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BYLAWS OF THE STUDENT SENATE



University of Wisconsin-Eau Claire
77 Roosevelt Ave, Eau Claire WI

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CHAPTER I: MISSION, AUTHORITY AND LAW, OATH, AND POLICIES.

SECTION 1: PRIMARY CONTROL

Primary control of the Student Senate rests with the students at University of Wisconsin-Eau Claire (UW-Eau Claire). The Senate, in conformance with the Student Body Constitution, shall be the judge of the qualifications and standards of professional behavior of its members and officers. The UW-Eau Claire Student Senate Bylaws serve as a contract between elected and appointed members. Responsibility of 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 to improve student life and the overall quality of the University. The UW-Eau Claire Student Senate offers advice and opinions to the University faculty and staff, University of Wisconsin System administration, Eau Claire City Council, as well as the state and federal governments.

PART 1: NAME

The name of this organization will be Student Senate.

SECTION 3: MISSION

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

PART 1: OATH

I, (full name), having been duly elected (or duly appointed) by my peers, do solemnly swear that I will faithfully execute the office of Senator of the Student Body of the University of Wisconsin-Eau Claire, that I will adhere to the Constitution of the same, that I will maintain honorable conduct, and that

I will faithfully represent, preserve, and protect the greater interests of the students of the University of Wisconsin-Eau Claire in all my words, deeds, and actions.

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 fulfill 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 LAWS

PART 1: NONDISCRIMINATION

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

SUBSECTION 1: GENDER-BASED DISCRIMINATION

Consistent with Student Senate Resolution 60-R-24, Student Senate shall interpret its nondiscrimination policies – as set forth in Chapter I, Section 5 of these bylaws – to protect both sexualities and gender identity.

PART 2: FEDERAL CASE LAW

Student Senate shall abide by any applicable federal case law.

SUBSECTION 1: VIEWPOINT NEUTRALITY

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

SECTION 6: STATE LAWS

PART 1: OPEN MEETINGS LAW

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

Pursuant to Wisconsin State Statute 19.81, The Student Senate may enter closed session only if the matter being discussed is relating to personnel issues, (removal, impeachment, individual payment and compensation issues, student collective bargaining, etc.), or legal issues (involvement in a lawsuit/legal proceedings). Student Senate shall abide by the most up to date closed session procedures as required by Wisconsin state statutes and shall update these bylaws to reflect any changes in said statutes.

PART 2: OPEN RECORDS LAW

Pursuant to Wisconsin State Statute 19.81, Student Senate upholds that: “all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.”

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

PART 3: STUDENT GOVERNANCE

Student Senate, as the official student government association of University of Wisconsin-Eau Claire’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: UNIVERSITY OF WISCONSIN SYSTEM POLICIES

PART 1: BOARD OF REGENTS POLICIES:

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

SUBSECTION 1: STUDENT GOVERNANCE.

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

SUBSECTION 2: SEGREGATED UNIVERSITY FEES.

Student Senate shall be the Segregated University Fee Allocation Commission for the University of Wisconsin-Eau Claire’s student body, as established in UWS Board of Regents Policy 30-5. Student Senate SUFAC policies are elaborated upon further in Chapter XII of these bylaws.

SUBSECTION 3: STUDENT ORGANIZATIONS.

Student organizations recognized by Student Senate shall comply with UWS Board of Regents policy 30-6, Chapter I, Section 5, of these bylaws, and policies prescribed in Chapter IV, Section 14, and Appendix 3 of these bylaws.

SECTION 8: UNIVERSITY OF WISCONSIN-EAU CLAIRE POLICIES

PART 1: UNIVERSITY CENTERS POLICIES

Student Senate shall abide by all applicable University Centers policies, as outlined at <https://www.uwec.edu/centers/policies/>

PART 2: ADMINISTRATIVE POLICIES

Student Senate shall abide by all applicable administrative policies, as outlined here <https://www.uwec.edu/kb/subsection/policies-student-academic-grievance/>

PART 3: STUDENT RIGHTS AND RESPONSIBILITIES

Student Senate shall uphold the Blugold Student Conduct Code, <https://www.uwec.edu/kb/subsection/blugold-student-conduct-code/> as formulated by the Dean of Students, specifically those focused on shared governance, freedoms of speech and association, campus environment and student services, and student conduct.

SECTION 9: STUDENT BODY CONSTITUTION

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

CHAPTER II: INSTITUTIONAL PROCEDURES AND GUIDELINES.

SECTION 1: SESSIONS

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

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, however, shall suffice to adjourn or recess from time to time.

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.

SUBSECTION 1: METHODS

1. **ROLL CALL VOTES.** A roll call vote may be requested by any member of Student Senate. The presiding officer may deny the request, or any Senate member may object the consideration of the roll call at which time the presiding officer must rule on the matter. If the roll call vote is denied by the presiding officer, a placard vote of 1/3 in the affirmative shall carry the roll call.
2. **BALLOT VOTES.** A ballot may be requested by any member of the Student Senate. The president officer may deny the request, or any Senate member may object to the consideration of the ballot vote at which time the presiding officer must rule on the matter. If the ballot vote is denied by the presiding officer, a placard vote of 1/3 in the affirmative shall carry the ballot vote. Should a ballot vote be taken, all votes must be signed to be counted. All ballot votes shall be counted by the Parliamentarian and the Senate Personnel Director. Further, all ballot votes shall be counted and conducted in line with Wisconsin Open Meetings Laws.

PART 3: CONDUCT

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

SUBSECTION 1: RECORDS

1. **REPORTS.** Reports shall be given by all executive officers. Certain liaisons, interns, and coordinators shall give reports as required by the President of the Student Body.
2. **REMOVING REPORTS.** There may be a time when it is necessary to dispense with reports. This can be done by moving to suspend the rules so that the Senate can move directly to Unfinished Business. This motion requires a 2/3 vote to carry. All directors shall still turn their reports into the Senate Personnel Director.

PART 5: EMERGENCY MEETINGS

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

PART 6: PUBLIC HEARINGS PROCEDURE

The public hearing must be held with at least a 24-hour notice between the first reading and consideration of the Bill. Resolutions do not need a public hearing, but an author may sponsor one at their discretion and interest. The public hearing shall be held at an accessible location, at a reasonable time and for a reasonable duration so that students may attend. The Bill or Resolution author or a co-author must be present at the public hearing and is responsible for setting up the hearing in coordination with the Communications Director. The Communications Director shall advertise the public hearings to the campus community. Invitations for open forums must be directly extended to the University Senate, University Staff Council, College Deans, University Executive Members, and other relevant Directors of campus as needed. A piece of legislation that impacts the Residence Hall Association, UW-Eau Claire - Barron County Student Government Association, or other official organizations and departments of campus should be given the opportunity to give feedback regarding the legislation prior to a vote at the discretion of the author(s) and the President.

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

PART 7: DELIBERATIONS

SUBSECTION 1: EXECUTIVE PRIVILEGES: The Senate extends the privileges of debating, introducing motions on the Senate floor, and voting, to the Senate Personnel Director, Directors, Coordinators, and, without objection, President and Vice President. The Parliamentarian may introduce but not vote on motions.

SUBSECTION 2: RESIDENTIAL HALL ASSOCIATION AND UNIVERSITY SENATE: The Senate extends the privileges of debating and introducing motions, but not voting, to the President of Residence Hall Association and the Chair of the University Senate, respectively, for all such time as the Residence Hall Association and University Senate, respectively, shall extend these same privileges to the president of the student body or their designee.

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. They are not transferable except to members of the gallery. The author of a bill is allowed an introduction plus the two speaking turns. Introductions are to explain points within the legislation and background and are not to persuade on merits.

- 1. RECOGNIZING A MEMBER OF THE GALLERY.** A speaker who wishes to yield their speaking turn to a member of the gallery must begin their speaking turn with the phrase, "I reserve my right to act procedurally."
- 2. MAKING MOTIONS WITHIN A SPEAKING TURN.** "I reserve my right to act procedurally" allows speakers to make motions within their speaking turns without having to yield the floor. Making a motion within a speaking turn ends that speaking turn.

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 8: 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.

SUBSECTION 2: ENTERING CLOSED SESSION

1. **PRIOR NOTIFICATION.** If a closed session will be required at the next meeting, the presiding officer must in accordance with Wisconsin Open Meetings Law, include the notice in the public agenda that the body will enter closed session and include the matter being discussed in closed session with the statutory exception listed.
2. **ANNOUNCEMENT.** During a meeting, the presiding officer may only announce the entry to closed session if the statutory exception to the open meetings requirement was on the public agenda at least two hours prior to the meeting in the case of an emergency, or 24 hours normally. The public announcement prior to entry must include the purpose of entering closed session with the specific matters to be discussed in closed session. If there is an objection to entering closed session, a majority vote of members present will override the presiding officer's decision to enter closed session and the matter will be considered in open session.

SUBSECTION 3: STARTING CLOSED SESSION

1. **ENTERING CLOSED SESSION.** After entering closed session, the presiding officer will instruct all who are not full Student Senate members or the advisor to leave the room with enough distance to not be able to hear the proceedings.
2. **NON-MEMBER ATTENDANCE.** The Student Senate is permitted to invite non-members into the closed session as needed for informational purposes, the non-members being told of the conditions of the closed session. Any voting member may motion to bring a non-member into the closed session, requiring a majority vote.
3. **ELECTRONIC DEVICES.** The presiding officer will notify members recording devices, electronic media, and telecommunications are not permitted.

SUBSECTION 4: PROCEDURES WITHIN CLOSED SESSION

1. **RECORDS.** Motions and voting results will be recorded. No minutes will be taken.
2. **VOTING.** Votes on matters considered in closed session must be made in open session unless such public voting will hinder the reason for entering closed session.

SUBSECTION 5: REENTERING OPEN SESSION

1. **CONCLUSION OF CLOSED SESSION.** If certain matters were moved into closed session, at the conclusion of those matters the body will return to open session.
2. **INAPPROPRIATE USE OF CLOSED SESSION.** After entering closed session, if members feel as though the matter is inappropriate for closed session, it may be moved to open session with a motion, second, and 2/3 vote of present members.
3. **ANNOUNCEMENT.** Upon the ending of the closed session, the presiding officer or designee shall announce outside of the meeting room that the meeting has returned to open session and invite interested parties to return. All motions and votes made in closed session must be announced prior to resuming other business.
4. **ACCESS OF RECORDS.** The results of roll call votes in closed session will be published, but individual members' votes shall remain undisclosed unless requested under Open Records Law.

SUBSECTION 6: CLOSED SESSION INFRACTIONS

1. **REFERRAL.** If anyone is found to have violated the privacy of a closed session, this matter will be referred to the Parliamentarian.
2. **DISCIPLINARY ACTION.** If the Parliamentarian determines that the infraction is serious, this may be grounds for removal under disciplinary action under Chapter II, Section 5, which will be initiated by the President.
3. **OFFENCE BY THE PRESIDENT.** If the President is found to have violated closed session privacy, the matter will be referred to the Senate by the Parliamentarian.

PART 9: NOTIFICATION OF MEETINGS

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

PART 10: MEETING LOCATIONS

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

PART 11: ORDER OF BUSINESS

The order of business for Senate meetings shall be as follows:

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The order of business for Senate meetings shall be as follows:

- I. Call to order by presiding officer.
 - A. The defined start to the meeting and its agenda usually called for by Chairperson or their designee.
- II. Land Recognition Statement
 - A. I/We acknowledge that the University of Wisconsin-Eau Claire occupies the sacred and ancestral lands of Indigenous Peoples. I/We honor the land of the Ojibwe and Dakota Nations.
- III. Military Acknowledgement Statement
 - A. We acknowledge the sacrifices made by those who protect the physical and diplomatic safety of United States citizens and our affiliates. We thank military service members for their commitment to our country.
- IV. Roll Call by the Senate Personnel Director
 - A. Attendance of present members of the UW-Eau Claire Student Senate.
- V. Open Forum
 - A. Opened to the public for expressive activities of any kind where members can present to the General Assembly on a variety of topics, subjects.

- VI. Approval of Minutes
 - A. Meeting minutes from previous General Assembly. Mistakes may be presented or brought forth for correction. If no mistakes are presented, the minutes are approved.
- VII. Report of the President
 - A. The sitting Student Body President provides a report of their past week of business and duties to the General Assembly. The President may yield their report to the minutes.
- VIII. Report of the Vice President
 - A. The sitting Student Body Vice President provides a report of their past week of business and duties to the General Assembly. The Vice President may yield their report to the minutes.
- IX. Report of the Senate Personnel Director
 - A. The sitting Senate Personnel Director provides a report of their past week of business and duties to the General Assembly. The Senate Personnel Director may yield their report to the minutes.
- X. Board of Directors Reports
 - A. All sitting directors provide a report of their past week of business and duties to the General Assembly. Any director may yield their report to the minutes.
- XI. Special Reports
 - A. The sitting Mascot Coordinator provides a report of their past week of business and duties to the General Assembly. The Mascot Coordinator may yield their report to the minutes.
- XII. Unfinished Business
 - A. All bills or tabled legislation are revisited after being introduced in the previous General Assembly to be discussed then voted on by the present members of the General Assembly.
- XIII. New Business
 - A. New legislation is presented and introduced. Resolutions, as they do not need a two-week introductory period, are voted on at the same meeting they are introduced.
- XIV. Personnel Matters
 - A. All matters of appointment or resignation from the Senate, a commission, or a committee are presented. Needed committee fulfillments occur in Personnel Matters.

XV. Announcements

- A. Any member of the Senate or attending individual can make an announcement of upcoming events, needed actions, presently occurring situations, trips, and so on. All authors of legislation are encouraged, if not, expected, to provide updates on their passed legislation. There is no limit to what can or cannot be announced.

XVI. Adjournment

- A. The defined end to the meeting and its agenda usually called for by Chairperson or their designee.

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

PART 12: EXECUTIVE BOARD MEETINGS

All officers and directors of the Senate will be required to attend the Executive Board meetings, which take place an hour before the general body meeting. Executive Board Members must attend the general Senate meetings from Roll Call through Special Reports. Officers that are senators will be required to stay through adjournment.

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

SECTION 3: LEGISLATION

PART 1: BILLS

1. **DEFINITION.** Bills shall prescribe an action, and/or an expenditure of effort or financial resources on behalf of the Student Senate.
2. **IMPACT.** Bills shall be considered binding if passed.
3. **CONSIDERATION.** A bill may not be discussed or voted on during the first reading unless the Senate suspends this rule by a 2/3 vote. It shall be introduced during its first and second reading.

PART 2: RESOLUTIONS

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

PART 3: REFERENDUM

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

PART 4: NUMBERING

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

PART 5: DISTRIBUTION

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

PART 6: AUTHORIZING

The Student Senate extends the privilege of authoring legislation to the President, Vice-President, Directors, Chairpersons, Senators, Senate Personnel Director, Parliamentarian, commissions, special committees, and select committees.

PART 7: FORM

The presiding officer shall rule out of order any bill or resolution not submitted in appropriate written form to senators and officers at least 24 hours prior to Senate consideration unless, in the opinion of the presiding officer, an emergency condition exists or the Senate votes to suspend this rule by a 2/3 vote. Even those matters considered in an emergency fashion must have at least two hours' notice on the publicly posted agenda.

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

PART 8: BYLAW AMENDMENTS

In accordance with Article V, Section 2 of the Student Body Constitution, amendments to the bylaws must be adopted by a 2/3 vote with a mandatory one-week period between introduction and approval. This process is further described in Chapter II, Subsection 12 of the Student Senate Bylaws.

PART 9: PUBLIC HEARINGS

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

PART 10: EXPIRATION

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

SECTION 4: DEFINITION AND PROCESS OF SENATE CONFIRMATION OR ADVICE AND CONSENT

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

PART 1: RE-NOMINATIONS RESTRICTED

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

PART 2: NATURE OF OBJECTIONS

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

SECTION 5: REMOVAL PROCESS

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

PART 1: REMOVAL BY THE PRESIDENT

The President may remove any appointed Director or Executive during a session by including the removal, reasoning, and vacancy in their report. The President may not remove Chairs or Commission members without following the same process that a Senator would need to facilitate. The President may remove a Senator due to excessive absences.

PART 2: REMOVAL BY IMPEACHMENT

Any voting member of the Student Senate to remove another member needs to draft a resolution to be submitted to the Internal Affairs Commission before it is considered before the whole Senate body.

SUBSECTION 1: RESOLUTION CONTENT. This resolution must have the allegations of wrongdoing referring only to the description of their position/office as in the Student Senate bylaws and Student Body Constitution and only taking place in the current session. Internal Affairs will consider the validity of the charges and if they warrant further action. The Internal Affairs Commission will then vote, with the Senate Personnel Director abstaining. In the result of a tie, the matter will be approved and decided by the full Senate body. All debate regarding removal will be in closed session, though the results of any vote and their ramifications will be made public.

SUBSECTION 2: TRIAL-PROCEDURE. The trial considering the action of the Senate body regarding impeachment will take place in the Senate meeting immediately following the passing of the resolution through the Internal Affairs Commission. The resolution will be subject to all rules applicable to any other piece of legislation brought before the Senate body. If the resolution is passed, the member is formally impeached, and the meeting is immediately suspended for 15 minutes. When the meeting resumes, it will be called back to order by the Parliamentarian, or their designated presider if they are incapable of presiding. To proceed, at least 3/4ths of voting members of the Senate body must be present. If not, then this trial will be suspended until this requirement is met in a meeting. All executive staff expect for the Parliamentarian will be removed to the main body. The Senate shall then move into closed session. The list of charges within the previous resolution will be read aloud by the Parliamentarian before Student body. The defendant will be given a 15-minute rebuttal at the podium. After they present their case rebuking of the charges, the author of the legislation, or a designated representative may speak for 10 minutes on the charges at hand and any new comments made by

the accused. If a response is made by any accuser, the defendant shall then have an additional 5 minutes to respond to these new comments. After the rebuttal period, the Senate body will recess for 10 minutes. When called back to order a ballot vote will be immediately taken as to the question of removal. An affirmative vote is a vote to remove the member, and a negative vote is to retain the member. A vote of two-thirds (2/3) is needed to remove the member.

PART 3: REMOVAL DUE TO ACADEMIC INELIGIBILITY

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

PART 4: REMOVAL DUE TO ATTENDANCE

If a Student Senate member has not met attendance obligations with a combined 5 or more unexcused absences from the general body meetings, commission meetings, committee meetings, office hours, or outreach hours then the President or their designee has the discretion to place their resignation on the appointments list.

SUBSECTION 1: OBJECTIONS. If the Senator's resignation is motioned for objection, the advice and consent process does not go into effect. Instead, the matter will be taken to the Executive Board for a vote on whether to uphold the motion to object. In the Executive Board, the Senator in question is required to give a statement on their attendance and the objection in question. After the statement, they will leave the room and a speakers list will be opened and exhausted. A vote of 2/3rds is needed to uphold the motion to object.

SUBSECTION 2: SUCCESSFUL OBJECTION. If the motion to object is upheld, the Senator retains their position, and their resignation may only be added to the appointments list if new violations in attendance policy occur.

SUBSECTION 3: PROCESS. Once a Student Senator has reached five total unexcused absences, the President will proceed with the removal process. However, The Student Body President, Vice President, and Senate Personnel Director should make an effort to resolve meeting attendance issues with the Student Senators to avoid a contested removal process.

PART 5: REMOVAL BY INTERNAL AFFAIRS COMMITTEE

Any member of the Student Senate Executive Board is subject to removal from their position.

SUBSECTION 1: PROCESS. Internal Affairs may not remove Directors or Interns without a prior report filed by the Commission that formally in writing identifies the need for personnel performance improvement.

SECTION 6: CENSURE AND PERSONNEL ISSUES

SUBSECTION 1: CENSURE

A censure against a member of Student Senate is defined as a condemnable action that has affected multiple members of the Senate or the proceedings of the organization and can be drafted by any other member of Student Senate. A censure cannot lead to removal from the Senate, as that must be done through the Impeachment Process as outlined within Chapter II, Section 5, Part 2 of these bylaws. If the censure is against the President, the Senate will motion for an appropriate disciplinary action and approve it with a simple majority. If the punishment is not carried out in the opinion of the Senate or Senate Executive Board, the member will be removed automatically at the next Senate meeting in Personnel Matters.

PART 1: CENSURE PROCESS

The process for censure shall be as follows: The censure issue shall be raised to the Senate Personnel Director by the parties affected, and then formal censure documentation shall be drafted in the form of a Student Senateresolution. The censure papers shall then be presented to the Internal Affairs Committee in closed session. If a member of Student Senate faces censure through a majority vote of the Internal Affairs Committee, an appropriate ~~punishment~~ disciplinary action will be decided by the Parliamentarian, potentially including: a public apology, a private apology to all parties affected, and/or the performance of trainings to help provide a better understanding of the acts of wrongdoing.

SUBSECTION 2: PERSONNEL ISSUES

A personnel matter against a member of Student Senate can be raised by any other member to the Senate Personnel Director. A personnel matter is defined as a situation, either in public or private context, that contains ethical, personal, or conduct- related concerns. The Senate Personnel Director, following written

agreement by the party or parties raising the issue, shall then bring the issue to the Internal Affairs Committee in closed session. The Internal Affairs Committee will then provide insight and guidance for any further action if needed to the Senate Personnel Director. If the parties do not provide written consent to the Senate Personnel Director to present the issue to the Internal Affairs Committee, actions taken will be decided through private consideration by the Senate Personnel Director, the President, Vice-President, and Student Senate Advisor. In the event there may be concerns for the conflict of interest, the necessary parties will refrain from being present during the personnel and/or censure issue hearings and deliberations. If the conflict of interest includes the chair of the internal affairs committee, then the program manager shall sit in their stead.

SECTION 7: PROCESS OF AMENDING THE BYLAWS

PART 1: GUIDELINES FOR POLICY FORMULATION AND REVIEW

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

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

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

PART 2: BYLAWS AMENDMENT BILL

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

SUBSECTION 2: DELIBERATIONS. Deliberations on bylaw amendments should be conducted in accordance with the standard legislative procedures of a regular general assembly meeting.

SUBSECTION 3: VOTING AND MARGIN FOR PASSAGE. A 2/3 majority of present voting members is necessary for the passage of bylaw amendments.

SECTION 8: ADOPTING NEW BYLAWS

PART 1: PROCESS

The drafting of new bylaws for the Student Senate shall be conducted through Internal Affairs Commission, following the guidelines outlines in Chapter II, Subsection 7, Part 1 of these bylaws.

PART 2: BYLAWS BILL

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

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

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

SECTION 9: AMENDING OR ADOPTING APPENDICES

PART 1: GUIDELINES

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

PART 2: PROCESS

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

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

SECTION 10: OPERATING POLICIES

PART 1: PURPOSE

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

PART 2: AUTHORITY

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

PART 3: AMENDMENTS

Amendments to the Student Senate operating policies shall be made in bill form. The Bill including said amendments shall be introduced at a general Student Senate meeting, then tabled and discussed and voted on at the following meeting that it was introduced. Bills including amendments to the operating policies shall require a simple majority vote in the affirmative for passage. These amendments shall go into effect immediately upon passage of the Bill.

CHAPTER III: PERSONNEL DESCRIPTIONS AND EXPECTATIONS.

SECTION 1: EXECUTIVE BOARD RESPONSIBILITIES

The Executive Board shall have the following responsibilities:

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

PART 1: MEMBERSHIP

Membership of the board shall consist of the President, Vice President, Senate Personnel Director, Parliamentarian, Senate Director to the ESM Commission, and commission directors. The Mascot Coordinator may be a member of the Executive Board and may attend meetings, depending on the discretion of the President and Vice President. The Student Senate Advisor shall also attend these meetings.

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

PART 2: OFFICE HOURS

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

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

SUBSECTION 2: ACCOMODATIONS. Executive board members should attempt to hold one of these on a Monday, Wednesday, or Friday and the other on a Tuesday or Thursday to allow for class schedules of other Senate officials and constituents.

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

SUBSECTION 4: CONFLICTS. As these are scheduled by the executive, there should not be conflicts with academic requirements, and so excuses granted by the Senate Personnel Director should be mostly limited to emergency reasons.

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

SUBSECTION 6: SENATORS AS EXECUTIVE BOARD MEMBERS.

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

PART 3: RESTRICTIONS

Executive members shall not serve in the capacity of Senator. If a prospective member of Student Senate participates in an election and is elected to be a Senator, but then is successfully appointed to an Executive position, they will automatically yield their Senator seat. The student with the next highest number of votes will then be extended the invitation to take a Senator position. This process will conclude at the beginning of the fall semester. Past the first meeting and for the

rest of that session, the standard vacancy filling process will be used. In the event an Executive resigns from their position but was elected in the previous election as a Senator, they will have to apply through the Vacancy committee for another Senator seat.

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. 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. No member of the Student Senate may hold more than two executive positions at once.

SECTION 2: 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 to be for the equivalent of Fall and Spring semesters, and for the level of Wisconsin resident tuition. This is to include tuition, differential tuition, segregated fees, and other University fees. This is not to include course fees, housing fees, etc.

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

PART 2: OFFICERS

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

- i. The Senate Personnel Director shall receive an amount equal to 50% of the President's stipend.
- ii. All Commission Directors, including the Student Equity

Director of the Equity in Student Matters Commission, shall receive an amount equal to 50% of the President's stipend.

- iii. The Parliamentarian, Student Office of Sustainability Interns, Academic Affairs Policy Coordinator, Senate Events Intern, Mascot Coordinator, Finance Intern, Senate Media Intern, Intergovernmental Affairs Intern, and the Information Technology Intern shall receive an amount equal to 25% of the President's stipend.

SECTION 3: EXECUTIVE BOARD POSITION DESCRIPTIONS

PART 1: STUDENT BODY PRESIDENT

1. The President, in accordance with the Constitution, shall be the presiding officer and foremost representative of the Student Senate and the student body.
2. The Presidency is limited to individuals who have held a position within Student Senate – including, but not limited to, the Presidency, the Vice Presidency, an Executive Board position, a Student Senate position, and/or Commission or Committee membership – prior to campaigning for this position.
3. Shall make all appointments of students to governance posts and committees within or outside of Student Senate unless otherwise granted in the Constitution or bylaws to another officer.
4. Shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member.
5. Shall have budgetary authority over the Student Senate General Operations and Foundation accounts with consultation from the Student Senate program manager.
6. Shall seek regular meetings with the Chancellor, University Senate Chair, and the Student Senate Advisor.
7. The President or their designee shall attend all University Senate meetings.
8. The President, along with the Vice President and Senate Personnel Director will oversee and direct the activities of the Executive Board.
9. The President, or their designee, will preside over general Student Senate Meetings.
10. Shall not hold any Directorship or other executive position. The President may be the chair of a committee or a chairperson within a Commission.
11. The President, in consultation with the Senate Personnel Director and remainder of the executive board, shall establish guidelines for travel and reimbursement within the Student Senate general operations budget.

12. The President, in collaboration with the Vice President and Senate Personnel Director, shall serve as the primary feedback mechanism to members of the Executive Board.
13. Shall be responsible for maintaining an active and positive relationship with the University of Wisconsin-Eau Claire Barron County Student Government Association and make semesterly visits when appropriate.
14. The President shall formulate the operating policies document for the current session, with the help of the Parliamentarian, to set the expectation and standards of the session into writing.

PART 2: STUDENT BODY VICE PRESIDENT

1. The Vice President shall be the second highest ranking representative of the student body and the Student Senate.
2. The Vice Presidency is limited to individuals who have held a position within Student Senate – including, but not limited to, the Presidency, the Vice Presidency, an Executive Board position, a Student Senate position, and/or Commission or Committee membership – prior to campaigning for this position.
3. The Vice President shall assist the President in the running of general Student Senate meetings.
4. The Vice President shall have budgetary discretion for expenditures at or below \$50 from both the General Operations and Foundation accounts. Transactions made by the Vice President must be submitted in writing to the Senate Program Manager within 24 hours of the expenditure.
5. The Vice President shall serve in the place of the President in their absence.
6. The Vice President shall be an automatic, ex-officio and non-voting member of every Senate Commission or Committee, unless otherwise appointed formally as a full member.
7. The Vice President shall chair all Senate Executive Board Meetings, unless designated to another Executive Board Member.
8. The Vice President, with assistance from the Student Senate Media Intern, shall author a bi-monthly Student Senate newsletter to inform the student body and relevant campus and community personnel of Student Senate projects.
9. 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.
10. Work with the University Activities Commission Director to host and coordinate the bi-monthly Chancellor's Roundtables.
11. Consult with the Senate Personnel Director to facilitate at least one semesterly professional development activity for the entire Student Senate body, to include Senators and the entire Executive Board.
12. Attend and shall serve as the secondary Senate liaison to University Auxiliary Budget Committees in collaboration with the Finance Director.

PART 3: SENATE PERSONNEL DIRECTOR

1. The Senate Personnel Director shall be appointed by the President subject to Student Senate approval.
2. 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 that a nomination process fails, and no other qualified candidates are available for the position, the position may be opened to members of the Senate who have not served an office in previous years.
3. Responsible in formulating the Student Senate General Operations budget, subject to approval by the Student Senate President, Vice President, and the Program Manager.
4. Review the financial records of the Student Senate and shall be a member of Student Senate Finance Commission.
5. Has budgetary discretion for purchases at or below \$50 from the General Operations and Foundation accounts, subject to the approval of the Senate Program Manager.
6. Record minutes of Senate meetings and distribute both minutes and agendas to the Student Senate no less than 48 hours prior to meetings.
7. Monitor attendance of Senators, and work with the President to enforce the attendance policies set forth in Chapter III, Section 15, Part 3 of these bylaws.
8. Plan the Executive Board and general Senate's retreat as well as the end of session banquets.
9. Plan at least one social activity a semester for the general Senate.
10. Hold weekly meetings with the President and Vice-President to discuss current issues and concerns both they and directors have.
11. Hold at least two office hours a week in order to be accessible for all members of Student Senate to express concerns.
12. Chair and conduct the business of the Internal Affairs Committee.
13. Handle personnel and conduct-related concerns involving the Student Senate at large with collaboration from the President, Vice President, or Advisor as needed.
14. Work closely with the Communications Director and Senate Programming Assistant to ensure all minutes, agendas, bills, resolutions, and documents are available to add to the website.
15. The Senate Personnel Director, 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.

PART 4: PARLIAMENTARIAN

1. The Parliamentarian shall be appointed by the President subject to Senate confirmation.
2. The Parliamentarian shall advise the President, Senators, and Directors on proper parliamentary procedure based on the Constitution, these bylaws, and the latest edition of Robert's Rules of Order, and shall supervise Senate and Commission compliance with the Wisconsin Open Meeting Law.
3. The Parliamentarian shall also serve as the Elections Committee Chairperson.
4. The Parliamentarian should only speak and author legislation on matters of parliamentary procedure, elections and constitution or bylaw procedure.
5. The Parliamentarian shall not hold the position of Senator.
6. The Parliamentarian shall also serve as a member of Internal Affairs.
7. Serve two regular office hours and provide information to interested parties.
8. Assist in the establishment of Student Senate operating policies each session with the President.

PART 5: ACADEMIC AFFAIRS COMMISSION (AAC) DIRECTOR

1. The Academic Affairs Commission Director shall serve as the liaison between students and administration on academic matters.
2. Chair all AAC meetings.
3. Prepare meeting agendas and minutes.
4. Meet with the commission intern once per week to discuss commission-related business.
5. Nominate an Academic Affairs Intern candidate to the Student Body President.
6. Provide necessary information and guidance to the AAC Members.
7. Provide each member of their commission with a copy of the AAC chapter of the Student Senate bylaws.
8. As new members of the commission are appointed, review relevant bylaws with those members in a timely fashion.
9. Recommend the appointment of a chairperson for General Education and for the following colleges: Arts and Sciences, Business, Nursing and Health Sciences, and Education and Human Sciences.
10. Regularly meet with the acting Campus Provost, Vice Chancellor of Academic Affairs, and Budget Officer of Academic Affairs, and the Chair of the University Senate Academic Policies Committee.
11. Attend the University Liberal Education Committee as the Student Senate appointed voting representative to the committee.

12. Have a thorough understanding of university academic policies.
13. Serve as a non-voting member of the Academic Policies Committee of the University Senate.
14. Attend the Academic Strategic Plan Advisory Group as a voting member.
15. Provide their commission with the Blugold Commitment project proposals.
16. Chair the Blugold Commitment Differential Tuition Committee.
17. Act as a resource on academic policies and Blugold Commitment Differential Tuition to the Student Senate and Student Body.
18. Serve on the Funding Analysis Committee.
19. The Academic Affairs Director, or their designee shall, serve on the Equity in Student Matters Commission as a non-voting member.
20. Serve two regular, weekly office hours and provide relevant commission information to interested parties.

PART 6: COMMUNICATIONS COMMISSION DIRECTOR

1. The Communications Commission Director promotes awareness of and participation in Student Senate activities, monitors student feedback, and enhances the many channels of communication out of Student Senate.
2. Shall chair all meetings of the Communications Commission.
3. Meet with all commission intern(s) once per week to discuss commission-related business.
4. Regularly consult with Integrated Marketing and Communications, the Director of University Relations, Special Assistant to the Chancellor/Executive Director of Marketing and Planning, the University Activities Commission Director, and any other appropriate stakeholders in University communications.
5. Direct Student Senate outreach and marketing efforts in consultation with the Student Body President.
6. Facilitate recruitment efforts with the Student Director of the ESM Commission to ensure a full and representative body for the Student Senate.
7. Recommend a Student Senate Media Intern and an Events Intern for appointment.
8. Encourage a liaison from campus media to sit on the various Student Senate Commissions.
9. Assist the Senate Personnel Director in displaying, marketing, and actively promoting Senator and Executive Member Office Hours.
10. Manage and administer the Senatorial with the assistance of the Student Senate Media Intern and the Senior Coordinator for Events & Marketing at minimum once per month.
11. Serve two regular, weekly office hours and provide relevant commission information to interested parties.
12. Attend the Equity in Student Matters Commission weekly as a non-voting

member.

PART 7: STUDENT DIRECTOR OF THE EQUITY IN STUDENT MATTERS (ESM) COMMISSION

1. The Student Director of the ESM Commission shall be the primary liaison from the Equity in Student Matters Commission to the student body.
2. Direct and formulate a Commission Policy and Priorities Summary for the ESM Commission with the Senate Equity Director.
3. Chair all ESM Matters Commission meetings.
4. Be primarily responsible for outreach to marginalized students and their respective organizations for involvement, communication, and receiving requests for initiatives.
5. Plan all events for ESM commission to include a monthly recruitment and outreach event.
6. Formulate a report or newsletter for core EDI departments and organizations regarding ESM activities and projects.
7. Serve on all appropriate administrative committees related to equity, diversity, and inclusion.
8. Be a voting member of and actively attend the Student Organization Commission and the Communications Commission.
9. Must have a recurring, weekly check-in with the ESM Senate Director.
10. Maintain any ESM social media accounts created by previous ESM Directors.
11. Serve two regular, weekly office hours and provide relevant commission information to interested parties.

PART 8: SENATE DIRECTOR OF THE EQUITY IN STUDENT MATTERS (ESM) COMMISSION

1. The Senate Director of the ESM Commission shall serve as the ESM Commission liaison to the Student Senate.
2. Write legislation that is reflective of the needs and interests of students that fall under the EDI services and programs.
3. Consult on projects and legislation with ESM members, Senators, and Directors to support equity, diversity, and inclusion goals of UWEC.
4. Chair Equity in Student Matters Commission meetings in the absence of the ESM Student Director.
5. Receive compensation consistent to the Student Equity Director.
6. Serve on all appropriate administrative committees related to equity, diversity, and inclusion.
7. Consult with the Vice Chancellor of Equity, Diversity, Inclusion, and Student Affairs (EDISA) and of Chancellor's EDISA staff on a monthly basis.
8. Work with the Student Equity Director to formulate a Commission Policy and Priorities Summary for the ESM Commission.
9. Be a voting member of and actively attend the Finance Commission.

10. Must have a recurring, weekly check-in with the ESM Student Director.
14. Serve two regular, weekly office hours and provide relevant commission information to interested parties.
15. Facilitate the ESM Organized Activity renewal process and all relevant internal budget procedures.

PART 9: FINANCE COMMISSION DIRECTOR

1. The Finance Commission Director shall be responsible for guiding and advising the Finance Commission and the Student Senate as a whole 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 precedent to the expenditure of Student Segregated Fees
2. Chair all Finance Commission meetings.
3. Prepare all Finance Commission Meetings
4. Provide necessary information and guidance to the Finance Commission.
5. Meet with all commission intern(s) once per week to discuss commission-related business.
6. Provide necessary information and guidance for specific activities/organizations.
7. Assign liaisons to specific activities/organizations.
8. Nominate a Finance Intern candidate to the Student Body President.
9. Research and audit Organized Activities with the Finance Commission Intern as needed.
10. Designate other duties to the Finance Intern, which further the goals of the Finance Commission and the Student Senate.
11. Facilitate appeals and award fair time and deliberation for those applying.
12. Author the Budget Bill for introduction to the Student Senate.
13. Attend the Student Organizations Commission weekly as a non-voting member.
14. Serve two regular, weekly office hours and provide relevant commission information to interested parties.

PART 10: INTERGOVERNMENTAL AFFAIRS DIRECTOR

1. The Intergovernmental Affairs Director shall have the primary responsibility of advocating for the UW-Eau Claire student body on concerns relating to internal, local, state, and federal policy and issues.
2. Prepare meeting agendas.
3. Chair all Intergovernmental Affairs Commission meetings.

4. Meet with all commission intern(s) once per week to discuss commission-related business.
5. Have the responsibility of authoring the Legislative Priority Summary through the Intergovernmental Affairs Commission, subject to approval by the Student Senate each semester.
6. Meet with local, city, and county officials at least once a semester on issues pertaining to the Legislative Priority Summary.
7. Work to encourage non-partisan voter registration and information in all fall and spring elections.
8. Must develop a voter registration and get out the vote plan for all fall and spring elections when applicable.
9. Recommend a candidate for the position of the Intergovernmental Affairs Intern for appointment by the Student Body President by the last Student Senate meeting in September.
10. 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 Interns.
11. Work with the commission to organize an annual neighborhood block party to strengthen community relations.
12. Work with the commission to organize an annual Fall Community Walkthrough to coordinate with relevant parties an event to walk through and discuss issues within residential areas where a large portion of the student population lives and discuss ways to alleviate them.
13. Attend University Senate Meetings when relevant to pertinent city and University proposals, legislation, and staff forums.
14. Serve two regular, weekly office hours and provide relevant commission information to interested parties.

PART 11: INFORMATION TECHNOLOGY DIRECTOR

1. The Information Technology Commission Director shall prepare meeting agendas and minutes.
2. Chair Information Technology Commission meetings.
3. Meet with all commission intern(s) once per week to discuss commission-related business.
4. Attend the Academic Affairs Commission weekly as a non-voting member.
5. Provide necessary information and guidance to the Commission.
6. Provide instructions and consultations for Student Technology Fee funding.
7. Provide extensive times for Senators to meet with them before the discussion and vote on the Student Technology Fee Budget Ranges as required by Student Senate bylaws.
8. Create a detailed record of any Student Technology Fee funding.

9. Author the budget range bill and any funding allocation bills for introduction to the Student Senate.
10. Serve two regular, weekly office hours and provide relevant commission information to interested parties.

PART 12: STUDENT ORGANIZATIONS DIRECTOR

1. Recruit members to serve on the Student Organizations Commission (Fall and Spring Semesters).
2. In conjunction the Activities, Involvement, and Leadership Office, plan and oversee events including Blu’s Org Bash, Leadership Transition Workshop, etc.
3. Be available to meet with student organizations on campus and hold regular and special office hours where organizations can meet with the director and/ or the commission members to answer questions and concerns.
4. Declare a member as Vice-Chair (unpaid) to assist in communicating with the commission, taking meeting minutes, and writing agendas.
5. Establish regular weekly meetings with the Student Organizations Coordinator of the Activities, Involvement, and Leadership Office.
6. Be proficient and an advocate of the Blugold Connect platform.
7. Meet with the head of potential organizations and initiatives, to help facilitate, communicate requirements, and assist with Blugold Connect.
8. Hold a mandatory meeting, once a semester, for new, relatively new and reactivated student organizations.
9. Shall chair the Student Organization Conduct Committee (SOCC) meetings and hearings.
10. 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.
 - a. Duties of the SOCC Chairperson:
 - i. Be present at all conduct related student organization meetings and hearings.
 - ii. Disseminate the policies, procedures and laws governing RSOs.
 - iii. Enforce all policies, procedures, rules, and laws governing RSOs.
11. The SOC Director, or their designee shall, serve on the Equity in Student Matters Commission as a non-voting member.

PART 13: STUDENT OFFICE OF SUSTAINABILITY (SOS)

The names of the Directors of the SOS Commission shall best represent the needs and interests of students relating to sustainability:
 Student Office of Sustainability – Student Sustainability Director
 Student Office of Sustainability – Senate Sustainability Director

Both the Student Sustainability Director and Senate Sustainability Director shall accept the following responsibilities:

1. Oversee SOS-sponsored work being carried out over summer.
2. Prepare larger programs and projects for the upcoming session over the summer. This may include proposal-writing, collaborating, and making contacts and plans.
3. Report to Student Body President or Vice President at the beginning of summer and end of summer. Hire SOS Coordinators (Executive Board) before the beginning of fall semester, hire and dismiss as needed.
4. Co-chair SOS Commission meetings.
5. Vote on proposals before the SOS Commission only if the vote is equally divided.
6. Lead, plan, and execute sustainability projects.
7. Author resolutions and bills to be submitted to Student Senate which affect sustainability policies and practices.
8. Draft a Legislative Priorities Summary (LPS) in collaboration with the SOS Executive Board and commission members and present it to the Student Senate.
9. Consult with the Administrative Office of Sustainability to collaborate on strategic projects for the allocation of the Green Fund and beyond.
10. Thoroughly understand limitations and guidelines for Green Fund spending and facilitating Green Fund expenditure proposals.
11. Delegate sustainability projects, assign additional tasks, and oversee the overarching work of SOS Coordinators and Commission members.
12. Serve on relevant campus and city committees pertaining to sustainability, to potentially include the City of Eau Claire's Transit Commission, the City of Eau Claire's Sustainability Advisory Committee, the Putnam Park Commission, the Chancellor's Advisory Council on Sustainability and Climate Action, and the Science Building Planning Committee.
13. At least one director should attend the Equity in Student Matters Commission as a regular commission member.

SUBSECTION 1: SENATE DIRECTOR OF SUSTAINABILITY

1. Prepare SOS Commission meeting agendas and send all meeting documentation, including minutes and legislation, via email at least 24 hours before each commission meeting.
2. Serve as a member of the Executive Board of Student Senate.
3. Serve two regular office hours in the Student Senate Office.
4. Maintain the 5-year spreadsheet of the Green Fund budget allocations.
5. Communicate regularly with partner organizations, including but not limited to: Administration, Housing, Facilities, and Admissions.
6. Present the SOS Internal Budget to the Finance Commission during the annual Organized Activity Budget process.
7. Consult with the Director of Budget and Resource Planning as

needed to ensure responsible allocation of the Green Fund.

8. Be the student administrative representative and point person for campus sustainability.
9. Coordinate sustainability and climate civic engagement events with Student Senate and the SOS Commission.

SUBSECTION 2: STUDENT DIRECTOR OF SUSTAINABILITY

1. Provide information and guidance to, and work collaboratively with, the SOS Coordinators and commission members.
2. Serve at least two regular office hours in the Student Sustainability Resource Center.
3. Be the student representative and point person for student sustainability initiatives.
4. Serve as the primary liaison between the SOS and student body.
5. Serve regular office hours in the Student Sustainability Resource Center to collaborate with Executive Board members, Commission members, and students at large.
6. Coordinate campus-wide engagement with sustainability and climate initiatives.
7. Work with the Operations Coordinator to manage the Student Sustainability Resource Center.

PART 14: UNIVERSITY ACTIVITIES COMMISSION (UAC) 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.

1. The University Activities Commission (UAC) Director oversees the various committees that facilitate and promote student engagement activities.
2. Meet weekly with UAC advisor and UAC Exec Board.
3. Oversee and hold weekly check-in meetings with the committee chairs (Concerts Committee, Festival Committee, Film Committee, Late-Night Activities Committee, Public Relations Committee).
4. Promote and open applications, interviewing, and hiring for any vacancies for committee chairs.
5. Formulate and present the UAC budget to the Finance Commission during the allocable fee process.
6. Monitor and oversee the UAC budget.
7. Write any legislation pertaining to UAC.
8. Work with the Vice-President to coordinate and host the bi-monthly Chancellor's Roundtables.
9. Oversee the three campus wide events with the help of the Festivals Committee chairs: Homecoming, Winter Carnival, and Springfest.
10. Serve two regular, weekly office hours and provide relevant commission

information to interested parties.

11. Attend ESM weekly as a non-voting member.

SECTION 4: INTERN AND COORDINATOR POSITION DESCRIPTIONS

PART 1: ACADEMIC AFFAIRS INTERN

1. The Academic Affairs Commission (AAC) Intern shall ~~will~~ be selected by the AAC Director, subject to approval by the President.
2. The AAC Intern shall receive a stipend of 25% of the President.
3. Have the core responsibilities of overseeing Vice Chairpersons and College Representatives.
4. Ensure the submission of meeting minutes and agendas.
5. Contribute to core legislation and projects as needed by the AAC Director.
6. Coordinate the administrative aspects of semesterly open forums, and other projects as assigned.
7. Attend Director check-ins with the Provost, as well as Blugold Commitment Differential Tuition preparation meetings.

PART 2: STUDENT SENATE EVENTS INTERN

1. Student Senate Events Intern shall be responsible for assisting all Commissions and Student Senate business overall with event coordination, to include planning and hosting.
2. Be selected by the Communications Director, subject to approval by the President.
3. The Student Senate Events Intern shall be paid 25% of the President's stipend.
4. Automatically serve on the Communications Commission.
5. Be responsible for the success of Student Senate-related events and assist with the promotion of Student Senate events.
6. Assist the Program Manager in booking and reserving all necessary accommodations for Student Senate Events.
7. Assist the Communications Commissions Director, or their designee, with putting on Student Senate Public Forum.
8. 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: STUDENT SENATE MEDIA INTERN

1. The Student Senate Media Intern is responsible for designing effective promotional materials for Student Senate and its commissions, using various mediums and formats.
2. Design effective promotional materials for Student Senate and all of its

commissions.

3. Distribute Student Senate advertising materials through various mediums and formats.
4. Be selected by the Communications Director, subject to approval by the President.
5. Automatically serve on the Communications Commission.
6. Shall be paid up to 25% of the President's stipend.
7. Attend one meeting for each commission, with the exception of the Student Office of Sustainability and the University Activities Commission, each month.
8. Should review *The Spectator* publications on a weekly basis to continuously review information disseminated to the student body.
9. Assist the Vice President in formulating and distributing the Student Senate Newsletter.
10. 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: FINANCE COMMISSION INTERN

There shall be one Finance Intern with the following responsibilities:

1. The Finance Commission Intern shall be nominated by the Director to the Student Body President and confirmed by the Student Senate.
2. Have an awareness of all Organized Activities and their missions.
3. Serve for a term not surpassing one academic year.
4. Receive a stipend to be approved by the board in the internal budget, with the amount for each intern not surpassing 50% of the Finance Director.
5. Research and audit Organized Activities that receive SUF monies dispersed by the Organized Activities Budget ~~in an order set~~ as directed by the Finance Director.
6. Assist the Director in facilitating budget hearings, appeals hearings, and the assignment of liaisons to Organized Activities.
7. Author legislation to be submitted to the Student Senate concerning the business of the Finance Commission.
8. Hold at least one office hour per week outside of meetings.
9. Complete all other duties assigned by the Finance Commission Director in an efficient manner.

PART 5: INTERGOVERNMENTAL AFFAIRS COMMISSION INTERN

1. 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.

2. Will be selected by the IGA Director, subject to approval by the President.
3. Will receive a stipend of 25% of the President.
4. 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.
5. Serve as a liaison between UW-Eau Claire Student Senate and local and county governing authorities. This duty includes:
 - a. Attending City Council and County Board meetings.
 - b. Taking comprehensive notes on issues ~~effecting~~ affecting UW-Eau Claire's students at City Council and County Board meetings.
 - c. Briefing the Intergovernmental Affairs Commission at their weekly meeting on pertinent City Council and County Board issues.
 - d. Attend surrounding neighborhood ward meetings (Randall Park Neighborhood and Third Ward).

PART 6: HOUSING INTERN

1. The Housing Intern shall actively work to create ways to educate students on student housing, both off- and on-campus, including tenants' rights.
2. The Housing Intern will be selected by the IGA Director, subject to approval by the President.
3. Will receive a stipend of 25% of the President.
4. The Housing Intern's term may be for up to 12 months, instead of 9 months, at the discretion of the Intergovernmental Affairs Director.
5. Serve under and sit on the Intergovernmental Affairs Commission.
6. Give weekly Intern Reports at the IGA Commission Meeting.
7. Actively partner with the Communications Director and Intergovernmental Affairs Commission to promote Student Senate housing resources.
8. Work with the Intergovernmental Affairs Intern and Director to coordinate neighborhood block parties and other Intergovernmental Affairs Commission events related to off-campus student housing.
9. Meet with the Director of Housing and Residence Life or their designee at least once per month.
10. Attend all Residence Hall Association General Assembly meetings.
11. Act as Student Senate Liaison to RHA.
12. Organize a week of tabling in the second or third week of September to educate on-campus students about moving off campus and their rights as renters.
13. Hold two regular office hours each week outside of meetings, affording one of these hours solely to current student employees of Housing and

- Residence Life to identify grievances avenues to resolution.
14. Create and review a housing resource guide each year to be dispersed to students.
 15. Complete all other tenant related duties assigned by the President, Vice President, and Intergovernmental Affairs Director.

PART 7: INFORMATION TECHNOLOGY INTERN

1. Take meeting minutes and create agendas.
2. The Information Technology Commission Intern shall assist the director in creating the yearly budgetranges.
3. Assist in innovative projects.
4. Assist in writing legislation.
5. Attend meetings delegated by the Information Technology Director.
6. Understand the policies that guide the allocation of the Student Technology Fee.
7. The ITC Intern shall receive a stipend of 25% of the President.
8. Comprehend the budgetary process.
9. Have an awareness of campus technology.
10. Contribute to the work of the Commission as a representative of the student body.
11. To the best of their ability, complete all duties requested of by the Information Technology Director in an efficient manner.

PART 8: MASCOT COORDINATOR

1. The Mascot Coordinator shall manage the audition process for mascots along with the Communications Director.
2. The Mascot Coordinator shall serve as the liaison between the Student Senate, the mascot, and all interested parties for university events, media, and appearances.
3. The Mascot Coordinator's term is for 12 months, instead of 9 months, at the discretion of the President.
4. The Mascot Coordinator shall receive a stipend of 25% of the President.
5. Manage the audition process for mascots, with assistance as needed from the Communications Director.
6. Conduct meetings with the mascots on an as needed basis.
7. Coordinate mascot schedules and promote mascot availability for Student Organizations and University events.
8. Hold two regular office hours per week.
9. Attend the Communications Commission weekly as a non-voting member.
10. The Mascot Coordinator shall give a weekly report at each General Assembly Meeting under 'Special Reports'.

PART 9: SOS EVENTS + ACTIVISM COORDINATOR

1. Attending UW Divestment Coalition (UWDC) meetings and events as a core organizer.
2. Help 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.
3. Lead the UW-Eau Claire chapter and recruit students from UWEC to join UWDC and/or other current environmental activism organizations.
4. Pursue other environmental activism opportunities on behalf of the SOS.
5. Coordinate, plan, and lead the Earth Day and Earth Week activities during Spring semester.
6. Work with the other Student Senate Commissions, including the University Activities Commission, for event planning and marketing.

PART 10: SOS EDUCATION COORDINATOR

1. Produce engaging, clear text for SOS events, social media, speeches, and any other forms of communication.
2. Work with the Communications + Media and Design Coordinators to create informational social media posts.
3. Provide information and presentations to the SOS Commission, classes, and other organizations about sustainability topics.
4. Work with other campus organizations to promote sustainability to students.
5. Collaborate with Student Senate Commissions to promote sustainable initiatives and integration.
6. Coordinate the Excellence in Sustainability Grad Cord at the end of each semester.
7. Work with the Operations Coordinator to design sustainability roundtable discussions in the SSRC.

PART 11: SOS COMMUNICATIONS + MEDIA COORDINATOR

1. Collaborate with Education and Design coordinators for weekly social media content and develop a posting schedule to increase SOS visibility to students.
2. Market ongoing SOS programs, events, and initiatives through the website and media platforms.
 3. Collaborate with local city organizations to promote publication coverage, hiring positions, and other content for media outlets.
4. Take minutes during weekly Commission meetings, update them on the SOS SharePoint and Athena webpage in collaboration

within 24 hours.

5. Serve as a liaison between SOS and campus, city, and county-level stakeholders in sustainability policy.
6. 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 12: SOS DESIGN COORDINATOR

1. Organize digital assets including the official logo of the SOS and the Brand Manual.
2. Seek opportunities to apply design skillset to projects and initiatives, such as the Student Sustainability Resource Center.
3. Create professional graphics for use in print and on social media.
4. Collaborate with the Education Coordinator and Communications + Media Coordinator on social media content.

PART 13: SOS OPERATIONS COORDINATOR

1. Maintain 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.
2. Work to keep the SSRC up to date with digital information needs and campus outreach efforts.
3. Serve as the primary “caretaker” to the SSRC, including any maintenance requests or continual care of plants and tower gardens.
4. Ensure the SSRC has continuous programming in the space during the business week of the academic calendar, and during the summer, if possible and applicable.
5. Coordinate sustainability “roundtables” with campus leadership, sustainability Graduate Assistants, and the Student Office of Sustainability Executive Board for direct campus outreach programming.

SECTION 5: STUDENT SENATORS

PART 1: RESPONSIBILITIES

SUBSECTION 1: OFFICE HOURS AND OUTREACH HOURS:

Student Senators must serve at least one office hour in the Student Organizations and Leadership Center or Student Senate office per week.

Every Student Senator will meet with the Senate Personnel Director at the beginning of the month to discuss and assign outreach hour initiatives. The outreach hours should promote external engagement or professional development, such as attending a campus event or organization meeting. One outreach hour must consist of an EDI-related event. Student Senators must complete five EDI-related outreach hours per semester. Failure to perform office hours and outreach hours each week shall be considered the equivalent of half of an unexcused absence.

SUBCHAPTER 1: APPEALS. If a Senator or Senators feel they should be excused from an office hour or outreach hour and were denied excuse by the Senate Personnel Director, they may appeal to the Student Senate in New Business. This motion will require a second and is open to debate. If the Senate desires to go into closed session, they may vote to do so, however due to Wisconsin Open Meetings Law, the discussion of the excused absence will wait a full week so it may be placed on the agenda. This requires a simple majority vote of the Student Senate to grant an excused absence. Both the Senate Personnel Director and Senator(s) appealing must abstain from this vote for purposes of conflict of interest.

SUBSECTION 2: COMMISSION AND COMMITTEE MEMBERSHIP

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

SUBCHAPTER 1: NONCOMPLIANCE. If a senator fails to join or thereafter maintain membership in a commission and membership of a committee, they may be removed from office by the procedures outlined in Chapter III, Section 10.

SECTION 6: APPOINTMENTS FOR EXECUTIVE OFFICES

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 Office of Multicultural Affairs, Services for Students with Disabilities Student Advisory Board, Services for Students with Disabilities Advisory Board Members, 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 or Intern shall require a confirmation hearing by the Student Senate. Each appointee shall be given no more than five minutes to explain their merits for appointment and plans for the position. After this, a minimum of five minutes shall be given for questions from members of Student Senate to be answered by the appointee. Once questioning is finished, there will be a placard on the appointee requiring a simple majority. If approved, there will be no objections permitted on the appointment. If rejected, the appointee is removed from the consideration.

SUBSECTION 3: PRESIDENT AND VICE PRESIDENT:

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

SECTION 7: 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. Interviews of applicants shall be conducted based upon a uniform application and interview process as established by the Vacancies Committee at the beginning of each session. Members of the Vacancies must attend all committee meetings and shall receive an absence for any unexcused absence.

PART 1: VACANCY APPOINTMENTS

If Fall or Spring terms are not in session (not including weekends), the need for appointments to University Committees such as search, and screens or other administrative committees may arise. In this case, the President may appoint members to these committees as a vacancy appointment. This appointment

shall only be valid until the first meeting of the Student Senate, where the appointment must be approved with its inclusion on the appointments list. If the appointment is not approved, the member is removed from the committee. Vacancy appointments on committees that only do work during the period outside of fall and spring term need not be approved, though the Senate may undo the appointment by calling an emergency session and following the normal advice and consent process.

SECTION 8: CHAIRS, COMMISSION MEMBERS, INTERNS, AND COMMITTEE MEMBERS:

The President will appoint all Chairs, with the exception of the First Chair of the Equity in Student Matters Commission, and members of Commissions and Committees with the recommendation of the respective Director or nomination process by including the appointees on the appointment list, which is subject to Senate confirmation.

SECTION 9: DISCIPLINARY ACTIONS

PART 1: DEFINITION AND CRITERIA

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.

PART 2: CRITERIA FOR DISCIPLINE

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

1. A member of Student Senate – either willfully or unknowingly – violated a policy or standard of conduct of Student Senate.
2. A member of Student Senate, in their official capacity, acted in an unbecoming manner for the position that they hold.
3. Personal matters - such as political affiliations or private interpersonal issues - shall not be grounds for disciplinary action.

SECTION 10: 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.

SECTION 11: 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 12: ETHICS

PART 1: CONFLICT OF INTEREST DEFINITION

A conflict of interest is defined as a situation in which a person is able to derive personal benefit from actions or decisions made in their official capacity. A conflict of interest occurs when an individual's personal interests /relationships compromises their decisions or actions within the senate.

SECTION 13: 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.

SECTION 14: NONDISCRIMINATION

Student Senate and its members shall abide by the nondiscrimination policies cited in Chapter I, Section 5, Part 3 of these bylaws in all its deeds.

SECTION 15: CONDUCT

PART 1: MEMBERSHIP REQUIREMENTS: Members of and candidates for any position in student government must fulfill the membership eligibility requirements established by Subsection III, Subsection 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.

SUBSECTION 2: 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 work of the Commission as a representative of the student body.
6. Consider all stakeholders involved with the Commission.
7. Complete duties assigned by the Commission Director in an efficient manner.

SUBSECTION 3: ATTENDANCE

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

SUBCHAPTER 1: ATTENDANCE REQUIREMENTS: Members of the Student Senate ~~Senator~~ are required to attend all Senate meetings, service hours, Commission and Committee meetings, and the annual Student Senate retreat. Commission and Committee members are required to attend all meetings of their respective Commission or Committee.

1. If a student is elected to a Student Senate position after running from “abroad,” their absences at meetings are excused while the student is away.
2. If a student is elected to a Student Senate position after participating during study abroad, any missed absences while away are to be excused.

SUBCHAPTER 2: ABSENCES: A member of the Student Senate is allowed five (5) unexcused absences from General Assembly meetings and their office hours. If a Student Senator should exceed five (5) unexcused absences, they may be removed through the removal process in Chapter II, Section 7, Part 4 of these bylaws. For an absence to be excused, a member of the Student Senate must communicate their absence to the Senate Personnel Director two (2) hours in advance of the obligation. An excused absence may include—but is not limited to: senate- related business, illness, conflicting academic obligations, or personnel matters. A Commission or Committee member is allowed two (2) unexcused absences. All excused absences for Commission or Committee members must be communicated to the Director, Coordinator, or any relevant individual who leads the Commission or Committee. A Commission or Committee member exceeding the number of allowed unexcused absences may be removed by the process outlined in Chapter II, Section 7 of these bylaws.

CHAPTER IV: COMMISSIONS

SECTION 1: GENERAL MEMBERSHIP GUIDELINES

PART 1: MEMBERSHIP

SUBSECTION 1: APPOINTMENT: Members of all commissions shall be appointed, removed, or replaced by the Student Senate President with approval from the Commission Director.

SUBSECTION 2: MINIMUM MEMBERSHIP: Each commission shall consist

of no less than four members and the maximum membership is at the commission director's discretion unless specified in the respective commission's bylaws.

SUBSECTION 3: ATTENDANCE POLICIES: Attendance policies for each commission shall be at the discretion of the commission director, however, must be communicated accordingly to all members of the commission.

SUBSECTION 4: TERM LENGTH: Terms of commission members shall be concurrent with eligibility.

SUBSECTION 5: 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.

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 four 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 special meetings with 24-hour notice to members. Meetings may be called by the commission director or by a majority of the commission.

SECTION 3: STRUCTURE

PART 1: AUTHORITY OF THE DIRECTOR:

1. Consistent with the jurisdiction of the respective commission and except as provided below, committees from among a commission's membership may be created or dissolved by that commission or the appropriate director, and members to such committees may be appointed, removed, or replaced by the appropriate director.
2. One director for each commission of the Student Senate shall be appointed and may be removed or replaced in a manner outlined in Chapter II, Section 5 of these bylaws.

SUBSECTION 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.

SUBSECTION 2: JURISDICTION AND AUTHORITY: Each director, by virtue of office, shall serve as chairperson of his/her jurisdiction's respective commission and shall, under the supervision of the 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.

SUBSECTION 3: TERMS OF OFFICE: The terms of office of directors shall be as provided in Article III, Section 2 of the Constitution.

PART 3: NOTIFICATION OF CHANGES:

Upon the creation or abolishment/dismantlement of any committee within commission upon the appointment, removal, or replacement of any commission officer or committee member, the appropriate director shall in writing notify the Student Body President and the Senate's Program Assistant of such action.

SECTION 4: CREATION:

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

SECTION 5: ADVISORS:

1. If applicable, the advisors to each Commission have no voting rights but are expected to support the work of the Commission in the following ways:
2. Serve as a resource for the Director and Commission members as well as institutional memory.
3. Help formulate recommendations and make suggestions.
4. Serve as the administrator of any accounts that a particular commission may have.
5. Any other roles as specified in the commission's bylaws.

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 (AAC) AUTHORITY AND RESPONSIBILITIES

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

PART 1: ACADEMIC AFFAIRS COMMISSION

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

SUBSECTION 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, who shall be called the Academic Affairs Director.
2. The Intern of the Academic Affairs Commission.
3. An unlimited number of members appointed by the Student Senate.
4. At least one student member from each college.

SUBSECTION 2: MEMBERSHIP CONSIDERATIONS.

1. The Academic Affairs Director through a process of their determination will recommend all members of the AAC to the Student Senate President for appointment to the AAC.
2. The Academic Affairs Director shall try to appoint members from a wide variety of academic, demographic, and personal backgrounds. The Academic Affairs Director shall also request the Dean of each college send forth an e-mail to their college soliciting participation on the committee or that each Dean

recommend one student to serve on the AAC.

3. At all times, the AAC must consist of at least five total members. At the start of a new Student Senate session when a new Academic Affairs Director is appointed, all members must re-apply to be considered for re-appointment to the AAC.

SUBSECTION 3: ADVISORS.

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

PART 2: DIFFERENTIAL TUITION

SUBSECTION 1: PURPOSE

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

SUBSECTION 4: DURATION OF 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.

1. PROJECT PROPOSALS WITH BASE PERSONNEL FUNDING:

Faculty positions shall be committed, as appropriate,

incrementally as follows. Proposals requesting positions shall clearly articulate student learning outcomes to be achieved. Selected proposals shall receive a commitment for one-time (non-base) funding for up to the next three years to be used to “backfill” for faculty involved in the project. When the project seeks renewal, assessment data must be provided that clearly indicates sufficient student learning. If the project is selected for continuation, base funding and FTE positions can be allocated to the program with the explicit expectation that the project 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.

SUBSECTION 2: COMMITTEE MEMBERSHIP.

The Blugold Commitment Differential Tuition Committee shall consist of at least threestudents, under the advisement the Budget Planner for Academic Affairs. Committee members are expected to be at all necessary meetings of the committee. Students should, when possible, be from different colleges. All committee members shall have the following

responsibilities:

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

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 Blugold Commitment Differential Committee and shall be available to answer any inquiries as they arise.

Undergraduate students that meet the grade point and credit criteria as described in Article III, Section 1, Paragraph A of the Student Body Constitution are eligible to serve on this committees. There shall be a minimum of one Student Senate member on this committee.

SUBSECTION 3: COMMITTEE CHAIR.

Blugold Commitment Differential Tuition Committee will be chaired by the Academic Affairs Director ~~chair~~ who has the following responsibilities:

1. Prepare meeting agendas and minutes.
2. Establish meeting times in which all committee members will be present.
3. Keep an active record of ranking of each proposal and provide the list to the Funding Analysis Committee.

SUBSECTION 4: PROCEDURES:

If in the discussion of the ranking of specific proposals, it becomes necessary to take an issue to vote, a vote shall be called. Majority vote shall carry. The committee chair shall keep a record of all voting and motions made. During Blugold Commitment Differential Tuition Committee, the committee chair must submit in writing rationale behind the committee’s decision in ranking of a particular proposal. These supplemental materials shall be included with the ranking recommendation of the committee as well as the college dean’s recommendation and ranking.

PART 4: FUNDING ANALYSIS COMMITTEE

SUBSECTION 1: COMMITTEE. The Funding Analysis Committee determines the allocation of funding to the proposals within the program array approved by the Student Senate. The committee shall take the input and feedback from the Student Senate Blugold Commitment Differential Tuition Committee when making funding decisions on proposals.

SUBSECTION 2: 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 3: PROCEDURES.

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

SUBSECTION 4: PROVOST INITIATIVES.

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

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

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

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

PART 5: STUDENT SENATE OVERSIGHT

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

The bill presented to Student Senate must include the following:

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

RULES FOR THE DIFFERENTIAL TUITION BILL.

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

METHODS OF VOTING.

Unless moved for unanimous consent, all votes regarding the differential tuition bill will be by roll call. Approval of the differential tuition bill requires a simple majority affirmative vote.

FAILED VOTE.

In the case that the Student Senate fails to achieve a simple majority affirmative vote, the bill will be referred to the Funding Analysis Committee for prompt review and resubmission.

PART 6: ASSESSMENT

SUBSECTION 1: BASE-FUNDING PROPOSALS.

1. **PROGRESS REPORTS:** Proposals that have been granted base-

funding must submit a progress report to the Provost's Office in their third year of funding. This report will be submitted in February and will be reviewed by the Funding Analysis Committee in March.

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

SUBSECTION 2: STUDENT SENATE ASSESSMENT OVERSIGHT.

All funding decisions assessed by the Funding Analysis Committee will be presented before the Student Senate as soon as possible after notifications are sent to proposers.

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

PART 7: ACADEMIC POLICY ADVOCACY

SUBSECTION 1: PURPOSE

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

PART 8: ROLES OF AAC MEMBERS

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

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

PART 9: PRIORITY FORMULATION

SUBSECTION 1: PUBLIC FORUM.

A public forum sponsored by AAC shall be held during the first semester in order to hear academic concerns and issues which students may feel are being neglected.

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

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

PART 10: PROCESS

The week following the forum, the Commission shall draft a summary of its advocacy priorities for that semester based on the issues raised during the public forum. This priority summary must be affirmed by the Commission order to take effect.

PART 11: CAMPUS CLIMATE

The Academic Affairs Commission shall use the results from the biennial Campus Climate survey to assess and promote policies addressing campus climate issues as they relate to student learning and academic success.

SECTION 8: COMMUNICATIONS COMMISSION AUTHORITY AND RESPONSIBILITIES

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

PART 1: COMMUNICATIONS COMMISSION

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

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

1. Director of the Commission.
2. 2. The Student Senate Events Intern.
3. 3. The Student Senate Media Intern.
4. 4. At least two Student Senators
5. 5. At least two Students at Large.

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

PART 2: STUDENT INPUT

SUBSECTION 1: PUBLIC FORUM

The Communications Commission shall, at least once per year, host a public forum wherein all students are invited to share their concerns about Student Senate matters. All Commission members must be in attendance, and the Communications Commission Director shall take

minutes while the Student Body President – or their designee – moderates the discussion. Emails advertising this event shall be sent to all students.

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.

SUBCHAPTER 1: MINIMUM SAMPLE SIZE.

A minimum sample of surveys shall be one fifth of currently enrolled students.

SUBCHAPTER 2: METHODS.

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, should that provide the most accurate representation of student input.

PART 3: EMAIL SUBMISSION OF INPUT

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

PART 4: OUTREACH

SUBSECTION 1: DISTRIBUTION OF STUDENT SENATE UPDATES:

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

SUBSECTION 2: FREQUENCY. Weekly Student Senate Updates shall be distributed via social media and campus media.

SUBSECTION 3: FORMAT. The format of Student Senate Updates shall be reader accessible.

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

PART 5: STUDENT SENATE PROMOTION

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

PART 6: ACCESSIBILITY

SUBSECTION 1: WEBCASTING OF MEETINGS

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

SUBSECTION 2: ADVERTISING LEGISLATION

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

SUBSECTION 3: ADVERTISING OFFICE HOURS

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

PART 7: EVENTS

Communications Commission shall work with the Communications Intern, Graphic Design Intern, and all other stakeholders to plan and promote Student Senate-sponsored events.

SUBSECTION 1: ADVERTISING AND PROMOTION

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

their constituents.

SUBSECTION 2: PLANNING

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

PART 8: GRAPHIC AND WEB DESIGN

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

PART 9: MARKETING STRATEGIES AND THEMES

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

SUBSECTION 1: STRATEGY FORMULATION

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

SUBSECTION 2: DESIGN THEME FORMULATION

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

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. It shall meet regularly with individuals and groups within University administration to ensure that adequate services are being provided to students of marginalized identities and that adequate response is being given to incidents that affect campus climate.

PART 1: NAMING

The names of the Directors of the ESM Commission shall best represent the needs and interests of students of marginalized identities.

1. Equity in Student Matters – Student Director
2. Equity in Student Matters – Senate Director

PART 2: MEMBERSHIP

The minimum voting membership of the ESM Commission shall include:

1. Student Director.
2. Senate Director.
3. Two Student Senators.
4. One student representative from each student organization within the Office of Multicultural Affairs.
5. One student representative from the Gender and Sexuality Resource Center or the PRIDE organization.
6. One student representative from Services for Students with Disabilities.
7. One student representative from the Student Support Services Advisory Board.
8. One student representative that is an international student from the International Student Association
9. One student representative from Peer Diversity Educators
10. One student representative from the Student Organizations Commission
11. One student representation from the Academic Affairs Commission

PART 3: MEMBERSHIP RESPONSIBILITIES

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

PART 4: CRITERIA FOR STUDENT ORGANIZATIONS REPRESENTATION

Student Organizations that may qualify for representation on the ESM Commission are those that have purpose statements in their constitution that align with the purpose of the ESM Commission. The Student Equity Director and the Senate Director of the ESM Commission shall be responsible for determining which Student Organizations fit this criterion, with the consent of the ESM Commission.

PART 5: SELECTION PROCESS FOR THE STUDENT DIRECTOR

1. The outgoing Student Director will send out the application for their successor within the first week of March and will keep the application open for one month.
2. After the application closes, a hiring committee will be formed. This committee will be comprised of, but not limited to, the two outgoing directors and five current ESM members.
3. The hiring committee will then hold in-person hearings in which candidates will have five minutes to explain their merits and their plans for the position. This will then be followed up by a question-and-answer period.
4. After all candidates have been heard and all questions have been asked, the hiring committee will then deliberate and conduct a secret ballot vote that will then determine the new Student Director.
5. The new Student Director-elect will then be appointed during personnel at the first General Assembly meeting of the new session.

PART 6: MEMBERSHIP RECOMMENDATION

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.

PART 7: POLICY FORMULATION AND ASSESSMENT

SUBSECTION 1: CONSULTATIONS: Each semester, the Student Equity 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. The ESM Commission will also hold a public forum to gather input on campus climate issues.

SUBSECTION 2: COMPILATION: 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.

SUBSECTION 3: DELIBERATIONS: Once compiled, the Student Equity Director

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

SUBSECTION 4: ASSESSMENT: The priorities summary for a given semester shall be reviewed by the ESM Commission at the beginning of the following semester to assess the progress made on the priorities included within it.

PART 8: EQUITY IN STUDENT MATTERS FUND

The Equity in Student Matters Organized Activity Budget is to serve the following purposes:

1. Co-Director Payroll
 - a. This compensation shall amount in 50% of the President's stipend each
2. Supplies
 - a. These supplies are at the discretion of the Co-Directors in collaboration with the Student Senate Program Manager and the commission advisor
3. Travel
 - a. Travel funds should only be used towards independent lobbying and advocacy efforts outside of general Student Senate business
4. Designated Organized Activities Previously Funded Through the Finance Commission
 - a. Examples may include Pow-Wow, Centering Native Voices, Culture Core, FireBall, and Eau Queer Film Festival. Any additional requests will be handled with collaboration of the Finance Director.

SUBSECTION 1: ALLOCATION PROCESS AND TIMELINE

Each fall, the Equity in Student Matters Commission, with assistance from the Budget and Resource Planning Office and ESM advisor, shall develop a budget to support its operations and Student Initiative fund. Below is the process by which the ESM commission shall attain its allocable segregated fee funding for the next fiscal year:

1. Send budget instructions to each Organized Activity seeking funding
2. Assign Equity in Student Matters commission members to serve as liaisons for each organization
3. Once budgets have been received from each Organization (no later than the second week in October), the Equity in Student Matters Commission will hear presentations from each Organized Activity requesting funding by the end of that same week. This is not a request that has to be voted on, but rather, informational for the Equity in Student Matters Commission prior to their

- presentation to the Finance Commission.
4. The commission leadership shall develop a full Equity in Student Matters fund based on the funding request from other organizations, the estimated amount needed for supplies, travel, and Director payroll, as well as the funding for the Student Initiative Support fund. This shall be done with the assistance of the Finance Director.
 5. Present full ESM fund to the Finance Commission during the Organized Activities funding process.
 6. Once the Organized Activity budget is finalized by the Student Senate, notify each Organization of their final funding amounts.
 7. Should the Finance Commission vote down any part of the ESM fund, the ESM directors may, with the support of representatives from the relevant organizations, appeal, the Finance Commission's decision.

PART 9: STUDENT INITIATIVE SUPPORT FUND

The Student Initiative Support Fund derives from the annual Organized Activity request process from the Finance Commission and allocable segregated university fees. The fund serves as a means to alleviate burdens placed on student organizations for multicultural and otherwise marginalized identities to provide supplemental programs and activities. This programming can come in various forms, including, but not limited to, the following:

1. Student involvement in professional development conferences
2. Campus events and community building efforts
3. Guest speakers in collaboration with the University Activities Commission's Forum Committee and the division of EDISA
4. Other mechanisms for inciting EDI-related change and visibility for the UW-Eau Claire campus

SUBSECTION 1: PROCESS

For an organization or coalition to request Student Initiative funding, they must meet the following requirements and procedures:

1. Have a member of that organization attend commission meetings regularly, no less than 50% of regularly scheduled business. If the requester is a member of a non-recognized student coalition, they must seek verbal approval from both Directors prior to submitting a proposal.
2. Fill out the ESM funding proposal form to specifically detail the request. This form should not be submitted later than the first week of April of the same academic year, as funds must be used the same fiscal year they are requested (by July 1st).
3. Attend ESM as a scheduled presentation to provide additional information and answer questions.

SUBSECTION 2: COMPLIANCE

All motions, discussions, and voting must be conducted in a viewpoint-neutral manner in accordance with Chapter III, Section 1, Part 2, Subsection 1 of these bylaws. All expenditures on behalf of ESM Organized Activity allocation must follow the parameters of UWS 820 policy.

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

1. 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.
2. 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.
3. Meeting the aforementioned criteria does not guarantee that the ESM commission will move to approve the funding request.

SECTION 10: FINANCE COMMISSION AND SEGREGATED FEES

The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of the University, is granted responsibility for the disposition of Segregated University Fees under Wisconsin State Statute §36.09(5) that states, in part: "Students shall have the primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the Chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees that constitute substantial support for campus student activities." Further guidance on the role of Student Governance in the use of Segregated University Fees is provided in the following Regent Policy Documents and UW System Policies.

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

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

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

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

PART 1: FINANCE COMMISSION

The Finance Commission, as a standing commission of the University of Wisconsin-Eau Claire Student Senate, shall annually recommend to the Senate a plan for the distribution of the allocable portion of the Segregated University Fees (SUF) budget. The Student Senate is the Segregated University Fees Allocations Committee (SUFAC) of this University under Section 36.09(5) of the Wisconsin Statutes and UW System 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.

SUBSECTION 1: COMMISSION COMPOSITION

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

1. One Director of the Finance Commission, who shall be called the Commission Director.
2. The Finance Commission Intern
3. The Equity in Student Matters Senate Director
4. The Student Senate Student Organization Commission Director
5. The Student Senate Personnel Director
6. Up to 14 student members nominated for appointment by the Finance Commission Director, with preference to Student Senators.

SUBSECTION 2: MEMBERSHIP CONSIDERATIONS.

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.

1. 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.
2. Preference shall be given to senators; however, the composition shall be decided by the Finance Commission Director.
 3. 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: ALLOCABLE SEGREGATED UNIVERSITY FEES

The process the Finance Commission shall use to develop a SUF allocation recommendation for consideration by the Student Senate shall proceed according to the order listed below, with the specific steps described in further detail here:

1. Send budget instructions to each Organized Activity.
2. Assign Finance Commission members to serve as liaisons for each Organized Activity. The consultants are to meet with a representative from each Organized Activity about budget plans and to report back to the full Finance Commission.
3. Designate a tentative funding target and segregated fee rate for the total Organized Activities Budget for the next year to use as a guide during budget deliberations.
4. Establish and publicize a schedule for budget hearings.
5. Hold budget hearings.
6. Hold budget deliberations and vote on a tentative budget level for each Organized Activity.

7. Review budget recommendations relative to the tentative funding target and fee level and adjust if necessary.
8. Notify each Organized Activity of its tentative budget recommendation and of the deadline for filing an appeal request.

PART 3: STUDENT ORGANIZATIONS 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 FTE enrollment assessed on a per-semester basis.

SUBSECTION 2: CROSSLISTING. Any Organized Activity being placed in the Student Organization category (detailed in Chapter VI, Section 10, Part 2 of these bylaws) shall derive any direct SUF support from this fund through the process outlined in subsections 3-6.

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

SUBSECTION 4: RECOMMENDATIONS. The initial recommendations for allocating the SOF shall be conducted by the Student Organization Commission of Student Senate.

SUBSECTION 5: STUDENT ORGANIZATION COMMISSION RESPONSIBILITIES.

1. The Student Organization Commission Director shall review, investigate, hold hearings, and deliberate on these budgets.
2. The Finance Commission Director and another member of Finance Commission must be present for these hearings.
3. The other attending member of Finance Commission should be a non-senator if the Finance Director is a senator, or a senator if the director is not.

SUBSECTION 6: FINANCE COMMISSION OVERSIGHT.

1. Both the Finance Commission and the Student Senate must approve any bylaws pertaining to SUF funding hearings.
2. If the Finance Commission does not approve any policies or bylaws, or other issues arise, the delegation of this authority to oversee the SOF may be removed at the vote

of 2/3 of total voting Finance Commission members.

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

SUBSECTION 7: VIEWPOINT NEUTRALITY. All motions, discussion and voting must be conducted in a viewpoint neutral manner in accordance with Chapter III, Section 1, Part 2, Subsection 1 of these bylaws.

SUBSECTION 8: PRESENTATIONS.

1. The Student Organization Commission Director shall make a presentation to the Finance Commission the Spring semester following the budget hearings, in which they will present the entire SOF proposal from the Student Organization Commission which includes individual allocations.
2. The Student Organization Commission Director will be called upon to answer any questions regarding student organizations and their budgets at this time.
3. The Finance Commission Director, in consultation with the Student Organization Commission Director, shall determine an adequate time to present and be questioned about the SOF proposal.

SUBSECTION 9: 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 10: SOF RECOMMENDATION.

1. The Student Organization Commission Director must make a recommendation on individual student organizations.
2. The Student Organization Commission must recommend a per-semester fee, based on FTE enrollment.
3. Any remaining SOF funds that are not allocated in the budget shall be returned to the Organized Activities clearing account.

SUBSECTION 11: NOTIFICATIONS. The Finance Commission Director shall transmit budget instructions and notifications of all budgetary decisions regarding Student Organizations to the Student Organizations Commission Director, who will then distribute this information to the Student Organization Commission, the student

organization's President and Treasurer (or similar positions) and each organization's advisor.

SUBSECTION 12: APPEALS. Any appeals made through this process will be made on behalf of the student organization and its leaders directly in the appeal process and not through the 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 13: SPECIAL ALLOCATION REQUESTS. Any special allocation requests shall be presented directly to the Finance Commission and they shall determine if the funding source should be the SOF, carryover balances, special allocation account, or other revenue streams.

PART 4: 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-semester basis. The Student Office of Sustainability Director shall annually recommend a fee based on the internal budget of SOS.

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

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

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

1. Large capital expenditures in collaboration with Facilities Management and/or other relevant parties.
2. A small portion of the Green Fund may be used by SOS leadership or Commission members to attend a conference on campus sustainability for the purpose of generating ideas.

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

1. Equipment or services used by faculty/staff for personal,

- instructional, research, or other purposes; and
- 2. Staff and faculty salaries, stipends, or benefits.
- 3. Any other uses of Segregated University Fees prohibited by 820 policy.

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

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

- 1. Any expenditure that would normally be deemed inappropriate that is approved by SOS must pass the Student Senate with a 4/5 vote.
- 2. Usage of Green Fund supported services by faculty and staff should be subject to a higher usage fee than students when applicable.

SUBSECTION 6: INTERNAL BUDGET. Each year the SOS Director shall work with the Interns, SOS board, and advisors to compile its internal budget for consideration of the Finance Commission for the current fiscal year. The SOS Commission must approve the internal budget by a majority vote prior to submittal to the Finance Commission.

- 1. The internal budget shall be reviewed by the Sustainability Advisor and Facilities Management Administrator before passage.
- 2. The bill will contain budget lines for carryover/deficit, stipends, services & supplies, travel, continuing projects, and unallocated/reserve for additional projects.
- 3. All Senators are required to meet with the SOS Director regarding the budget for the coming fiscal year prior to its passage.
- 4. The SOS Director shall present on the current fiscal state and the current fiscal budget of the SOS and be available for questions during the Finance Commission hearings. The Finance Commission shall reserve funds as approved by the student body via resolution in the Organized Activities Budget.
- 5. The SOS Commission shall have full discretion to fund all projects and allocations in its fiscal year budget as approved by the Finance Commission in the Organized Activities Budget. Any additional projects or allocations not included in the fiscal year

budget, approved by the SOS Commission, shall go to the Finance Commission for final approval.

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

PART 5: BUDGET INSTRUCTIONS

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 request for the next year to all Organized Activity.

SUBSECTION 2: STUDENT ORGANIZATIONS.

The Student Organizations Commission, with the help of the University's Budget and Resource Planning Office, will distribute instructions for the preparation and submission of budget requests to all Organized Activities in the Student Organization category.

PART 6: BUDGET CONSULTATIONS

SUBSECTION 1: ORGANIZED ACTIVITY LIAISONS. The Finance Commission Director, after considering preferences of each Finance Commission member and at least four weeks prior to the budget hearings, or another timeline as determined at the discretion of the Finance Commission and Finance Commission Director, shall appoint each Finance Commission member, including the Finance Commission Director, to to specific Organized Activities.

SUBSECTION 2: LIAISON RESPONSIBILITIES.

Prior to the budget hearings, each commission member, as assigned by the Finance Commission Director, must meet with a representative of each its assigned Organized Activity to discuss the status of the current year's budget and the budget plans for the next year in terms of its strengths, weaknesses, and progress.

PART 7: TENTATIVE FUNDING TARGET

The Finance Commission should, at least two weeks prior to the budget hearings, or another timeline as determined by the Finance Commission and Finance Commission Director, adopt a tentative funding target for the total Organized Activities Budget for the next year to use as a guide during budget deliberations.

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

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

PART 8: HEARING SCHEDULE

The Finance Commission Director, at least six weeks prior to the Finance Commission's scheduled budget hearings, or another timeline as determined at the discretion of the Finance Commission and Finance Commission Director, shall notify in writing each Organized Activity representative of the scheduled dates and times of the budget hearings and request that each representative, within two weeks, inform the Finance Commission Director of any date and hearing time preferences their activity may have.

PART 9: SCHEDULING OF HEARINGS

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

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

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

PART 10: 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.
4. A copy of the previous Fiscal Year's expenditures from the organization's 128 account as provided by WISER.

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

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

PART 11: 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).

PART 12: DISTRIBUTION OF REQUESTS

Each Organized Activity presented to the Finance Commission shall provide sufficient copies of its budget request to provide for the following distribution: one copy to the Finance Commission Director, each Finance commission member, the Student Senate President, Vice President, Senate Program Assistant, Chancellor, and Finance Commission advisor(s).

PART 13: BUDGET HEARINGS

SUBSECTION 1: 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.

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

PART 14: BUDGET DELIBERATIONS

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

SUBSECTION 2: PROCEDURE.

1. Each Organized Activity shall be discussed individually in and order determined by the Finance Commission or the Finance Commission Director.
2. The floor will then be opened to discussion on the amount that the Organized Activity requested.
3. Pertinent discussion topics include:-the organization's compliance with criteria for recognition as an Organized Activity;

budget management competence; quality of services provided to students; and relation of the organization to the mission of the University.

4. At the end of discussion for each, a motion may be offered by a commission member proposing a recommended funding level for the activity.
5. The motion may be for any dollar amount equal to or less than the amount requested by the activity. This motion must be seconded but cannot be amended. For a different funding amount to be considered, the first motion must be voted down.

SUBSECTION 3: RECONSIDERATION.

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

SUBSECTION 4: TENTATIVE FUNDING RECOMMENDATIONS REVIEW.

The Finance Commission shall review the sum of all tentative activity funding recommendations relative to the total target funding level previously set, and any Finance Commission member may offer a motion to reopen discussion on the target funding level.

PART 15: TENTATIVE RECOMMENDATIONS

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

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

1. Notify the official representative of each Organized Activity which presented to the Finance Commission of the Finance Commission's tentative allocation recommendation for that 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 16: EQUITY IN STUDENT MATTERS AND STUDENT INITIATIVE SUPPORT FUNDS

Each fiscal year, the Finance Commission shall allocate SUF monies to a Equity in Student Matters fund as a subset of the overall Organized Activities Budget. This fund shall undergo the same Organized Activities Budget Request process as all other Organized Activities. The Equity in Student Matters Senate/Student Director shall annually collaborate with the Finance Commission Director in the formulation of this fund.

SUBSECTION 1: COMPLIANCE

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

SUBSECTION 2: PURPOSE

The Equity in Student Matters Fund is intended to amplify and enhance the advocacy-based mission and practices of the Equity in Student Matters Commission. The fund is not intended to regularly supplement the funding of Student Organizations funded via the Student Organizations Fund.

SUBSECTION 3: ACCEPTABLE USES

1. The travel expenses of the ESM Commission associated with advocacy efforts
2. The supplies and miscellaneous expenses associated with advocacy efforts
3. The allocation of funds to Organized Activities representing groups of marginalized identities that were previously housed under the Finance Commission Organized Activities Process
4. Payroll of the two co-director positions, which, in total, shall be equal to the Student Body President's stipend
5. An allocation toward the Student Initiative Fund

SUBSECTION 4: INAPPROPRIATE USES

Utilizing the Equity in Student Matters fund for the following uses is normally considered inappropriate:

1. Equipment or services used by faculty/staff for personal, instructional, research, or other purposes.
2. Staff and faculty salaries, stipends, or benefits.
3. Any other uses of Segregated University Fees prohibited by 820 Policy.
4. Any other uses of the Equity in Student Matters fund prohibited by the Equity in Student Matters Bylaws.

SUBSECTION 5: PROPOSALS

Any project, program, event, or other student initiative/coalition seeking funding via the Student Initiative Support Fund shall do so via the ESM Proposal Form.

SUBSECTION 6: POLICY ON QUESTIONABLE USE OF FUNDS

If the Equity in Student Matters fund budgets for or allocates funds to a purpose that is normally considered inappropriate or is of questionable appropriateness, the Equity in Student Matters Commission must keep a rationale of how the expenditures benefit students on file for future audits. Any expenditure that would normally be deemed inappropriate that is approved by ESM Commission must pass the Student Senate with a 4/5 vote, regardless of the allocation level.

SUBSECTION 7: INTERNAL BUDGET

Each year, the ESM Student/Senate Director shall work with the ESM Commission, ESM advisor, and, as needed support from the Finance Commission Director, to compile its internal budget for consideration of the Finance Commission for the current next fiscal year.

1. The internal budget shall be reviewed by the Equity and Student Matters Advisor before passage.
2. The bill will contain budget lines for carryover/deficit, stipends, services & supplies, travel, and Student Initiative Support Fund allocations.

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

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

PART 17: NON-ALLOCABLE SEGREGATED UNIVERSITY FEES DEFINITION

SUBSECTION 1: Non-Allocable segregated university fees are used to support long-term fixed financial commitments and base operating funding that supports non-academic student activities and programs. Chancellors, following consultation with students, are responsible for development of non-allocable segregated fee budgets. Entities deemed to fall into the non-allocable budget process are determined by an agreement between the Chancellor and the Student Body President with consultation from the Finance Commission Director.

SUBSECTION 2: BUDGETARY PROCESS AND PROCEDURE

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

SUBCHAPTER 2: PRESENTATIONS. Non-allocable budgets are presented by the respective directors to the Finance Commission in early February of each year for review and comment. The Finance Commission Director may provide additional information to supplement the presentation.

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 plans for fee revenue use.

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

SUBSECTION 3: LEGISLATION. 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.

1. During deliberations, the Finance Commission Director shall be given twenty minutes to introduce the resolution. During debate, all those present shall have the opportunity to speak no more than five times on the main motion.
2. In the event the budget bill does not receive a majority vote, it will be immediately referred back to the Finance Commission for reconsideration with the intention that the budget bill will be re-introduced by the last Senate meeting in March.

SUBSECTION 4: APPEALS PROCESS REQUESTS

SUBCHAPTER 1: Upon receipt of notification of the Finance Commission's tentative allocation recommendation, an Organized Activity may request reconsideration of the tentative recommendation for that activity by submitting a written appeal request to the Finance Commission Director within five business days, unless the Finance Commission provides in advance for a longer response period.

SUBCHAPTER 2: ACKNOWLEDGEMENT OF REQUESTS

Upon timely receipt of an appeal request, the Finance Commission Director, in writing, shall immediately confirm receipt of the request and notify the representative of the appealing Activity of the format, date, time, and location of the Activity's appeal hearing and of the Activity's opportunity to provide the Commission with a written statement in addition to

or in lieu of the oral appeal hearing. Copies of such appeal confirmations shall be provided to the Senate President and Vice President, each Finance Commissioner, the Chancellor, the Advisors, and campus media.

SUBCHAPTER 3: HEARING TIME LIMITS

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

SUBCHAPTER 4: NOTIFICATION OF RECONSIDERATION RESULTS

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

SUBCHAPTER 5: APPEALS TO THE STUDENT SENATE

An Activity may appeal to the Student Senate the Finance Commission's final allocation recommendation for that Activity by serving written notice to the Senate President within ten calendar days following the Activity's receipt of notification from the Finance Commission Director of the Finance Commission's final allocation recommendation. No activity may appeal to the Student Senate unless it has first appealed to the Finance Commission.

SUBCHAPTER 6: APPEAL RECEIPT AND ACKNOWLEDGEMENT.

Upon timely receipt of an appeal notice from an Activity, the Senate President shall:

1. Confirm, in writing, receipt of the appeal notices and notify the representative of the appealing Organized Activity of the format, date, time, and location of the Organized Activity's appeal hearing before the Student Senate and of

the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Student Body Vice President, the Finance Commission Director, the Advisors, and campus media.

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

SUBCHAPTER 7: PRESENTATIONS. Unless the Senate or the President provide in advance for greater time limits, each Organized Activity appealing before the Student Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Student Senate officers.

PART 18: APPEALS TO THE CHANCELLOR

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

SUBSECTION 2: APPEALS MEETING. Within ten days of the Chancellor's receipt of the appeal request, the Chancellor shall schedule a meeting consisting of the Chancellor, the Finance Commission's 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.

SUBSECTION 3: DECISION. 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.

SUBSECTION 4: 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.

PART 19: PROCESS AND CRITERIA FOR BECOMING AN ORGANIZED ACTIVITY

SUBSECTION 1: DEFINITION

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

SUBSECTION 2: CATEGORIES

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

1. Campus Media: Campus Media Organized Activities funded through SUF shall include organizations involved in the publishing of student newspapers and other print media and the operating of student radio and television facilities.
2. Student Organizations: Organized Activities in this category must be in “good standing” as defined by the Organizations Commission bylaws.
3. Supplemental Services: Organized Activities in this category must be advised by a University employee whose position description requires them to advise the organization, whose formal work assignment recognizes such service and who is remuneratively compensated for such service. Organizations in this category must supplement the educational experience or welfare of students on campus, as well as provide a service or product that students are able to utilize to enhance their collegiate experiences.

PART 20: CRITERIA FOR RECOGNITION

SUBSECTION 1: NONDISCRIMINATION. Membership, Officer

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

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

SUBSECTION 3: PROCESS.

1. An organization, to be determined to be an Organized Activity, must have handled its financial activities through the University accounting office for at least the full fiscal year immediately preceding its request for recognition.
2. Once achieving recognition, the organization must continue to work through the university accounting office to maintain status as an Organized Activity.
3. Each organization applying for recognition must supply the Finance Commission with budgets and with revenue and expenditure statements available for the previous full fiscal year to show budgetary competence.
4. A management and accountability review by the Finance Commission must find the organization suitable for funding based on demonstration of the organization's fiscal and management competency and responsibility.

SUBSECTION 4: WRITTEN DESCRIPTION OF ORGANIZATION

The organization that wishes to be recognized as an Organized

Activity in the Campus Media or Supplemental Services categories and, as a result, be eligible to apply for SUF support must provide a written description to the Finance Commission 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 other sources of funds.
3. Statement of intent covering the mission and expected growth of the organization should it be recognized as an Organized Activity.

SUBSECTION 5: ORGANIZED ACTIVITY RECOGNITION PROCEDURES FOR STUDENT ORGANIZATIONS

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

SUBSECTION 6: REVIEW AND RECOMMENDATION

The Finance Commission shall:

1. Determine if the statement provided by the organization in response to Par. 7.04 addresses the points outlined in that paragraph.
2. Confirm that the organization has found an advisor and academic and administrative homes.
3. Establish that the organization is following all of the criteria for recognition as an organized activity or is moving to attain that goal by the end of the semester.
4. If a motion to recognize the organization within the Finance Commission is successful, the Finance Commission Director shall draft a bill to present the motion to the full Student Senate. This bill shall contain any and all written materials provided by the organization.

SUBSECTION 8: APPEALS PROCESS

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

SUBSECTION 9: FIRST BUDGET PROCESS

1. During the first budget cycle in which a newly recognized Organized Activity wishes to be considered for SUF support, the organization shall complete the following or be deemed ineligible for funding in that cycle.
2. The organization shall provide to the Finance Commission all budgets and financial records for the previous full fiscal year. These are to be provided by the second Finance Commission meeting in October or within two weeks of recognition as an Organized Activity, whichever is later.
3. Representatives of the organization shall participate in an interview with the Finance Commission before the second Finance Commission meeting in October. The organization must submit its budget request to the office of the Finance Commission advisors and to the Finance Commission Director at least one week prior to the budget deadline established for other Organized Activities.

PART 10: DELIBERATIONS AND APPEALS

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

SUBSECTION 11: REVIEW OF RECOGNITION STATUS

As mentioned previously, the Organized Activity must receive a majority vote, as required by all Organized Activities, 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 as specified in Chapter I, Section 9, Parts 3 and 5 of these bylaws. Various actions by an organization can trigger a review of its recognition status including, but not limited to, failure by an Organized Activity to submit a budget and budget narrative or revenue and expenditure statements to the Finance Commission.

SUBSECTION 12: FUNDING CRITERIA FOR ORGANIZED ACTIVITIES

CRITERION 1: PHILANTHROPIC ACTIVITIES.

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

CRITERION 2: TRAVEL.

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

SUBSECTION 13: STUDENT ORGANIZATIONS FUNDING CRITERIA

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

SUBSECTION 14: SUPPLEMENTAL SERVICES

In determining the allocation amount for each recognized Organized Activity in this category, the Finance Commission will take into consideration any 3-

year minimum funding levels that may be in place for the Supplemental Service, the impact of the Supplemental Service on the University, and the employment and other contractual obligations of the Supplemental Service.

SUBSECTION 15: RECORDS KEEPING

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

PART 16: ORGANIZED ACTIVITIES, INTRAMURALS, AND TRANSIT FEE BILL

SUBSECTION 1: BUDGET BILL

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

SUBSECTION 2: SENATE DELIBERATION

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

PART 17: ORGANIZED ACTIVITY ENDING BALANCES

SUBSECTION 1: ENDING BALANCE ASSESSMENT

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 results of the assessment by the first week in October. Organized Activities may file an appeal if there are pending expenses to be recorded or an error was made in the assessment. The appeal must

demonstrate planned expenditures prior to 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 18: SPECIAL ALLOCATIONS

SUBSECTION 1: DEFINITION

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

SUBSECTION 2: CRITERIA

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

1. The event or activity to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community.
2. This event or activity must be determined to be an extraordinary item. Events or activities shall not be funded via a special allocation on a recurring, yearly basis.
 - a. Extraordinary defined as very rare or extreme circumstances.
 - b. Unforeseen defined as not anticipated or predicted within the last fiscal school year.
3. Primary consideration will be given to groups that attempt to economize on expenses, actively fundraise and look for other sources of future revenue.
4. NOTE: Meeting these criteria does not ensure approval of a special allocation request, as other factors may also affect a funding decision.

SUBSECTION 3: CO-SPONSORED EVENTS

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

SUBSECTION 4: INTRODUCTION AND VOTING

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

SUBSECTION 5: ORGANIZED ACTIVITIES SPECIAL ALLOCATION ACCOUNT

All special allocations must be paid for directly from the unallocated Organized Activities Special Allocation account within the Organized Activities Budget, 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.

SUBSECTION 6: STUDENT INITIATIVE REQUESTS

Occasionally, a student may have an idea for a novel campus initiative or service that cannot go through other funding processes, but if funded would benefit a significant portion of campus. Approved student initiative requests shall follow the following process:

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

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

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

co-sponsor prior to applying.

SUBSECTION 7: DETERMINATION OF FUNDING SOURCES

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

PART 19: AUDITING ORGANIZED ACTIVITIES

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 no later than the first week of October. The queue will be of a sufficient length to occupy the professional time of the Finance Commission Director and Finance Commission Intern.

SUBSECTION 4: CONDUCTING AN AUDIT

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

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

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

discrepancies are found during the audit.

SECTION 11: INTERGOVERNMENTAL AFFAIRS COMMISSION AND INTER-INSTITUTIONAL RELATIONS

PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

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

SUBSECTION 1: INTERGOVERNMENTAL AFFAIRS 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.

SUBSECTION 2: COMPOSITION. The IGA Commission shall be comprised of its staff – the IGA Director and IGA Intern - and commission members.

SUBSECTION 3: RESPONSIBILITIES. The IGA Commission shall:

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

SUBSECTION 3: MEMBERSHIP. A maximum of 11 voting members may serve on the Intergovernmental Affairs Commission. The commission membership must be majority Student Senators. The IGA Director shall be counted as a voting member as determined by their status.

PART 2: DIRECT GOVERNMENTAL RELATIONS

SUBSECTION 1: LEGISLATIVE PRIORITY SUMMARY

The Legislative Priority Summary is to be a comprehensive documentation of the issues and policies at the local, county, and state levels affecting UW-Eau Claire'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 2: SCHEDULE AND FORMULATION.

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

SUBSECTION 3: SPRING LEGISLATIVE PRIORITY SUMMARY. A revised and updated Legislative Priority Summary must be formulated and voted on by the Intergovernmental Affairs Commission for simple majority approval no later than the second Student Senate meeting in February.

SUBSECTION 4: INPUT.

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

SUBSECTION 5: INTRODUCTION TO STUDENT SENATE. Following passage by the Intergovernmental Affairs Commission, the IGA Director shall submit the Legislative Priority Summary in the form of a resolution for introduction at the next possible Student Senate meeting.

SUBSECTION 6: ENDORSEMENTS.

Following UW-Eau Claire Student Senate's passage of the Legislative Priority Summary, the Intergovernmental Affairs Commission has the option to seek endorsements from parties who provided advisory input but is not required to do so.

SUBSECTION 7: TERM OF EFFECT.

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

SUBSECTION 8: ASSESSMENT.

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

Summary.

PART 3: AGENCY LIAISON REPORTING

The Intergovernmental Affairs Director shall collaborate with the President and Vice President to submit an “Agency Liaison to the Legislature” form to the Wisconsin Ethics Commission) by the second Student Senate meeting of each new session and submit updated information to the Wisconsin Ethics Commission on changes in status when necessary.

The UW-Eau Claire Student Senate President and Vice President shall be classified as “Key Officials” who are legislative liaisons. The UW-Eau Claire Student Senate IGA Director and Senate Personnel Director shall be classified as “Other Employees who are Legislative Liaisons.” Any other representative of UW-Eau Claire Student Senate to the legislature shall be classified as “Other Employees who are Legislative Liaisons” following approval by the UW-Eau Claire Student Senate President, with advice and consent of the UW-Eau Claire Student Senate.

PART 6: GOVERNMENTAL RELATIONS REQUIREMENTS

The UW-EC 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.

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

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

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

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

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

PART 8: INTERGOVERNMENTAL RELATIONS PART 1: LIAISONS

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

PART 9: INTER-INSTITUTIONAL RELATIONS

SUBSECTION 1: MEMBERSHIP

Student Senate shall, by default, maintain membership in inter-institutional student government associations representing University of Wisconsin System schools. This membership can be challenged at any time by the passage of a referendum question asking whether the student body wishes to be represented in a UW System wide student government association. Following a referendum that reaffirms membership in such representational associations, referenda challenging such membership shall be barred for two calendar years.

PART 10: JOINT COMMISSION

SUBSECTION 1: PURPOSE

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

SUBSECTION 2: STRUCTURE

1. The Joint Commission shall be chaired by the Presidents from each campus.
2. The members of the Joint Commission shall be the Vice Presidents and three (3) appointed members from each campus. The appointed members must be active, serving members of the Student Governments of the campuses they represent within the institution.
3. These positions are appointed by the President of each campus'

Student Government and are subject to change per meeting at the discretion of the Presidents.

PART 11: MEETINGS

Meetings must be conducted in accordance with the Wisconsin Open Meetings Law. The Joint Commission is required to have one (1) mandatory meeting within the first two months of the semester. In-person meetings are not mandatory; they can be conducted over telecommunications. Quorum must be present to conduct business. Minutes will be sent out in accordance with the Wisconsin Open Meetings Law and campus guidelines.

Refer to Robert's Rules of Order Newly Revised for any other guidelines not explicitly stated in these bylaws.

PART 12: CO-CHAIRS RESPONSIBILITIES

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

PART 13: QUORUM

Quorum is defined as one-half ($\frac{1}{2}$) plus one (1) of all voting members, and that all campuses have at least one (1) representative at the meeting. This would equal a minimum of six (6) members in respect to this Joint Commission. The co-chairs count for quorum.

PART 14: LEGISLATIVE PROCESS

The legislative process is intended to produce joint resolutions with the consensus of both campuses. The process is as follows:

1. Resolutions are drafted at a Joint Commission meeting called by the co-chairs. This draft is not expected to be the final form of the resolution. A motion is entertained to start the legislative process and is passed with a simple majority.
2. Upon passage by the Joint Commission, the resolution draft shall be introduced as New Business in the meeting of each campus immediately following the Joint Commission passage. The meetings of

the respective campuses shall have a period between the New Business introduction and the Student Government vote. The intention of this vote is to provide feedback and edits back to the Joint Commission for final conflict resolutions and approval.

3. the two (2) feedback and edit packages are brought back to the Joint Commission for conflict resolution and voting. Conflict resolution will assess differences from each package and reach a consensus through collaborative editing and discussion. After conflicts are resolved, voting will take place on a finalized resolution. The finalized resolution shall require a 7/8 vote by the body of the Joint Commission.

If the vote fails:

- The motion is dead.
- The proposal may be reintroduced in the future but not at the meeting where the vote failed.

If the vote passes:

- The resolution is sent to the appropriate receiving individuals/entities, student government advisors, and the Chancellor.

SECTION 12: INFORMATION TECHNOLOGY COMMISSION

PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

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

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

If there are changes in Student Technology Fee plans during the year, the new

plans shall be reviewed by the committee; and The Student Technology Fee is a tuition surcharge, which is part of the University of Wisconsin System's General-Purpose Revenue("GPR")/Fee budget. As such, it is subject to policies for approval and allocation of GPR/Fee funds. It is not a Segregated University Fee.

PART 2: INFORMATION TECHNOLOGY COMMISSION

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

SUBSECTION 1: MEMBERSHIP. The voting members ("Members") of the Information Technology

Commission shall be composed of the following:

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

SUBSECTION 2: ADVISORS.

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

SUBSECTION 3: MEMBER RESPONSIBILITIES.

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

1. Understand the policies that guide the allocation of the Student Technology Fee.
2. Comprehend the budgetary process.
3. Have an awareness of campus technology.
4. Have an awareness of the campus information technology plan and overall campus strategic plan.
5. Contribute to the work of the Commission as a representative of the student body.
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 3: POLICIES

SUBSECTION 1: RECOMMENDATIONS

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

The Information Technology Commission shall review and recommend changes of University information technology policies to 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 regarding any information technology policy changes that are being proposed.

SUBSECTION 2: CONTROVERSIAL POLICIES

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

PART 4: STUDENT TECHNOLOGY FEE PART 1: FUNDING CRITERIA

SUBSECTION 1: GENERAL FUNDING POLICIES AND GUIDELINES.

1. All Student Technology Fee funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (815).
2. The Student Technology Fee is intended to provide students with additional services and should not replace existing funds intended to support student technology.
3. Student Technology Fee funding should concentrate on areas that visibly benefit all students.

4. Student Technology Fee funding shall be consistent with the campus information technology plan and the campus overall strategic plan.
5. Student Technology Fee funding for the following uses is normally considered inappropriate:
 - a. Equipment or services used by faculty/staff for personal, instructional, research, or other purposes; and
 - b. Equipment or services for department specific usage with limited or little potential for student use.

PART 5: POLICY ON QUESTIONABLE APPROPRIATENESS OF FUNDING

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

PART 4: RECORDS

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

PART 5: FUNDING PROCESS

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

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

PART 6: BUDGET RANGES

SUBSECTION 1: RECOMMENDATIONS. Along with the recommended budget ranges, the following should be included:

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

SUBSECTION 2: HEARINGS.

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

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

SUBSECTION 3: DELIBERATIONS

1. Budget Range Deliberations shall take place at the Commission meeting on the week following the Budget Range Hearings.
2. Each range category shall be discussed individually in turn, with the order determined by the Commission or the Director. The floor will then be opened to discussion on the amount that the proposal requested. Pertinent discussion topics include, among others, the proposal's compliance with criteria for Student Technology Fee funding; budget management competence; quality of services provided to students; and relation of the range category to the technology masterplan and mission of the

University. At the end of discussion for each range category, a motion may be offered by a Commission Member proposing a recommended funding level for the range category. The motion may be for any dollar amount equal to or less than the level requested by the range category. This motion must be seconded but cannot be amended. For a different funding level to be considered, the first motion must be voted down.

3. After the preliminary allocation recommendations are set by vote of the Commission and before deliberations have concluded, any Commission Member may offer a motion to revisit any range category. Reconsideration of the preliminary funding level shall occur only if such a motion is seconded and approved by vote of the Commission.

SUBSECTION 4: TENTATIVE BUDGET RANGES

1. Following all budget range hearings and Commission budget range deliberations, the Commission shall adopt the Tentative Budget Ranges for the Student Technology Fee.
2. Immediately following Commission adoption of Tentative Budget Ranges, the Information Technology Director, in writing, shall:
 - a. Notify the Director(s) and Associate Director(s) of LTS, the method and deadline for appealing the Commission's decision, and the date, time, and location scheduled for appeal hearings, if any.
 - b. Notify the Senate and Senate officers, the Chancellor, the Advisors, and campus media of the tentative recommendations of the Information Technology Commission and the date, time, and location scheduled for appeal hearings, if any.

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

1. Deliberations shall follow the process outlined in Chapter IV, Section 5 of these bylaws.

PART 7: APPEALS

SUBSECTION 1: APPEAL REQUESTS.

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

SUBSECTION 2: ACKNOWLEDGING APPEAL REQUESTS.

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

SUBSECTION 3: APPEAL HEARING TIME LIMITS.

Unless the Commission provides for greater time limits, each appeal hearing before the Information Technology Commission shall be limited to twenty minutes and may be used for presentation by the appellant, for answering questions from the Commission Members, and for answering questions from the gallery, time permitting.

SUBSECTION 4: NOTIFICATION OF RECONSIDERATION RESULTS.

Immediately following all appeals hearings, the Commission shall take action on each appeal by vote. The Commission shall reconsider its funding for the appealed range category based on motions from the Commission members. After the vote by the Commission, the Information Technology Director shall notify in writing the author of each appealing proposal of the Commission's final Tentative Budget Ranges and the method and deadline for appealing the Commission's final tentative.

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

SUBSECTION 5: APPEALS TO STUDENT SENATE.

1. An appellant may appeal the Commission's final Tentative Budget

Ranges to the Student Senate by serving written notice to the Student Senate President within five calendar days following the appellant's receipt of notification from the Information Technology Director of the Commission's final Tentative Budget Ranges. No appellant may appeal to the Student Senate unless they have first appealed to the Commission.

2. Upon timely receipt of an appeal notice from an author, the President shall:
 - a. Confirm, in writing, receipt of the appeal notices and notify the appellant of the format, date, time, and location of the appeal hearing before the Senate and of the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Student Senate Vice President, the Information Technology Director, the Advisors, and campus media.
 - b. Schedule the necessary appeal hearings before the Senate during the first and/or second reading of the Information Technology Commission's Student Technology Fee Budget Ranges Bill.
3. Unless the Senate or the President provide in advance for greater time limits, each range category being appealed before the Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Student Senate Executive Board.

SUBSECTION 6: APPEALS TO THE CHANCELLOR

1. Following an unsuccessful appeal to the Student Senate, an appellant may appeal a funding decision to the Chancellor. Such appeal must be submitted in writing within five days of the appellant's receipt of notice of the Student Senate's action on the appeal to the Student Senate.
1. Within ten days of the Chancellor's receipt of the appeal request, the Chancellor shall schedule a meeting consisting of the Chancellor, the Commission's Advisors, the Information Technology Director, the Student Senate President, and the appellant. There will be a ten-minute presentation with time for questions to follow.
2. The Chancellor shall announce their decision within one week following the meeting specified in section 2 of this Subsection. If the Chancellor determines there was a procedural irregularity regarding the funding decision of the Student Senate, the Chancellor may remand the decision back to the Student Senate

for reconsideration.

3. 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.

PART 8: BUDGET TRANSMITTAL

Immediately following Senate adoption of the Student Technology Fee Budget Ranges, the President shall transmit, with explanation as necessary, copies of the adopted budget to the Chancellor, Commission Advisor(s), Director(s) and Associate Director(s) of LTS, anyone who submitted an appeal, and the campus media.

PART 9: SPECIAL STUDENT TECHNOLOGY FEE ALLOCATIONS

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

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

1. The special allocation request must meet the Funding Criteria (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.
5. Meeting these criteria does not ensure approval of a special allocation request, as other factors may also affect a funding decision.

SUBSECTION 3: 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. The special allocation motion shall be introduced by the Information Technology Director in bill form, and in the next Student Senate meeting's debate, the Director may refer their first speaking turn to the member of the gallery wishing to present this request to the Student Senate. Passages shall require a simple majority vote of the Student Senators present.

SECTION 13: STUDENT ORGANIZATIONS COMMISSION

PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

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

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

SUBSECTION 2: AUTHORITY. 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 3: RESPONSIBILITIES. The Student Organization Commission shall:

1. Review student organization agreements/constitutions and amendments to constitutions and shall recommend action, to the Activities, Involvement, and Leadership office, on the student organization constitutions and amendments thereto.
2. Advise and monitor existing student organizations concerning compliance with applicable Student Senate and University of Wisconsin – Eau Claire policies, rules, and regulations.
3. Disseminate information through workshops, online workshops,

student organization weekly newsletters, visiting/meeting with organizations and any other means necessary. These presentations shall include handouts and e-mail correspondence when requested by the student organization.

4. Review the Student Organizations & Advisors Handbook and the Student Organization Funding Handbook Annually, making necessary changes and updates to reflect current University of Wisconsin-Eau Claire and UW Systems policy.
5. Conduct mandatory online and/or in-person trainings-once per semester-for new, relatively new, and reactivated student organizations to assist with the fundamentals of writing a Student Organization Agreement/Constitution form outlined in the “Student Organizations and Advisors Handbook”, provide a brief Blugold Connect tutorial, and give an overview of the rules and policies that affect student organizations on the University of Wisconsin-Eau Claire campus.

PART 2: STUDENT ORGANIZATION ANNUAL RENEWAL REQUIREMENTS

SUBSECTION 1: BLUGOLD CONNECT ORGANIZATION RENEWAL SUBMISSION REQUESTS:

Organizations wishing to renew their organization must do so by October 15th every year.

SUBCHAPTER 1: REQUIREMENTS. A Student Organization Agreement/Constitution Form must be completed and approved by the Student Organization Commission for renewal. 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 financials of the student organization as well-as oversight of all bank accounts (ensuring organization advisor is listed on all bank accounts).
4. Secretary – designated member to take minutes and provide other support/secretarial duties as assigned.

SUBSECTION 2: MANDATORY LEADERSHIP TRAINING

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).

SUBSECTION 3: FINAL SUBMISSIONS DEADLINE

All renewal corrections and final renewal submissions must be submitted no later than TWO WEEKS after the October 15th deadline.

PART 3: NEW STUDENT ORGANIZATION REQUESTS

SUBSECTION 1: INITIAL SUBMISSION

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.

SUBSECTION 2: REQUEST REVIEW

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.

SUBSECTION 3: APPROVAL PROCESS

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.

SUBSECTION 4: APPLICATION PERIOD

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

PART 4: STUDENT ORGANIZATION REACTIVATIONS

SUBSECTION 1: REQUEST SUBMISSION

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 (<https://www.uwec.edu/>*

[kb/subsection/starting-a-new-student-organization/#reactivate](#)) *will not be able to reactivate until a minimum of ONE FULL SEMESTER has lapsed from the time that the deactivation occurred.*

SUBSECTION 2: REQUEST REVIEW

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.

SUBSECTION 3: APPROVAL PROCESS

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

PART 5: STUDENT ORGANIZATION NAME CHANGES

SUBSECTION 1: REQUEST

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

SUBSECTION 2: REVIEW

Student Organization Commission shall review the Name Change Request Form and revised constitution for their review.

SUBSECTION 3: APPROVAL PROCESS

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

PART 6: STUDENT ORGANIZATION STATUS AND STANDING

SUBSECTION 1: DEFINITION OF "GOOD STANDING"

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

1. The Student Organization must submit a current and updated Student Organization Agreement/Constitution Form to meet the requirements as established by the 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 and Treasurer must complete the Annual Mandatory Student Organization Leaders Training (online) – Kaleidoscope – each fall semester by October 15th. Organizations may request to have additional officers/members complete the training if they see fit. Presidents and Treasurers may represent up to three student organizations.

PART 7: 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).

SUBSECTION 1: MEMBERSHIP

The SOCCC will consist of the following members:

1. A minimum of four Student Senators

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.

PART 8: STUDENT ORGANIZATION NAME CHANGES

SUBSECTION 1: REQUEST

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

SUBSECTION 2: REVIEW

Student Organization Commission shall review the Name Change Request Form and revised constitution for their review.

SUBSECTION 3: APPROVAL PROCESS

If approved by the Student Organization Commission, the Student Organization's name becomes officially changed to the name it had requested. This name change shall be announced at the next general

meeting of the Student Senate. If not approved, the Student Organization must make necessary revisions -as prescribed by the Student Organization Commission- and re-submit its request via Blugold Connect.

PART 9: STUDENT ORGANIZATION STATUS AND STANDING

PART 1: DEFINITION OF “GOOD STANDING”

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

1. The Student Organization must submit a current and updated Student Organization Agreement/Constitution Form to meet the requirements as established by the 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 and Treasurer must complete the Annual Mandatory Student Organization Leaders Training (online) – Kaleidoscope – each fall semester by October 15th. Organizations may request to have additional officers/members complete the training if they see fit. Presidents and Treasurers may represent up to three student organizations.

PART 10: 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).

SUBSECTION 1: MEMBERSHIP

The SOCCC will consist of the following members:

1. A minimum of four Student Senators
deliberations. The Finance Commission is to analyze the Allocations and approve that they follow all University and State Policy Concerning the use of the fee money.

SUBSECTION 2: NOTIFICATION AND APPEALS. 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

appeals are completed, the Student Organization Commission Director will send out final allocation notifications via email to the organizations that applied.

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

SUBSECTION 7: TIMELINE FOR USE OF ALLOCATIONS. All allocations are accessible, July 1 through June 30 of the Fiscal year of which the organization received an allocation for, unless SUBSECTION 8 is applicable to the allocation.

SUBSECTION 8: THE STUDENT ORGANIZATION REDISTRIBUTED FUNDS SYSTEM. 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.

1. Student Organizations in good standing can apply for additional funding. The funding can be used until June 30th of the fiscal year.
2. 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.
3. 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.
4. All UW system restrictions on segregated fees must be followed for redistributed funds.

SUBSECTION 9: ADDITIONAL INFORMATION. Additional Information concerning funding and the timeline can be accessed in the Student Organization's Funding Handbook and from the Activities, Involvement, and Leadership Office.

PART 3: FUNDING TEAM COMPOSITION AND STRUCTURE

Shall consist of a minimum of 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.

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

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

PART 4: BUDGET/FUNDING PROCESS RESPONSIBILITIES OF THE STUDENT ORGANIZATION COMMISSION

SUBSECTION 1: FUNDING TEAM.

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

SUBSECTION 2: RESPONSIBILITIES OF THE DIRECTOR.

The Director of the Student Organization Commission is responsible for the following funding process duties:

1. Receiving the budget requests for each student organization applying for segregated fee funding deliberations. The Finance Commission is to analyze the Allocations and approve that they follow all University and State Policy Concerning the use of the fee money.

SUBSECTION 3: NOTIFICATION AND APPEALS

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. After appeals are completed, the Student Organization Commission Director will send out final allocation notifications via email to the organizations that applied.

SUBSECTION 4: STUDENT ORGANIZATIONS FUND BILL.

The Student Organization Director shall present the Final Allocations to the Student Senate by writing a resolution and conducting a presentation on the allocation amounts and recipients.

SUBSECTION 5: 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 SUBSECTION 8 is applicable to the allocation.

SUBSECTION 6: THE STUDENT ORGANIZATION REDISTRIBUTED FUNDS SYSTEM.

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.

1. Student Organizations in good standing can apply for additional funding. The funding can be used until June 30th of the fiscal year.
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3. 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.
4. All UW system restrictions on segregated fees must be followed for redistributed funds.

SUBSECTION 7: ADDITIONAL INFORMATION. Additional Information concerning funding and the timeline can be accessed in the Student Organization’s Funding Handbook and from the Activities, Involvement, and Leadership Office.

PART 3: FUNDING TEAM COMPOSITION AND STRUCTURE

Shall consist of no more than 13 members (not including the director) and is only active during the budgetary period. No more than seven members shall be Student Senators and no more than six non- senators. The budgetary period shall be considered complete after the Director of the 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.

SUBSECTION 1: RECUSAL STANDARDS.

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

SUBSECTION 2: QUORUM.

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

PART 4: BUDGET/FUNDING PROCESS RESPONSIBILITIES OF THE STUDENT ORGANIZATION COMMISSION

SUBSECTION 1: FUNDING TEAM.

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

SUBSECTION 2: RESPONSIBILITIES OF THE DIRECTOR.

The Director of the Student Organization Commission is responsible for the following funding process duties:

1. Receiving the budget requests for each student organization applying for segregated fee funding.
2. Ensuring Funding Team is familiar with UW-System Financial Administrative Code 820 policies
3. Ensuring all Funding Team members have participated in Viewpoint Neutrality Training prior to budget presentations.
4. Holding regular meetings of the Student Organization Commission and notifying each student organization of their allotted time to

- present their budget request.
5. Actively recruiting and appointing members, both Senators and Non-Senators, to be a member of the Student Organization Commission – Funding Team.
 6. Ensuring all Student Organization Commission – Funding Team members attend all budget hearings and all budget deliberations.
 7. Presenting the allocation decisions of the Student Organization Commission – Funding Team, regarding Student Organization’s budgets, to the Finance Commission.
 8. Ensuring that the Student Organization Commission – Funding Team completes its work in a timely manner to not slow the work of the Finance Commission. The Director of the Finance Commission and the Director of the Student Organization Commission must work together to establish the timeline for the Student Organization Commission during the budgetary work period.

SECTION 14: STUDENT OFFICE OF SUSTAINABILITY (SOS)

PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

The Student Senate of the University of Wisconsin-Eau Claire finds it in the interest of current and future student bodies to establish and sustain a commission which recognizes that the general welfare and prosperity of future generations are contingent upon the efforts of current generations to.

SUBSECTION 1: STUDENT OFFICE OF SUSTAINABILITY COMMISSION

The purpose of the Student Office of Sustainability 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 2: 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 + Media, Education, Events + Activism, Design, Education, and Operations Coordinators are interviewed and selected by the incoming SOS Directors with consultation of the faculty advisor

SUBSECTION 3: 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.

SUBSECTION 4: TYPES OF PROJECTS

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 5: MEETING AGENDA

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

- a. Call to Order
- b. Attendance
- c. Open Forum
- d. Reports:
 - i. Director
 - ii. Interns
 - iii. Commission members report
- e. Proposal Introduction or Consideration
- f. Discussion:
 - i. Delegation of projects from Director
- g. Other Business

- h. Announcements
- i. Adjournment

PART 3: SOS 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.

PART 4: 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 2, Part 3 of these bylaws.

PART 5: PRIORITIES

SUBSECTION 1: ISSUE ADVOCACY

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

PART 6: ESTABLISHMENT OF PRIORITIES

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

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

SUBSECTION 3: COLLABORATION. The priorities document shall be drafted in coordination with the SOS Interns, adviser(s), Student

Body President and Vice President, and Student Senate Finance Commission Director by the second meeting of SOS of the session.

SUBSECTION 4: STUDENT SENATE ACTION. Once passed by the Commission, the priorities document must be approved by a majority vote of the Student Senate in order to take effect.

SUBSECTION 5: EXPIRATION. The previous session's priorities document shall expire upon adoption of the current session's priorities document.

PART 7: ASSESSMENT

SUBSECTION 1: MID-YEAR ASSESSMENT. A mid-year assessment report on priorities shall be given to SOS by the SOS Director no later than the third meeting of spring semester.

SUBSECTION 2: END OF YEAR ASSESSMENT. The incoming Director shall assess progress on the previous session's priorities and provide a report of such progress to the Commission no later than the sixth meeting of the Commission.

SECTION 15: UNIVERSITY ACTIVITIES COMMISSION

PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES

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

SUBSECTION 1: EXECUTIVE BOARD

The University Activities Commission's executive board shall consist of the Programming Director, two Concerts Committee Chairs, two Festivals Committee Chairs, one Films Committee Chair, two Late Night Activities Committee Chairs, and two Public Relations Chairs. Other committee members shall be considered nonvoting members of the University Activities Commission.

SUBSECTION 2: EXECUTIVE BOARD MEMBER TERM LENGTH

Chairpersons of the University Activities Commission's standing committees shall serve under the supervision of both the Programming Director and the UAC Advisor.

PART 3: PROGRAMMING COMMITTEES

The University Activities Commission shall be divided into five standing committees. Each committee will have chair(s) appointed by the UAC Advisor

and the UAC Director, along with the recommendation of the current chair.

SUBSECTION 1: CONCERTS

A committee within the University Activities Commission which is 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 which 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 which 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 ACTIVITIES

A committee within the University Activities Commission which is responsible for providing social late-night activities for students. It will utilize spaces on upper and lower campus and will look to 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 which is responsible for all public relations for the commission, including managing social media accounts and creating advertisements, and promoting events.

SECTION 17: 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, as listed in Appendix 6. 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 chair or director. Special or select committees created within a commission require simple-majority approval of both the commission and Student Senate.

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 which they view as being of possible interest to the Senate.

PART 5: INTERNAL AFFAIRS COMMITTEE

SUBSECTION 1: AUTHORITY

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.

SUBSECTION 2: PROCEDURES

1. Internal Affairs Committee shall meet at least once per month and when the committee deems it necessary, to provide Senate with a review of Student Senate efficacy
2. The committee shall consist of nine members including the Senate Personnel Director, the Parliamentarian, the ESM Senate Director, two directors, two on-campus senators, and two off-campus senators. The Senate Personnel Director shall serve in a non-voting capacity.
3. The non-specified committee members shall be appointed by the President subject to Student Senate approval.
4. All Internal Affairs meeting agenda items discussing members of Student Senate must be held in closed session. All other agenda items must be conducted in an open meeting.
5. All members of Internal Affairs Committee are required to attend Microaggressions, Diversity 101, and Title IX training before they attend their first Internal Affairs Committee meeting. This process shall be overseen by the Senate Personnel Director.

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

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

SECTION 3: PROCEDURES

All candidates wishing to hold an office in Student Senate are required to secure a petition for office, along with the Elections and Campaign Procedures Packet.

PART 1: ELECTIONS AND CAMPAIGN PROCEDURES PACKET

These Elections and Campaign Procedures shall be the official rules and guidelines governing Student Senate Elections. These policies will be used as

a guideline in resolving any conflicts in the election process.

PART 2: CANDIDATE RESPONSIBILITIES

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

Ignorance of these procedures shall at no time be considered a valid defense for failure to 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 III, Section 15, Part 1 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 the last day of elections.

PART 6: VOTING FROM ABROAD

All students wishing to vote in campus elections while participating in an off-campus program such as, but not limited to, Study Abroad or National Student Exchange, or students who cannot be on campus during an entire election period for reasons covered by university policy, may vote by completing the online ballot.

PART 7: RE-VOTES

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

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 time.

PART 4: ISSUES

If there is an administrative issue with voting while the polls are open or supposed to be open, the Elections Committee will resolve the situation and determine solutions or recommendations to the full Senate. If the issues are serious enough, the Elections Committee may recommend the decertification

of election results and the administration of a new election.

PART 5: RECOUNTS

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

PART 6: TIE VOTES

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 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 defined as any activity, either written or spoken, that is designed to influence students to vote for a prospective or official candidate or a referendum question on the ballot.

PART 2: OBSERVANCE OF RULES

Campaigning shall be compliant with university policies.

PART 3: STUDENT SENATE OFFICE

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

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 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 to be included in the appropriate budget as 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 by an affirmative vote of 3/4ths of Student Senate voting members.

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 $\frac{2}{3}$ 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 the validation of a recall petition. The Student Senate Parliamentarian and Elections Committee will convene to decide the specific dates.

PART 3: CAMPAIGN

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

PART 4: REMOVAL

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

SECTION 10: EMERGENCY PROCEDURES AND SUSPENSION

It is the design of these bylaws that they 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 temporarily 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 well-being 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 in itself 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: 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.

PART 1: PROGRAM ASSISTANT

Student Senate shall maintain a Program Assistant position that 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 works 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 in order to assist them with a broad range of legal issues such as traffic issues, small claims, personal injury, landlord disputes, alcohol issues, and employer/employee disputes.