EFFECT

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

SUBSECTION 2: BUDGETARY REFERENDA

Referenda that approve fees are included in the appropriate budget submitted to the Board of Regents.

SUBSECTION 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.

SUBSECTION 4: REVERSAL

Referenda may be undone or rejected by an affirmative vote of 3/4ths of Student Senate voting members. Constitutional referenda, however, may not be undone or rejected.

SECTION 9: 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 that voted in the last general election (ex: 2,500 undergraduate students that voted

= 1,666 signatures). A recall election shall be initiated for the Student Body President or Vice President in the same manner.

SUBSECTION 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 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 these bylaws.

SUBSECTION 1: SCHEDULING

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

PART 3: ADDITIONAL CANDIDATES

Other candidates may apply to run for the position 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 their predecessor's removal.

SECTION 10: EMERGENCY PROCEDURES AND BYLAW SUSPENSION

These bylaws' designs remain an active, binding, and unwavering contract between members and affiliates of Student Senate. However, an occasion may arise in which an aspect of these bylaws needs to be suspended.

A bylaw suspension should take place only if absolutely necessary. The President must present the matter to the Program Assistant, Vice President, and Advisor for deliberation. Upon consent, the President and Vice President must author a bill on the matter for guidance and approval by the General Assembly. The bill must have at least 80% voting in the affirmative for it to be considered approved by the Student Senate.

Upon passage, unless otherwise noted, the suspension shall immediately take effect. After action is taken, proper procedure through the Internal Affairs Committee to revise the bylaws accordingly must be considered.

An amendment, suspension, or additional procedure shall only occur in one or more of the following circumstances:

- a. An emergency, which is defined as a state which impacts students' wellbeing substantially, as determined by the Student Senate Administration and its direct supervisors.
- b. To form an ad-hoc emergency planning committee or task force that collaborates with the administration and the Student Senate to understand and inform decisions on taking action in emergency situations.

- c. To support transparency and strong communication to base decisions on and provide resources to help students in times of need.
- d. A separate, substantial need to override specific bylaws temporarily, as previously outlined.

According to Robert’s Rules of Order, being the form of Parliamentary Procedure for which this governmental entity must comply, “rules contained in the bylaws cannot be suspended—no matter how large the vote in favor of doing so or how inconvenient the rule in question may be—unless the particular rule specifically provides for its own suspension”. This governing document is a rule, and each specific section of the rule follows similar procedures to clauses in a contract. The above section provides the specific rule necessary for suspension of the bylaws.

CHAPTER VI: CONDUCT, MISCONDUCT & ETHICS

SECTION 1: CONDUCT

PART 1: REPRESENTATION

The UW-Eau Claire Student Senate defines representation as continued work, both passive and active, that conforms to the oath, mission, and ideals of the greater campus and senate at-large. As each member of the Student Senate, regardless of position, is representative of the Senate and the student body as one, members must be cognizant of how they conform to a respectable standard. A breach of representation may include but is not limited to: prolonged reckless/unwarranted behavior within Student Senate spaces, during Senate business/meetings, actions that put/have put the safety of Senate member(s) or at-large student(s) at risk. Other breaches can be reviewed by the Internal Affairs Committee on an “on-call” basis.

PART 2: MEMBERSHIP COMPLIANCE

Each member of the UW-Eau Claire Student Senate is responsible for maintaining their membership. To remain in accordance with standards, members of the Senate body, regardless of executive/intern responsibility or Senator seat, must remain a confident, accessible pillar for the student body.

SUBSECTION 1: CONDUCT HISTORY

Prospective and current members must have a good record of conduct to serve as a representative of the student body in any form—executive membership, internship, or student Senator seat.

If concerns arise about a member of the Senate from a member of either the Senate or the student body, the Internal Affairs Committee may substantiate whether action is needed to review the conduct within or outside of the senate.

PART 3: NONDISCRIMINATION

Student Senate and its members shall abide by the nondiscrimination policies cited in Chapter I, Section 5, Part 1 of these bylaws in all its deeds.

PART 4: MEMBERSHIP ELIGIBILITY 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 4: RESPONSIBILITIES

All members of UW-Eau Claire Student Senate, either by General Assembly, commission, or committee shall:

1. Understand the policies that guide the Commission.
2. Uphold viewpoint neutrality when applicable.
3. Remain steadfast in their stance to uphold the relevancy of viewpoints within the best interest of the student body.
4. Comprehend any applicable budgetary processes.
5. Contribute to the Commission's work as a student body representative.
6. Consider all stakeholders involved with the Commission.
7. Complete duties assigned by the Commission Director in an efficient manner.

SECTION 2: MISCONDUCT

PART 1: DEFINITION

Misconduct, as defined by the UW-Eau Claire Student Senate, is any negative or detrimental behavior in the office or while acting as a representative of the Student Senate; willful neglect of duty; abuse of official power; harmful behavior against a member of the Senate or student body; participation in discriminatory behavior due to a person's affinity with a protected identity group.

1. Failure to accomplish the majority of their duties within a certain time period as defined by the Senate Personnel Director, Vice President, and President shall be held accountable for misconduct. (i.e. failure to complete a majority of bylaw of requirements or continual intentional neglect of duties)
2. Use of position to provoke, intimidate, or threaten any members of the Senate or student body. (i.e. invoking rank, threatening positions, capitalizing on power dynamics, etc.)
3. Participation in active and/or passive discrimination by another person(s) race, gender identity, sexual orientation, dis/ability, religion, etc. (participation includes, but is not limited to: physical or emotional abuse, use of micro/macro aggression while representing Student Senate, intentionally excluding members of Senate or the student body due to identities mentioned above, or harmful rhetoric or actions).

4. Any harmful behavior, whether physical or not, that puts other members of the student or senate body at risk.
5. Violation of University policies, procedures, codes of conducts, etc.,
 - a. The following documents should be consulted: Regent Policy Document 14-2, 14-3, 14-5, 14-6, 14-10 as cited in the [UW System Student Code of conduct.](#)
 - b. The policies found on the UW-Eau Claire website should be consulted: [Discrimination, Harassment, and Retaliation Policy](#), [Sexual Violence and Sexual Harassment Policy](#).

PART 2: REPORT OF MISCONDUCT

In the case of misconduct by any member of the Student Senate, any form of communication containing a report of the alleged misconduct may be submitted by any student. The content shall be submitted to the Senate Personnel Director or another designated executive officer (President or Vice President) and the Program Manager.

1. The Senate Personnel Director shall take any necessary steps to address the issue.
2. If the accused actions go beyond the scope of the Senate, the Organization Advisor shall be involved in further processes.
3. The Senate Personnel Director will make all effort to address the misconduct described, including convening the Internal Affairs Committee for deliberation.
 - a. If Internal Affairs is convened, the author will be allowed to make their case before the committee, then, in a closed meeting, the committee must decide on a course of action through amicable agreement.
 - i. If the committee delivers an action in favor of the senate member, the case will be dismissed. If the committee delivers an action in favor of the author, they may assign an appropriate sanction at their discretion.
 1. Sanctions may be, but are not limited to, the accused may not participate in the General Assembly for at least one meeting to at most six; the accused may not be allowed to propose legislation for a duration of time; the accused may not be allowed to serve on committee or commission appointments. Further sanctions may be deliberated by the Internal Affairs Committee.
 2. If the sanction calls for removal, the member of the senate will first be asked to resign; action beyond thus will follow removal by impeachment or removal by the president.
 - ii. The President, if necessary, may take any action to sanction the accused member while Internal Affairs deliberates on further, more consequential action.
 1. In the case that the president is the accused, the Senate Personnel Director shall oversee the aforementioned and below sanction processes.

- iii. In the case that the President is the accused, the sitting individual shall remove themselves from senate-related business until a sanction is delivered by the Senate Personnel Director per the guidance of Internal Affairs. The Vice President shall act in their stead. The same process will follow if the Vice President is the accused with the President acting in their stead.
- iv. In the case that a member of the Board of Directors is the accused, the sitting individual shall remove themselves from senate and commission-related business until a sanction is delivered. The commission will not hold meetings. Commission interns, if applicable, may continue work.
- v. In the case that a Commission Intern is the accused, the Commission Director shall be brought into any discussions of any sanction or temporary consequence.
- vi. In extreme cases (i.e. significant concerns about several executive members) the Organization Advisor and Senate Program Manager should be consulted.

PART 3: DISCIPLINARY ACTIONS

SUBSECTION 1: DEFINITION

Disciplinary actions are those which serve to either:

1. Correct any inappropriate behaviors displayed by a member of Student Senate.
2. Reprimand a member of the Student Senate for violating its policies or standards of conduct. Such actions that shall elicit a disciplinary response are described in Chapter I, Section 8 of these bylaws.

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

PART 4: 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.

PART 5: CENSURE OF A MEMBER OF STUDENT SENATE

Any member of the Student Senate may be censured for an action fulfilling the criteria Chapter II, Section 6 of these bylaws.

SECTION 3: ETHICS

PART 1: CONFLICT OF INTEREST DEFINITION

A conflict of interest is a situation in which a person can derive personal benefit from actions or decisions made in their official capacity. A conflict of interest occurs when an individual's personal interests/relationships compromise their decisions or actions within the Senate.

SUBSECTION 1: RECUSAL STANDARDS

Members of Student Senate shall report – in writing - conflicts of interest to their Senate Personnel Director 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 Advisor of the Student Senate.

CHAPTER VII: SUPPORT STAFF

SECTION 1: PROGRAM ASSISTANT

Student Senate support staff shall assist with day-to-day functions of student government and provide expert service to students. These positions shall not be filled by current students. The Program Assistant position is responsible for:

1. Interviewing, assisting, and supervising student employees, the Student Senate Personnel Director and student office assistants.
2. Managing the Student Senate Office.
3. Assisting in the development of the budgets, including the Student Senate General Operations Budget, Legal Services, and Travel Budgets, and monitors expenditures from those budgets.
4. Support the Legal Services Program administratively and clerically.
5. Assist in the preparation of drafts for Finance Commission Budget Hearings.
6. Preparing payroll stipend documents,
7. Providing tax documents
8. Processing time sheets
9. Assisting the Senate Personnel Director in the collection, distribution, and formatting of legislation, agendas, and meeting minutes.

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

SECTION 2: LEGAL SERVICES

Affordable legal services shall be provided to students 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.