

THE BYLAWS OF THE STOUT STUDENT ASSOCIATION

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Article I. PURPOSE

Section 1.01. Purpose

- (1) The Bylaws are established in order to provide clarification and description of the organizational structure, responsibilities, and procedures of the University Student Senate of the Stout Student Association.

Section 1.02. Sessions

- (1) A session of the University Student Senate shall be called a “Congress”, and the full title for a given Congress shall be the congress’s number followed by “Congress”; for example, “50th Congress”.
- (2) A Congress officially ends when the Senate passes a motion to adjourn sine die.
- (3) New Representatives take office when a Congress officially ends, and a new Congress begins.
- (4) A Congress will officially be on recess when UW-Stout is on break or not in session.

Section 1.03. Definitions

- (1) The term “Congress” shall refer to the full session of the Senate
- (2) “Senate” and “Senate” shall refer to the University Student Senate of the Stout Student Association.
- (3) Except where provided, “President” shall mean the President of the Stout Student Association.
- (4) “Representative” shall refer to any member of the Senate, including Senators, Directors, the Vice President and President.
- (5) “Officer position” shall refer to the President, Vice President, and Directors.

Article II. UNIVERSITY STUDENT SENATE

Section 2.01 Purpose

- (1) To provide representation for students’ principles, desires, and interests.
- (2) To provide representation with an opportunity to learn governmental procedures where the responsibility is vested in the students.
- (3) To develop a system which will delegate responsibility among its members and ensure that the S.S.A. remains one government.

Chapter 2.1. Meetings

Section 2.10. General Provisions

- (1) Voting privileges within the University Student Senate are held exclusively by the President, Vice President, Directors, and Senators. The President shall only vote in the case of a tie. Speaking privileges and non-voting

membership may be granted upon approval of the University Student Senate.

- (2) Quorum for the University Student Senate shall be a simple majority of the current voting membership of the University Student Senate.
- (3) The University Student Senate shall meet weekly on Tuesdays at 7:00 p.m., while in session.
- (4) All meetings of the Senate shall be made public at least 24 hours in advance, with the agenda posted for all to view.
- (5) Special meetings may be called on an as-needed basis.
- (6) For the purposes of this Chapter, notwithstanding other provisions in these Bylaws, “President” shall refer to the acting Chair of the University Student Senate.
- (7) Meetings of the Senate shall be conducted in accordance with Roberts Rules of Order, except for where the S.S.A. Constitution, these Bylaws, or another S.S.A. policy differs from Roberts Rules of Order; in such a case, the S.S.A. Constitution shall take precedence over the Bylaws, the Bylaws shall take precedence over other S.S.A. policy and S.S.A. policy shall take precedence over Roberts Rules of Order.

Section 2.11. Attendance

- (1) “Absence” shall be defined as not being present at the initial roll call of a meeting, or any roll call thereafter. Missing multiple roll calls in a given meeting shall not translate to more than one absence being obtained by a member.
- (2) Absence from S.S.A. related obligations, including, but not limited to: Senate meetings, Caucus, Standing Committee meetings, or shared governance meetings shall be classified as either an Excused Absence or Unexcused Absence.
- (3) The Communications Specialist shall notify any member of the Senate by email that has obtained two (2) unexcused absences within two (2) days after having received their second unexcused absence.
- (4) At the discretion of the President, members of the Senate shall be removed after obtaining three unexcused absences.
- (5) In the event where both Caucus and the subsequent Senate meeting are missed, only one absence shall be given.
- (6) Failing to submit a report for a shared governance meeting shall constitute an absence from that shared governance meeting.
- (7) Absences where the representative has notified the Communications Specialist at least 24 hours in advance shall be considered an Excused Absence.
- (8) Absences shall be considered unexcused absences if the Communications Specialist received no notification of the absence.
- (9) Absences may be considered Excused Absences in special circumstances at the discretion of the Communications Specialist.
- (10) Absences that would be considered Excused Absences shall be considered Unexcused Absences after a representative has obtained their third Excused Absence.

Chapter 2.2. Executive Board Positions

Section 2.200. General Provisions

- (1) All Executive Board members of the University Student Senate shall:
 - a. Report on their duties, initiatives, and other information pertaining to their position on a weekly basis.
 - b. Attend the scheduled meetings of the Senate.
 - c. Publicly post and serve five weekly office hours.
 - d. Maintain an up-to-date calendar accessible to their constituency.
 - e. Maintain and update, as needed, position transition documents.
 - f. Maintain an officer email account that adheres to open records laws.
 - g. Serve on the Executive Board Committee.
 - h. Work with students of diverse background, and diversity organizations to encourage a diverse population to run for University Student Senate elections and apply for vacancies of the Senate.
- (2) The order in which the Executive Board positions appear in this chapter shall constitute the line of succession, with the exception of the Communications Specialist.

Section 2.201. President of the Stout Student Association

- (1) The President serves as the figurehead of the Stout Student Association and the presiding officer of the University Student Senate. Through this role, they are the liaison between the students of UW-Stout and the rest of the UW-Stout community. They are responsible for ensuring that the rights and responsibilities of students on Wisconsin State Statute 36.09(5) are adhered to and that the Stout Student Association upholds its obligations to the student body.
- (2) The President shall ensure the students are represented in all spaces where student lives, services, and interests may be affected.
- (3) The President shall ensure that the governing documents and duly-adopted legislation of the Stout Student Association and University Student Senate are implemented and enforced.
- (4) The President shall appoint eligible students to fill vacancies within the University Student Senate and the University Court, subject to confirmation of the University Student Senate.
- (5) The President shall appoint all students to committees within the Stout Student Association and all committees or groups in which the Stout Student Association is responsible for making appointments.
- (6) The President is the chair of the University Student Senate and is responsible for scheduling all regular and special meetings of the senate, as well as developing the agenda and fulfilling all responsibilities of the chair under Robert's Rules of

Order.

- (7) The President is responsible for ensuring that all office holders of the Stout Student Association are fulfilling their duties to a satisfactory standard.
- (8) The President shall have budgetary authority over the Stout Student Association's annual budget and all funds allocated to the Stout Student Association, unless prescribed otherwise by the University Student Senate.
- (9) The President shall assist the University Student Senate and its members in the implementation of initiatives and provide support as a resource.
- (10) Have supervisory authority over all hired staff of the Stout Student Association, including the authority to hire or terminate staff members.

Section 2.202. Vice President of the Stout Student Association

- (1) The Vice President works alongside the President to ensure smooth operation of the Stout Student Association and leads initiatives of the Stout Student Association on an as-needed basis. In addition, the Vice President serves as the treasurer of the Stout Student Association, coordinates the off-campus housing initiative, and is responsible for initiatives delegated by the University Student Senate or President
- (2) The Vice President shall assist the President in the running of University Student Senate meetings, and chair meetings of the University Student Senate in the absence of the President.
- (3) The Vice President shall have budgetary authority over the Stout Student Association's annual budget and all funds allocated to the Stout Student Association, unless prescribed otherwise by the University Student Senate or President.
- (4) The Vice President shall act as the treasurer for all funds under the purview of the Stout Student Association, including the Stout Student Association's annual budget. Duties as treasurer include:
 - a. Completing paperwork for purchase requests, travel, and reimbursements.
 - b. Creating an annual budget to be presented to the University Student Senate for endorsement and adoption
 - c. Complete paperwork for honorariums and payrolls.
 - d. Providing regular reports to the University Student Senate on recent budget expenditures and account balances.
- (5) The Vice President shall manage travel for all University Student Senate-related travel. This includes completing all necessary travel paperwork and coordinating lodging, meals, and transportation.
- (6) The Vice President shall provide resources and information to students for off-campus housing and create/maintain a student-friendly website for off-campus housing opportunities for students.

- (7) In collaboration with the Involvement Center, the Vice President shall coordinate the selection process of the Samuel E. Wood Medallion Award. If a conflict of interest prevents the Vice President from fulfilling this duty, the President may appoint another individual to coordinate this process.
- (8) The Vice President acts as the historian of the Stout Student Association and manages the transfer of relevant historical documents to the UW-Stout Archives.

Section 2.203. Communications Specialist

- (1) The Communications Specialist is the liaison between the University Student Senate and the Executive Board of the Stout Student Association. In addition, the Communications Specialist shall work towards achieving full student representation and participation on all Shared Governance committees, Office Hours, and Standing Committees.
- (2) The Communications Specialist shall be a position hired by the President.
- (3) The Communications Specialist shall act as chair the Senate Caucus meetings and is responsible for developing the agenda for each meeting.
- (4) The Communications Specialist shall record the minutes of all the Senate meetings and keep track of all records related to the University Student Senate.
- (5) Under directive of the President, the Communications Specialist shall assemble the agenda to be posted publicly and distributed to the membership of the University Student Senate at least 24 hours prior to each meeting.
- (6) The Communications Specialist shall monitor the attendance of the University Student Senate and enforce the absence policy of the University Student Senate.
- (7) The Communications Specialist shall record and publicly list the membership of all committees of the Stout Student Association.
- (8) The Communications Specialist shall ensure that members of the University Student Senate maintain and update an online calendar detailing their availability and assist members in developing a calendar upon request.
- (9) The Communications Specialist shall work with the UW-Stout Senate Office to maintain a list of all student appointees to committees related to student life, services, and interests.
- (10) The Communications Specialist shall act as the office administrator and ensure that the Stout Student Association Office is a productive and organized workspace.
- (11) The Communication Specialists shall maintain an archive all current and prior records of the Stout Student Association; including but not limited to meeting notices, agendas, business items, and presentation materials.
- (12) The Communication Specialist shall maintain the official copy of all legislation and governing documents of the Stout Student Association, and transmit official copies

of legislation upon request from a member of the University Student Senate.

- (13) The Communications Specialist shall ensure that the Stout Student Association complies the State of Wisconsin's Open Meetings law and Open Records law. For the purposes of Wisconsin Open Records law, the Communications Specialist is the "Legal Custodian" of all records of the Stout Student Association.

Section 2.204. Director of Organizational Affairs

- (1) The Director of Organization Affairs purpose is the on-campus liaison for all organizations recognized by the Stout Student Association and the University of Wisconsin-Stout, and to present students with the opportunity to develop new organizations to create camaraderie among other University of Wisconsin-Stout students with similar interests.
- (2) The Director of Organizational Affairs shall chair the Organizational Affairs Committee and is responsible for scheduling all regular and special meetings of the committee, as well as developing the agenda and fulfilling all responsibilities of the chair under Robert's Rules of Order.
- (3) The Director of Organizational Affairs shall chair the Committee for Organization Conduct Oversight and is responsible for scheduling all regular and special meetings of the committee, as well as developing the agenda and fulfilling all responsibilities of the chair under Robert's Rules of Order.
- (4) The Director of Organizational Affairs shall work cooperatively with currently recognized student organizations to promote growth within their organization and collaborate with other organizations.
- (5) In collaboration with the Involvement Center, the Director of Organizational Affairs shall maintain and update the list of all recognized student organizations.
- (6) In collaboration with the Involvement Center, the Director of Organizational Affairs shall oversee the organization renewal process.
- (7) In collaboration with the Involvement Center, the Director of Organizational Affairs shall maintain information regarding all student organizations, this shall include: a list of officers, members, and advisors as well as their contact information.
- (8) The Directors of Organizational Affairs shall provide a direct line of communication between the concerns and needs of student organizations and the University Student Senate.
- (9) Promote inclusion of student organization participation in regularly scheduled meetings of the Senate by inviting them to attend and listen in on Senate meetings.
- (10) In collaboration with the Involvement Center, the Director of Organizational Affairs shall coordinate organizational training session for recognized student organizations at annual student organization summit.

- (11) In collaboration with the Involvement Center and the Director of Financial Affairs, the Director of Organizational Affairs shall develop training sessions for new recognized student organizations.

Section 2.205. Director of Financial Affairs

- (1) The position's primary purpose is to coordinate the student organization budget processes, serve as a resource for student organizations in financial matters, and oversee the segregated fee processes of the University Student Senate.
- (2) The Director of Financial Affairs shall chair the Financial Affairs Committee and is responsible for scheduling all regular and special meetings of the committee, as well as developing the agenda and fulfilling all responsibilities of the chair under Robert's Rules of Order.
- (3) As the steward of the Student Activity Fee, the Director of Financial Affairs is responsible for auditing student organization finances from time to time to ensure funds are properly spent.
- (4) In collaboration with the Involvement Center, the Director of Financial Affairs is responsible for coordinating at least one training session for student organization leaders relating to funding opportunities with the Student Activity Fee.
- (5) The Director of Financial Affairs is responsible for ensuring that the student organizations of UW-Stout are in compliance with university and state regulations regarding the usage of segregated fees, including UW System Administrative Policy 820.
- (6) In collaboration with the President, the Director of Financial Affairs shall oversee the student review process for all segregated fees, both allocable and non-allocable. This includes meeting with administrators to discuss segregated fees and the student review process, and preparing information relating to segregated fees to be presented to the University Student Senate.
 - a. Oversee all Non-Allocable Segregated Fees.
 - b. Oversee the preparation of the Annual Budget for student organizations based on the revenue from the Student Activity Segregated Fee.
 - c. When necessary, conduct audits of student organization finances.
 - d. Coordinate a training session related to S.S.A. funding for the annual student organization summit, in consultation with the Involvement Center.
 - e. Enforce Standing Policies of the Financial Affairs Committee, as well as University of Wisconsin System Administrative Policy 820, and all other policies pertaining to Segregated Fee.
 - f. As required by UW-Stout Administrative Procedure 012 meet with administration to discuss Segregated Fees.
 - g. Annually report the recommended rates for the Segregated Fee Budgets, both allocable and non-allocable, to the Senate.

- h. Train each member of the Financial Affairs Committee on the policies and procedures relevant to the committee.
- i. Renew the S.S.A. raffle license and coordinate raffle license processes with recognized student organizations.
- j. Host Annual Budget workshops to assist recognized student organizations in budget creation during the Annual Budget application period.

Section 2.206. Director of Legislative Affairs

- (1) The position's primary purpose is to act as the source of information on legislative affairs at the local, state, and federal levels for the Senate. In addition, the Director of Legislative Affairs will act as a resource to facilitate communication between students and local, state, and federal officials.
- (2) The Director of Legislative Affairs shall have the following duties:
 - a. Coordinate and Chair the Congressional Committee.
 - b. Subscribe to the minutes of the City Council of Menomonie.
 - c. Review active legislation within the bicameral legislature of the Wisconsin State Legislature and United States Congress pertaining to education and student life.
 - d. Maintain regular contact with the Wisconsin State Assemblyperson from the Twenty-Ninth (29th) Assembly District and Wisconsin State Senator from Tenth (10th) District.
 - e. Maintain regular contact with the United States Senators for the State of Wisconsin and the United States Representative from Wisconsin's Third (3rd) District.
 - f. Receive and review University of Wisconsin Systems Administration legislative updates.
 - g. Collaborate with the Vice President in organizing lobbying efforts on behalf of the student body concerning legislative issues that arise in local, state, and federal government and additional educational legislative entities regarding issues that pertain to students.
 - h. Inform the Senate regarding proposed and passed legislation on the local, state, and national government related to education and student life via written report and/or open forum.
 - i. When appropriate promote S.S.A. events and activities to legislators and encourage attendance.
 - j. Coordinate one (1) legislative outreach session per semester.
 - k. To act as a resource for education on drafting legislation for all senators and members of the Executive Board.
 - l. Assist Communications Specialist with sending relevant legislation passed by the Senate to legislators.
 - m. Educate student body on all upcoming elections for local, state, and federal elections.

- n. Be involved with the Joint Finance Committee's process during relevant budget years, via scheduling meetings, lobbying, outreach, or educational events as possible.
- o. Coordinate UW-Stout voter registration efforts.

Section 2.207. Director of Equity, Diversity, and Inclusion

- (1) The position's primary purpose is to bring issues of diversity, inclusivity, and equity into focus for the University of Wisconsin-Stout campus through hosting and sponsoring events as well as collaboratively working with Diversity initiatives already started on campus. In addition, the Director of Equity, Diversity, and Inclusion acts as a liaison between diversity organizations to promote communication.
- (2) The Director of Equity, Diversity, and Inclusion shall have the following duties:
 - a. Coordinate and chair the Equity, Diversity, and Inclusion Council.
 - b. Actively promotes open communication with the campus community and UW-System schools concerning achieving Inclusive Excellence.
 - c. Keep in contact with Student Services regarding taking an inclusive approach to recruitment and retention of students.
 - d. Serve as a student representative on at least one (1) shared governance committee dealing with issues of diversity.
 - e. In conjunction with the Equity, Diversity, and inclusion Council, develop diversity initiatives for the academic year. These initiatives should be discussed with the President, and should align with the University-wide ideals of the Inclusive Excellence whenever possible, and must be approved by the Senate of the S.S.A.
 - f. Work with diverse populations and student organizations to motivate students of all backgrounds to run for elections, and apply for vacancies in the Senate.
 - g. Research and collect data to inform the student body about diversity-related issues.
 - h. Attend two (2) cultural/identity student organization meetings per month and report to the Senate on topics needed.
 - i. Meet as needed with the Director of Disability Services to ensure Equal access.
 - j. Initiate conversations with the Senate regarding issues on campus and in the community regarding injustices or concerns revolving around diversity and inclusivity.
 - k. Meet with the Associate Dean of Equity, Diversity, and Inclusion quarterly to discuss issues related to diversity, equity, and inclusion as well as collaborate on campus-wide inclusive excellence.
 - l. In addition, meet with:
 - i. Director of Multicultural Services.
 - ii. Director of the Office of International Education.
 - iii. Coordinator of SPEAK UP.

- iv. Coordinator of the Hegemony Project.
- v. Multicultural Recruiter.
- vi. Hate and Bias Response Team.
- vii. Director of Disability Services.
- viii. Director of the Qube and/or the LGBTQIA+ Program Coordinator.
- m. Be a recognized member of at least one (1) student organization related to cultural identities or diversity.

Section 2.208. Director of Sustainability

- (1) The position's primary purpose is to identify and address student interests and movements within the field of sustainability. In addition to moving student-based action, the Sustainability Director shall serve as a path of communication on behalf of students and UW-Stout faculty and staff on current and proposed Sustainability Initiatives and encourage collaboration. Shall communicate student efforts within the University definition of sustainability to the Senate
- (2) The Director of Sustainability shall have the following duties:
 - a. Chair the Sustainability Council.
 - b. Recommend action and better practice to the Senate on behalf of student groups or projects to institutionalize change.
 - c. Address sustainability issues pertaining to the community and campus which adversely affect student life.
 - d. Advocate for students interested in improving or changing current UW-Stout policy on a sustainable practice.
 - e. Coordinate two (2) recognized student organization outreach events (one per semester) focusing on promoting sustainable practices and collaboration opportunities that would yield greater sustainability across campus.
 - f. Provide support to students who are researching and assessing environmental issues on campus.
 - g. Collaborate with the Parking and Transportation Services office to serve as the student on-campus coordinator of the Stout Route and StoutBikes programs. Work with the UW-Stout Sustainability Coordinator to determine job duties and priorities for the Transportation Coordinator.
 - h. Be familiar with current campus sustainability initiatives.
 - i. Receive, review, and report UW-System Administration Sustainability Updates.
 - j. Serve as the Transportation Liaison.

Section 2.209. Director of Information Technology

- (1) The position's primary purpose is to work with the Chief Information Officer to identify and address student interests within the field of Information Technology. In doing so serving as a liaison between students, faculty, staff, and administration on current and proposed Information Technology initiatives.

- (2) The Director of Information Technology shall have the following duties:
- a. Chair the Student Technology Committee.
 - b. Advocate for students interested in improving or changing current UW-Stout policies and practices related to Information Technology.
 - c. Coordinate at least two (2) recognized student outreach events (one per semester) focusing on Information Technology needs across campus.
 - d. Provide support to students who are researching and accessing Information Technology issues on campus.
 - e. Work with UW-Stout's Chief Information Officer to communicate student priorities for campus Information Technology.
 - f. Be familiar with current campus Information Technology initiatives and priorities.
 - g. Receive, review, and report UW-System Administration Information Technology Updates.
 - h. Create a detailed record of any Student Technology Fee funding.

Section 2.210. Director of Academic Affairs

- (1) This position's primary purpose is to identify student needs in academics and coordinate student initiatives regarding academics and academic policy at UW-Stout. The Director of Academic Affairs shall serve as the primary liaison between the University Student Senate, faculty, staff, and administration on academic topics and issues.
- (2) The Director of Academic Affairs shall have the following duties:
- a. Chair the Academic Affairs Committee,
 - b. Maintain a list of student academic initiatives curated by the Academic Affairs Committee,
 - c. Coordinate at least one (1) outreach event focusing on academic issues,
 - d. Advocate for students interested in improving or changing current UW-Stout policies and practices related to the academic mission of the university,
 - e. Direct students with academic concerns to the appropriate resources,
 - f. Be familiar with current campus academic initiatives and priorities.

Chapter 2.3. Senator Positions

Section 2.30. General Provisions

- (1) All Senator positions shall have the following responsibilities:
- a. Attend scheduled meetings of the Senate.
 - b. Vote on motions brought before the Senate.
 - c. Report to the Senate on issues of importance to their constituency and area of focus.
 - d. Sit on at least two (2) standing committees. If a scheduling conflict hinders an individual's ability to serve on two standing committees, then a standing committee requirement may be excused by the President or designee.
 - e. Sit on at least one (1) shared governance committee.

- f. Publicly post and serve at least one weekly office hour,
 - i. Members of the Financial Affairs Committee are required to serve zero (0) minimum weekly office hours.
- g. Publicly post and serve at least one weekly office hour.
 - i. Members of the Financial Affairs Committee are required to serve zero (0) minimum weekly office hours.
- h. Maintain an up-to-date online calendar accessible to constituents.

Section 2.31. Senator At-Large

- (1) There shall be eighteen (18) Senate seats to be elected at-large by the student body.

Section 2.32. Senator of First Year Experience

- (1) There shall be one (1) Senate seat for the First Year Experience.
- (2) The Senate seat for the First Year Experience shall be appointed.
- (3) Students must be in their first year of study at UW-Stout to be eligible for this position.
- (4) This position will be open for appointments at the beginning of the fall semester.
- (5) Additional responsibilities include, but are not limited to:
 - a. Work closely with the orientation, Blue-Rah planning committee, and Admissions to assist in planning for the next academic year.
 - b. Serve on any committees relevant to the first-year experience.

Section 2.33. Senator of International Relations

- (1) There shall be one (1) Senate seat for International Relations.
- (2) The Senate seat for International Relations shall be appointed.
- (3) Students must be classified as an international student to be eligible for this position.
- (4) The International Relations Senator shall be a member of all international education committees.
- (5) The International Relations Senator shall be nominated to the Senate in consultation with the Office of International Education.
- (6) Additional responsibilities include, but are not limited to:
 - a. Attend all international education-based committee meetings.
 - b. Work in collaboration with the International Education Office to hold International Week in Fall Semester.
 - c. Work with international and study abroad programs both from the UW-Stout and other countries.
 - d. Serve on the Equity, Diversity, and Inclusion Council.

Section 2.34. Senator of University Recreation and Athletics

- (1) There shall be one (1) Senate seat for University Recreation.
- (2) The Senate seat for University Recreation shall be appointed.

- (3) Students must be involved in at least one of the following: Sport Clubs, Stout Adventures, Intramural Sports, Fitness Centers, or a recognized varsity athletic team to be eligible for this position.
- (4) Additional responsibilities include, but are not limited to:
 - a. Report on University Recreation and Athletics events and collaborate with the Senate to promote them.

Section 2.35. Senator of Veteran Relations

- (1) There shall be one (1) Senate seat for Veteran Relations.
- (2) The Senate seat for Veteran Relations shall be appointed.
- (3) Students must have veteran status or be a current member of the United States Armed Forces to be eligible for this position.
- (4) The Veteran Relations Senator shall be appointed to the Senate by nomination of the UW-Stout Veteran Services Office and Veterans Club.
- (5) Additional responsibilities include, but are not limited to:
 - a. Work in conjunction with the Veteran Services Office to report to the Senate on current veteran-related activities, concerns, and advocate for the successful integration of veterans into traditional college life.
 - b. Sit on any Veteran related sub-committees or boards created by the Senate, the Veteran Services Office or any other entity.
 - c. Attend UW-Stout Veterans Club Executive Board meetings and report any Veteran related issues to the Senate.
 - d. Attend UW-Stout Veterans Club Meetings and serve on the UW-Stout Veterans Club Executive board as an active member.
 - e. Discussing topics not discussed during previous meeting, by most convenient method, with the UW-Stout Veterans Club Executive Board prior to voting on the topic.

Section 2.36. Senator of Transfer Relations

- (1) There shall be one (1) Senate seat for Transfer Relations.
- (2) The Senate seat for Transfer Relations shall be appointed.
- (3) Students must have transfer status, as defined by UW-Stout, to be eligible for this position.
- (4) The Transfer Relations Senator shall be appointed to the Senate by nomination of the Advisement Office and the Transfer Student Organizations recognized by the S.S.A.
- (5) Additional responsibilities include, but are not limited to:
 - a. Work in conjunction with the relevant transfer student services departments to report concerns of transfer students.
 - b. Sit on any transfer student-related sub-committees or boards created by the Senate or the UW-Stout.

- c. Attend transfer student organizations recognized by the S.S.A. and report to the Senate

Section 2.37. Senator of Accessibility and Accommodation

- (1) There shall be one (1) Senate seat for Accessibility and Accommodation.
- (2) The Senate seat for Accessibility and Accommodation shall be appointed.
- (3) The Accessibility and Accommodation Senator shall be appointed to the Senate in consultation with the Director of Disability Services and the Director of Equity, Diversity, and Inclusion to ensure they are involved in Disability Services and qualified to serve students with disabilities.
- (4) Additional responsibilities include, but are not limited to:
 - a. The Senator of Accessibility and Accommodations shall be an advocate for students with disabilities on campus and foster an inclusive environment for all students.
 - b. The Senator will focus on accessibility and accommodations initiatives they wish to be implemented on UW-Stout campus, and advocate for our campus meet or exceed ADA Standard.
 - c. This senator will serve as a representative of the Equity, Diversity, and Inclusion Council.
 - d. This senator must serve on one shared governance related to disability, accessibility, accommodations, and ADA compliance.
 - e. This senator must have quarterly meetings with the Director of Disability Services, and semesterly meetings with the Director of Student Support Services.

Section 2.38. Senator of Off-Campus Residence and Online Studies

- (1) There shall be one (1) Senate seat for Off-Campus Residence and Online Studies.
- (2) The Senate seat for Off-Campus Residence and Online Studies shall be appointed.
- (3) Students must not live on campus to be eligible for this position.
- (4) Additional responsibilities include, but are not limited to:
 - a. Work with the Vice President to:
 - i. Seek information pertinent to specific cases, documents, sources, and outline sources of action concerning landlord/ tenant activities.
 - ii. Keep files of complaints on behalf of the tenants and landlords and relay that information to the City Council of Menomonie.
 - iii. Maintain an off-campus housing website and should be responsible for advertising this information to the student body and all landlord owners.
 - b. Meet with the Director of Graduate School and UW-Stout Online on a monthly basis as able.
 - c. Serve on the following committees, if able:
 - i. Serve on the Student Housing Authority.

Article III. SENATE ELECTIONS

Chapter 3.1. Election Procedure

Section 3.10. Fall Election of the University Student Senate

- (1) The election for vacant S.S.A. offices shall take place no later than the last week of September.
- (2) The Clerk of Elections shall be appointed by the President and confirmed by the Executive Board Committee.
- (3) The Clerk of Elections shall write rules to govern the election.
 - a. The rules shall detail all necessary dates and times, any regulations to be followed, the application requirements, all steps required to register to be a candidate, and any sanctions for violating provisions of the election rules.
 - b. All election rules must be approved by Executive Board Committee.
- (4) Each candidate for a Senator position must submit a petition bearing the signatures of 10 members of the S.S.A. in order to be placed on the ballot.
- (5) Candidates for a Director position must submit a petition bearing the signature of 25 members of the S.S.A. in order to be placed on the ballot.
- (6) The Clerk of Elections shall prepare a list of all registered candidates and their activities to be published for public viewing prior to the election.
- (7) The Clerk of Elections shall publish the results as soon as they are available and certify their accuracy.
- (8) Upon tabulation, verification, and publication of the results, the Clerk of Elections shall present the results at the next regular Senate meeting.
- (9) The newly-elected representatives shall take office immediately following on the second Tuesday following the presentation and certification of the results.
- (10) Candidates for positions designated as appointed positions and candidates appointed to fill vacant positions shall not be required to submit petitions with signatures.
- (11) Representatives elected or appointed shall serve for the duration of the Congress, barring resignation or impeachment.

Section 2.32. Spring Election of the University Student Senate

- (1) The election for S.S.A. offices shall take place on the first Thursday following a full week in April. A motion of the Senate may change the date of the election.
- (2) The Clerk of Elections shall be appointed by the President and confirmed by the University Student Senate.
- (3) The Clerk of Elections shall write rules to govern the election.
 - a. The rules shall detail all necessary dates and times, any regulations to be followed, the application requirements, all steps required to register to be a candidate, and any sanctions for violating provisions of the election rules.

- b. All election rules must be approved by the Senate no later than the first Tuesday in March.
- (4) The President and Vice President shall be elected as a duo on a ticket. No one may run for President without a Vice President and vice versa.
- (5) Each presidential ticket position must submit a petition bearing the signature of 50 members of the S.S.A. in order to be placed on the ballot.
- (6) Each candidate for a Director position must submit a petition bearing the signature of 25 members of the S.S.A. in order to be placed on the ballot.
- (7) Each candidate for a Senator position must submit a petition bearing the signatures of 10 members of the S.S.A. in order to be placed on the ballot.
- (8) The Clerk of Elections shall prepare a list of all registered candidates and their activities to be published for public viewing prior to the election.
- (9) The Clerk of Elections shall publish the results as soon as they are available and certify their accuracy.
- (10) Upon tabulation, verification, and publication of the results, the Clerk of Elections shall present the results at the next regular Senate meeting.
- (11) The newly-elected representatives shall take office immediately following on the second Tuesday following the presentation and certification of the results and an adjournment sine die at a Senate meeting.
- (12) Candidates for positions designated as appointed positions and candidates appointed to fill vacant positions shall not be required to submit petitions with signatures.
- (13) Representatives elected or appointed shall serve for the duration of the Congress, barring resignation or impeachment.

Article IV. COMPLAINTS AND IMPEACHMENT

Chapter 4.1. Impeachment

Section 4.10. Articles of Impeachment

- (1) Articles of Impeachment, in the form of a resolution, detailing specific charges against a representative shall be delivered to the Chief Justice of the University Court.
 - a. Articles of Impeachment may be delivered to the President if there is no Chief Justice, and the President will follow the procedure herein defined.
 - b. In order to be valid, the number of sponsors plus the mover and seconder must equal to at least $\frac{1}{4}$ (one-fourth) of the membership of the Senate
 - c. Articles of Impeachment should prescribe a punishment in addition to charges against a representative; punishments may include:
 - i. Removal from office
 - ii. Removal from a committee(s)
 - iii. Censure (warning)

- d. Articles of Impeachment may have subsidiary motions, be amended, and shall be treated like any other motion, except where specified.
- e. The Chief Justice shall deliver the Articles of Impeachment to the accused within three (3) days of the receipt of the Articles.
 - i. In case of no Chief Justice the President shall deliver the resolution to the accused, If the President is the accused, then the Vice President shall deliver the resolution to the accused. If the President or the Vice President cannot deliver the resolution the order of succession shall follow the officer progression.
- f. Upon the deliverance of the Articles by the Chief Justice or individual delivering, the Accused shall have seven (7) days to review the Articles; after seven (7) days, the Articles of Impeachment shall be placed on the agenda of the next Senate meeting as the first item of New Business.

Section 4.11. Impeachment Trial

- (1) The procedure under this section shall occur instead of the normal operating procedures for legislation before the Senate.
- (2) The Chief Justice of the University Court shall preside over the hearing, in case of no chief justice the President will preside over the trial, barring the following exceptions:
 - a. If the President or Vice President are the Accused, then the Chief Justice shall preside; if there is no Chief Justice, the individual next in the line of succession after the Vice President shall preside.
 - b. The presiding officer of the trial shall keep time when necessary.
- (3) The Mover shall read the Articles to the body.
- (4) The mover shall have up to 15 minutes to present their case before the Senate.
 - a. The Mover may yield part of their time to other individuals.
- (5) The Accused shall have up to 15 minutes for a rebuttal.
 - a. The Accused may yield part of their time to other individuals.
- (6) After the Mover and Accused have spoken, the floor shall be open for questions from the Senate.
 - a. The Mover and Accused shall be allowed to respond to questions, with each response having a time limit of one (1) minute.
- (7) Once there are no more questions, the Mover and Accused shall exit the chamber for the deliberations and voting period.
- (8) The deliberation period shall last 10 minutes but may be extended by a motion or ended early by a motion.
- (9) Subsidiary motions, including motions to amend, may be brought forth during the deliberation period or during the question period.
- (10) At the end of the deliberation period, the Senate shall vote on the Articles of Impeachment. If the Article of Impeachment is passed by a 2/3rds majority, they will be adopted, and the punishment will be carried out.

Chapter 4.2. Complaint Procedure

Section 4.20. General Provisions

- (1) This procedure is for general complaints and does not have to be the first step in an impeachment proceeding. For serious offenses contact the proper authorities such as the police or handle them as best needed through the impeachment process.
- (2) Complaints must be submitted by emailing the President or Vice President, and the Senate Advisor or by completing a digital form on the current student organization management software.

Section 4.21. Complaints Against Representatives or Special Employees

- (1) In the event a complaint is filed against a Senator, Director, President, Vice President, or Special Employee of the S.S.A., the following procedure shall occur:
 - a. The President, Vice President, and Advisor, or the recipient of the emailed complaint must contact the individual being filed against and conduct a meeting to develop a strategy to address the complaint. The individual being filed against will then have one (1) month to resolve the complaint and report progress to the person overseeing the complaint.
 - i. The President is to be given the information in the complaint by the recipient of the complaint and will oversee the process from there.
 - ii. If the complaint is about the President or Vice President, then the Advisor will bring the complaint to the Chief Justice to ensure the complaint is being handled.
 1. If there is no Chief Justice, then the Advisor shall oversee the complaint in consultation with two (2) members of the Senate independent of the issue.
 - iii. After the individual being filed against has been contacted, the filer of the complaint will be notified that the complaint is being addressed.
 - iv. The person overseeing the complaint shall conduct a weekly meeting with the individual that was filed against in order to manage and communicate about how the complaint is being resolved and offer assistance as needed.
 1. For example, if one or multiple complaints have been submitted about someone not sending agendas on time. The person overseeing the complaint will be responsible for sending reminders, verbal, and written to the person who is not complying with standard procedures and establishing accountability.
 - v. After one (1) month has passed, the person overseeing the complaint will contact the person who submitted the complaint and discuss how the complaint is being addressed, and if noticeable progress has been made.

1. If progress has been made, then the complaint is dropped and kept as a record and could be brought up again if a similar complaint is brought forth against the same individual in the future.
2. If unknown, the complaint will be recorded for a record and will be brought up again if a similar complaint is brought forth against the same individual in the future.
3. If progress has not been made, then the person who brought forth the complaint will be given the option to repeat the process or proceed to impeachment. The complaint shall be recorded and will be brought up again if a similar complaint is brought forth against the same individual in the future.

Article V. COMMITTEES AND DIVISIONS

Chapter 5.1. Committee Membership

Section 5.10. General Provisions

- (1) Voting privileges for committees are reserved for students currently enrolled at the University of Wisconsin-Stout. No voting privileges may be extended to a non-student.
- (2) The authority to appoint and remove students from committees is given to the President of the Stout Student Association, except where otherwise provided by these bylaws.
- (3) The appointment of a student not holding office within the Stout Student Association as a voting member to a committee must be approved by the Executive Board Committee.
- (4) Quorum for all committees shall be a simple majority of the voting membership of the committee or three voting members, whichever is higher.
- (5) Each standing committee shall have at least one advisor who have no voting privileges but are expected to support the work of the committee through serving as a resource for the committee members, helping formulate recommendations, and providing institutional memory to the committee.
- (6) All standing committees of the Stout Student Association shall draft their own standing policies to govern their operations and fulfill their duties all. All standing policy changes must be approved by the University Student Senate.

Section 5.11. Standing Committee Vice Chairs

- (1) VICE CHAIR. Each standing committee, except the Executive Board Committee, shall elect amongst themselves a Vice Chair, whose purpose is to aid and assist the committee and the chair in the performance of their duties.
- (2) MANNER OF APPOINTMENT. Each standing committee shall hold an election

amongst its voting membership for the Vice Chair no later than three meetings after the Vice Chair position becomes vacant. All members must be allowed to self-nominate and the candidate receiving the most votes shall become the Vice Chair. If only one person is nominated an election will not be required.

- (3) VICE CHAIR DUTIES. Vice Chairs shall be responsible for the following duties:
 - a. Record minutes during committee meetings.
 - b. submit weekly reports to the University Student Senate.
 - c. Ensure committee records, including agendas, minutes, and business items are entered into the archive.
 - d. Chair committee meetings in absence of the chair.
 - e. Serve two office hours per week.
 - f. Work alongside the committee chair to complete committee initiatives.
 - g. Coordinate committee meeting logistics including room reservations, printing meeting materials, and creating meeting notices.

Chapter 5.2. Standing Committees

Section 5.20. Executive Board Committee

- (1) The President shall be the Chair of the Executive Board Committee (E.B.C.)
- (2) The Vice President shall serve as the Vice Chair of E.B.C.
- (3) The President, Vice President, and all Directors shall be voting members of the E.B.C.
- (4) The Advisor of the Stout Student Association shall be a nonvoting member of the E.B.C.
- (5) PURPOSE. The purpose and duties of this committee shall be:
 - a. Advise the President and Vice President in performance of their duties.
 - b. Prepare future University Student Senate agenda items
 - c. Serve as a space for committee chairs to provide updates and collaborate on initiatives.
 - d. Advise the President on committee appointments
 - e. Work in a collaborative effort under the direction of the President and with the assistance of the President to put forth policy initiatives and to implement Senate initiatives with respect to Student Affairs.

Section 5.21. Financial Affairs Committee

- (1) The Director of Financial Affairs shall be the Chair of the Financial Affairs Committee
- (2) (F.A.C.)
- (3) BUDGET FRAMEWORK.
 - a. F.A.C. is responsible for recommending appropriations for the Student Activity Fee.
 - b. ANNUAL BUDGET. The Financial Affairs Committee shall prepare an annual budget for all student organizations based upon requests from student organizations.

- c. CONTINGENCY. The Financial Affairs Committee shall recommend allocations for Contingency budgets utilizing funds not spent from the previous year based upon requests from student organizations.
- d. ROLLOVER. The Financial Affairs Committee shall have the authority to approve and deny requests for expenditures from the rollover accounts of Principal Organizations.
- e. This shall not be construed to prohibit rollover allocations from being made by a motion of the Senate
- f. REALLOCATIONS. The Financial Affairs Committee shall develop a procedure for student organizations to request their approved funds be reallocated for different purposes. F.A.C. shall have the authority to approve and deny these reallocation requests.
- g. JUST IN TIME. The Financial Affairs Committee shall have the authority to grant funding to student organizations for unforeseen purposes.

Section 5.22. Organizational Affairs Committee

- (1) The Director of Organizational Affairs shall be the Chair of the Organizational Affairs Committee (O.A.C.)
- (2) DUTIES. The Organizational Affairs Committee shall:
 - a. Aid the Director of Organizational Affairs in the Organization Renewal process.
 - b. Vet and approve recommendations for new student organizations.
 - c. Update and manage the Student Organization Code of Conduct.

Section 5.23. Equity, Diversity, and Inclusion Council

- (1) The Director of Equity, Diversity, and Inclusion shall Chair the Equity, Diversity, and Inclusion Council (E.D.I. Council).
- (2) The Equity, Diversity, and Inclusion Council should have a voting member from each multicultural and identity organization to ensure that minority constituent's voices are represented.
- (3) DUTIES. The E.D.I. Council shall:
 - a. Connect representatives of student organizations related to diverse identities to meet and discuss issues on diversity and inclusivity at least twice a semester.
 - b. Collaboratively research and assess campus community issues related to diversity, inclusion, and underrepresented populations.
 - c. Collectively provide recommendations affecting issues of diversity and inclusivity.
 - d. Senators shall attend at least 2 events related to Social Justice, Diversity, and Inclusivity organized by student organizations per semester.
 - e. Senators shall separately attend 2 cultural/identity related student organization meetings outside of membership with (already involved) student organizations.
 - f. Assist the Director of E.D.I. in student-driven movements/projects.

- g. Create proactive ways to promote the Hate and Bias Incident Reporting Form.

Section 5.24. Sustainability Council

- (1) The Director of Sustainability shall Chair the Sustainability Council.
- (2) DUTIES. The Sustainability Council shall:
 - a. Work with campus faculty, staff, and students to develop Green Fee allocation recommendations to be brought to the Senate of the S.S.A..
 - b. Assist in managing sustainable projects.
 - c. Reach out to organizations and departments about the status of ongoing Green Fee projects using the Green Fee Tracker document once per semester.
 - d. Monitor environmental policies.
 - e. Research and assess environmental issues within the UW-Stout community.
 - f. Provide recommendations affecting issues of environmentalism.
 - g. Assist the Sustainability Director in student driven movements.
 - h. Collaborate between sustainability related organizations.

Section 5.25. Student Technology Committee

- (1) The Director of Information Technology shall Chair the Student Technology Committee (S.T.C.)
- (2) ADVISORY MEMBERS. The following shall serve on S.T.C. as non-voting advisory members:
 - a. The UW-Stout Chief Information Officer.
 - b. Two (2) other UW-Stout Information Technology staff members, appointed by the Chief Information Officer and confirmed by the Student Information Technology Committee.
- (3) DUTIES. The Student Information Technology Committee shall:
 - a. Manage the Student Technology Fee allocation process.
 - b. Work with the Chief Information Officer to update the Student Technology Fee processed and guidelines, as needed.
 - c. Assist the Director of Information Technology in student-driven initiatives.
 - d. Collaborate with students, faculty, and staff to give feedback on campus Information Technology.
 - e. Advocate for the data privacy and data security of students in accordance with federal, state, local, and institutional laws/regulations.

Section 5.27. Congressional Committee

- (1) The Director of Legislative Affairs shall Chair the Congressional Committee.
- (2) DUTIES. The Congressional Committee shall:
 - a. Engage in legislative outreach.
 - b. Monitor, research, and discuss local, state, and federal legislative bills that affect students and the university.

- c. Review and draft S.S.A. positions in the form of resolutions or letters on any legislation of concern to the Student Body of the UW-Stout.
 - d. Monitor, research, and discuss Board of Regents policies and resolutions that affect students and the university.
 - e. Bring legislators to campus.
 - f. Assist the Director of Legislative Affairs in promoting elections; SSA, local, state, and federal.
 - g. Assist the Director of Legislative Affairs with student-driven movements.
- (3) ISSUE RESOLUTIONS. Provide analysis and resources to the University Student Senate on all proposed legislation concerning the adoption of a stance on local, state, and federal issues.
- a. If Analysis and resources may include but are not limited to a listing of authors and cosponsors, legislative analysis, bill history, fiscal estimates, information regarding lobbying efforts, and likelihood that proposed legislation will be enacted as law.

Section 5.26. Academic Affairs Committee

- (1) The Director of Academic Affairs shall be the Chair of the Academic Affairs Committee (A.A.C.)
- (2) DUTIES. The Academic Affairs Committee shall:
- a. Represent the interests of students relating to the academic mission of the university.
 - b. Curate a list of initiatives and committee goals to be presented to the University Student Senate for their consideration,
 - c. Work to implement the academic initiatives handed down from the University Student Senate.
 - d. As necessary, make recommendations on academic policy and issues to the University Student Senate.

Chapter 5.3. Caucus

Section 5.30. Membership

- (1) The Communications Specialist shall Chair all Caucus meetings.
- a. The President shall designate a member of Caucus or an Advisor to chair, Caucus meetings in the absence of the Communications Specialist.
- (2) All members of the Senate shall serve as members of Caucus.

Section 5.31. Meetings

- (1) MEETING TIME. Caucus shall meet at 6:30 pm every Tuesday before the meeting of the Senate
- (2) A simple majority shall constitute quorum.
- (3) The purpose of Caucus is:

- a. Review internal and external problems of the S.S.A. and make recommendations to the Senate.
- b. Assist in the guidance of S.S.A. actions.
- c. Serve as a discussion space for members to discuss topics and concerns regarding student life, services, and interests.

Chapter 5.4. Special Committees

Section 5.40. General Provisions

- (1) ADVISORS. Special Committees are not required to appoint advisors unless otherwise provided.
- (2) AD-HOC COMMITTEE. Ad-Hoc committees may be created by a motion of the Senate and will exist until the end of the Congress unless otherwise specified in the motion.
- (3) CHAIR REMOVAL. Any individual appointed as the Chair of a committee under this chapter may be removed as Chair of that respective committee at the discretion of the President.

Section 5.41. Governing Documents Special Committee

- (1) CHAIR. The Governing Documents Special Committee (GDSC) shall be chaired by a representative appointed by the President.
- (2) MEETING. GDSC shall meet at the discretion of the Chair.
- (3) DUTIES. When called upon, the GDSC shall have the following duties:
 - a. Review and recommend amendments to the S.S.A. Bylaws and Constitution.
 - b. Regularly report to the Senate on proposed amendments to the S.S.A. Bylaws and Constitution.

Section 5.42. Legal Services Commission

- (1) CHAIR. The Legal Services Commission (LSC) shall be chaired by the Vice President or by a representative appointed by the President in consultation with the Vice President.
- (2) MEETING. The Legal Services Commission shall meet at the discretion of the Chair.
- (3) ADVISOR. One S.S.A. Advisor must serve on this committee.
- (4) DUTIES. When called upon, the LSC shall have the following duties:
 - a. Oversee the implementation of the S.S.A. Legal Services Plan.
 - b. Recommend, as needed, amendments to the S.S.A. Legal Services Plan.
 - c. Carry out duties as prescribed within the S.S.A. Legal Services Plan.

Section 5.43. Student Housing Authority

- (1) CHAIR. The Student Housing Authority (SHA) shall be chaired by the Vice President or by a representative appointed by the President in consultation with the Vice President.
- (2) MEETING. The SHA shall meet at the discretion of the Chair.
- (3) Recommended that this committee meet regularly throughout the session.
- (4) ADVISOR. One S.S.A. Advisor must serve on this committee.

(5) DUTIES. When called upon, the Student Housing Authority shall have the following duties:

- a. Establish and carry out policies for moderating the off-campus housing website.
- b. Create and execute marketing campaigns for the off-campus housing website.
- c. Recommend the pricing and business model of the off-campus housing website.
- d. Manage the features and design of the off-campus housing website.
- e. Report to the Senate on the status of S.S.A. off-campus housing efforts.

Article VI. APPENDICES

Appendix 1. Acknowledgment of Country

(1) We acknowledge we are on the ancestral lands of several indigenous tribes: the Ojibwe, Menominee, Ho-Chunk, and Dakota. In addition, we acknowledge and welcome those in attendance from countries outside of the United States.

Appendix 2. Revisions

(1) To ensure historical accuracy and preservation, such revisions to the Bylaws shall be recorded and kept in a separate document.