

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. It is the intent that the bylaws govern all branches of the S.S.A.

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) The term “Congress” shall refer to the full session of the U.S.S.
- (3) The weekly transaction of business shall be called meetings.
- (4) A Congress officially ends when the U.S.S. passes a motion to adjourn sine die.
- (5) A Congress officially begins after the last Congress ends and when new representatives take office.
- (6) A Congress will officially be on recess, or temporarily out of session, during the Winter and Summer terms.
- (7) There must always be a representative of the U.S.S. on campus during periods of recess.

Section 1.03. Definitions

- (1) “Senate” and “U.S.S.” shall refer to the University Student Senate of the Stout Student Association
- (2) Except where provided, “President” shall mean the President of the Stout Student Association.
- (3) “Representative” shall refer to any member of the U.S.S., including Senators, Directors, the Vice President and President.
- (4) “Officer position” shall refer to the President, Vice President, and Directors.
- (5) “Executive” or “executive position” shall refer to the President and Vice President.

Article II. LEGISLATIVE BRANCH

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) The University Student Senate shall meet weekly on Tuesdays at 7:00 p.m., while in session.
- (2) All meetings of the U.S.S. shall be made public at least 24 hours in advance, with the agenda posted for all to view.
- (3) Special meetings may be called on an as-needed basis, as defined in S.S.A. Cons. 3.03. B.
- (4) For the purposes of this Chapter, notwithstanding other provisions in these Bylaws, “President” shall refer to the acting Chair of the University Student Senate.
- (5) Meetings of the U.S.S. 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. Agenda

- (1) ORDER OF BUSINESS. The order of business for each meeting shall be as follows:
 - a. The Pledge of Allegiance
 - i. No person in attendance shall be compelled to take the pledge of allegiance.
 - b. Acknowledgement of and Welcome to Country
 - c. Roll Call
 - d. Standing Committee Roll Call
 - i. The Chair of each Standing Committee, or the Vice Chair if the Chair is not in attendance, shall report which members of the committee were absent or excused.
 - e. Words of Wisdom
 - i. The individual shall report to the U.S.S. a quote or item of wisdom they deem important and shall nominate a member of the U.S.S. to give Words of Wisdom next week.
 - ii. The member nominated shall be responsible for cleaning up after the meeting, as directed by the President.
 - f. Public Comments
 - i. Any member of the S.S.A. may present to the Senate during a Public Forum for Non-Agenda Item.
 - ii. Guests, Faculty, Administration, or any other individual who is not a member of the S.S.A. may hold a Public Forum for Non-Agenda Item at the discretion of the President.

- iii. Public Forums for Non-Agenda Items, by default, may not be longer than five minutes; a motion passed by the Senate may extend or reduce this time for a given meeting or session.
- g. Open Forums
 - i. Open Forums, including who shall speak and how long they will be permitted to speak, shall be determined by the President.
- h. Approval of the Agenda
- i. Approval of the Minutes
- j. Executive Board Reports
 - i. Members of the S.S.A. Executive Board must submit a written report.
 - ii. Members of the S.S.A. Executive Board will verbally relay a brief, summarized version of their written reports, even if no report was submitted.
- k. Standing Committee Reports
 - i. The Vice Chairs of the various standing committees must submit a written report.
 - ii. The Vice Chairs will verbally relay a brief, summarized version of their written reports, even if no report was submitted.
- l. Shared Governance Reports
 - i. The members of the various shared governance committees must submit a written report.
 - ii. The members of the various shared governance committees verbally relay a brief, summarized version of their written reports, even if no report was submitted.
 - 1. Only one member of a shared governance committee must give a verbal summary.
- m. Senator Reports
 - i. Certain Senators must submit a written report for various purposes.
 - ii. Senators that submit reports must verbally relay a brief, summarized version of their written reports, even if no report was submitted.
- n. Unfinished Business
 - i. Main motions that were not passed, defeated, tabled, postponed indefinitely, or acted upon shall be considered unfinished business.
 - ii. Main motions that were postponed for a specified amount of time or referred to committee need not appear as unfinished business until the end of the postponement or until the committee reports the motion.
- o. New Business
 - i. Main motions that have not been on an agenda before shall be considered new business.
- p. Announcements

- q. Adjourn
- (2) THE WRITTEN AGENDA.
- a. In order to better inform the public on the items of business before the Senate, all main motions listed under New Business or Unfinished Business shall have their title and a description of the motion printed on the agenda.
 - b. The rules and descriptions of each order of business (e.g. s. 2.12(1)(a)(i)) need not be printed on the written agenda.
 - c. All written reports submitted within a timely manner shall be printed on the agenda under the proper order of business with the name and title of the reporter.
 - d. The agenda shall have the following printed at the bottom of each page:
 - i. Individuals in need of accommodations should contact the Director of Communications at ssacommunications@uwstout.edu as soon as possible.
 - e. The specific formatting of the agenda, including lists and multilevel lists, shall be left to the discretion of the President.
 - f. The order of business for a given meeting may be changed by a motion to suspend the rules, as per Roberts Rules of Order.

Section 2.12. Attachments

- (1) If an attachment is necessary for a business item or an open forum, the following procedures shall be followed:
- a. The agenda shall have the word attachment written in parenthesis for the open forum or business item.
 - b. All attachments will be posted in an “Agenda Attachments” file in the same location the agendas are posted for the public.
 - i. When posting, all attachment files shall have the representative agenda item number followed by “att.” and a succeeding number representing how many attachments are for the agenda item.

Section 2.13. Electronic Devices

- (1) Use of electronic devices shall be prohibited during all U.S.S. meetings except for the following conditions:
- a. The minute taker may have a device to record the minutes.
 - b. A device may be used to present the agenda item to all attendees.
 - c. A presenter may use a device to present prudent information.
 - d. Devices may be used to view meeting material, take notes, or retrieve information relevant to the meeting.
 - e. A device may be used to broadcast U.S.S. meetings at the discretion of the President.
 - f. If the President approves an individual to use an electronic device.
- (2) If a member of the U.S.S. is found to be using an electronic device for reasons other than those allowed, the individual shall first receive a verbal warning. If the individual is

found to be noncompliant with the policy yet again, a written warning shall be sent to them regarding the incident (an email shall suffice). All incidents following a written warning will result in half a point towards an unexcused absence.

Section 2.14. Friendly Amendments

- (1) Members of the U.S.S. may propose Friendly Amendments to motions.
- (2) Friendly Amendments must receive the consent of the individuals that moved and seconded the motion; once consent is received, the amendment shall be adopted.
- (3) Acceptable friendly amendments include; grammar, spelling, formatting, or clarifying details, including additions or deletions, germane to the motion and not altering the original intent of the motion.

Chapter 2.2. Attendance

Section 2.20. General Provisions

- (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 Director of Communications shall notify any member of the U.S.S. by email that has obtained two unexcused absences within two days after having received their second unexcused absence.
- (4) At the discretion of the President, members of the U.S.S. 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.

Section 2.21. Excused Absences

- (1) Absences where the representative has notified the Director of Communications at least 24 hours in advance shall be considered an Excused Absence.
- (2) Absences caused by unexpected illness, personal emergencies, or family emergencies shall be considered an Excused Absence, so long as the representative notifies the Director of Communications.
- (3) Absences may be considered Excused Absences for other circumstances at the discretion of the Executive Board Committee.

Section 2.22. Unexcused Absences

- (1) Absences shall be considered unexcused absences if the Director of Communications received no notification of the absence.
- (2) Absences that would be considered Excused Absences shall be considered Unexcused Absences after a representative has obtained their third Excused Absence.

Section 2.23. Point Recovery System

- (1) Attending a meeting of the University of Wisconsin System Student Representatives shall either strike one Unexcused Absence, one Excused Absence, if the representative has no Unexcused Absences, or allow the representative an additional Unexcused Absence before being liable for removal, notwithstanding Bylaw 2.21(4).
 - a. A representative shall receive this benefit for each meeting of the University of Wisconsin System Student Representatives they attend.
- (2) Other activities may absolve representatives of absences at the discretion of the Executive Board Committee.

Chapter 2.3. Membership

Section 2.30. General Provisions

- (1) Membership in the S.S.A. and its offices must comply with the appropriate S.S.A. Constitutional provisions.
- (2) All Senators and Directors shall be members of the U.S.S., who shall each have one vote.
- (3) The President, Vice President, Director of Communications, and Advisor(s) shall be members of the U.S.S. but may not vote.
- (4) Students enrolled that do not pay segregated fees may serve as a Senator, but may not:
 - a. Serve as a Director, Vice President, or President,
 - b. Vote on the allocation of segregated fees.
- (5) All Senator and Director positions will be designated as either appointed positions or elected positions.
 - a. All appointments under this chapter shall be made by the President, subject to confirmation of the U.S.S.
 - b. All elected positions shall be elected pursuant to Bylaw 2.31.

Section 2.31. 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 U.S.S. may change the date of the election.
- (2) The Clerk of Elections shall be the President.
 - a. If the President is running for S.S.A. office, the President shall appoint a different individual that is not running for S.S.A. office to be the Clerk of Elections, subject to confirmation from the U.S.S.
- (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 U.S.S. no later than the first Tuesday in March.
- (4) Each candidate for a Senator position must submit a petition bearing the signatures of 50 members of the S.S.A. in order to be placed on the ballot.
 - (5) Each candidate for a Director or Executive position must submit a petition bearing the signature of 100 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 certification and publication of the results, the Clerk of Elections shall present the results at the next regular U.S.S. meeting.
 - (9) The newly elected representatives shall take office on the second Tuesday following the presentation of the certified results at a U.S.S. meeting.
 - (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) All representatives elected or appointed shall serve for the duration of the Congress, barring resignation or impeachment.
 - (12) While the UW-Stout Campus is under guidelines regarding the COVID-19 pandemic, notwithstanding other verbiage in the Bylaws, each candidate for Senator shall submit 10 signatures, each candidate for Director shall submit 25 signatures, and candidates for President and Vice President must submit 50 signatures, collected jointly.

Chapter 2.4. Director Positions

Section 2.40. General Provisions

- (1) All Directors of the University Student Senate shall:
 - a. Lead by example using transparency while communicating with constituents,
 - b. Be an active team player and leader striving for success and effective communication with all representatives and UW System leadership,
 - c. Report on their duties, initiatives, and other information pertaining to their position on a weekly basis,
 - d. Attend all scheduled U.S.S. and committee meetings, in accordance with the attendance policies in Bylaw Chapter 2.2,
 - e. Publicly post and serve five weekly office hours,
 - f. Hold one listening session per semester,
 - i. Listening sessions may be held jointly between multiple representatives.
 - g. Receive a compensation to be determined by policy of the U.S.S.,

- h. Work together to appoint student representation on all shared governance committees at UW – Stout,
 - i. Maintain an up-to-date calendar accessible to their constituency,
 - j. Be trained in assisting students with voter registration,
 - k. Work with students of diverse background, and diversity organizations to encourage a diverse population to run for S.S.A. elections, and apply for vacancies of the U.S.S.,
 - l. Maintain and update, as needed, position transition documents,
 - m. Maintain an officer email account that adheres to open records laws,
 - n. Serve on the Executive Board Committee.
- (2) The order in which the Director positions appear in this chapter shall constitute the line of succession after the Vice President.

Section 2.41. Director of Communications

- (1) The position's primary purpose is to serve as a liaison between the University Student Senate and the Executive Board of the Stout Student Association. In addition, shall work towards achieving full student representation and participation on all Shared Governance Committees, Office Hours, and Standing Committees.
- (2) The Director of Communications shall have the following duties:
- a. Chair the U.S.S. Caucus meetings,
 - b. Chair and coordinate the Visibility and Outreach Council,
 - c. Record the minutes of all the U.S.S. meetings,
 - d. Provide the U.S.S. of the S.S.A. with minutes and agenda before each scheduled U.S.S. meeting,
 - e. Monitor the attendance of the U.S.S.,
 - f. Work towards fulfilling student representation on University Shared Governance Committees with respects to Wisconsin State Statute 36.09(5),
 - g. Maintain a list of standing committees and appointees to such committees,
 - h. Receive notification of absences from any scheduled meetings pertaining to the U.S.S. of the S.S.A.,
 - i. Update and maintain the list of University Shared Governance committees with respect to meeting times, agendas, minutes, and chair contact information,
 - j. Subscribe to all minutes for each shared governance committee,
 - k. Provide all title plaques and business cards,
 - l. Keep an updated file of all approved motions and resolutions,
 - m. Maintain an official copy of all policies and procedures,
 - n. Oversee the execution and development of office policies and procedures,
 - o. Work in coordination with Executive Board to submit press releases to local and campus newspapers and display advertisements as needed,
 - p. Ensure compliance with open records laws,

- q. Shall oversee the hiring and supervision of the S.S.A. Graphic Designer. This responsibility falls under the President in the event there is no Director of Communications.
- (3) Director of Communications shall be an appointed position.

Section 2.42. Director of Organizational Affairs

- (1) This position's primary purpose is to act as an on-campus liaison for all organizations recognized by the U.S.S. of 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 the same interest
- (2) The Director of Organizational Affairs shall have the following duties:
- a. Chair the Organizational Affairs Committee (O.A.C),
 - b. Chair the Student Organization Conduct Oversight Committee (S.O.C.O.C.),
 - c. Work cooperatively with currently recognized student organizations to promote growth within their organization and collaborate with other organizations,
 - d. Maintain and update an official copy of Standing Policies of the Organizational Affairs Committee that includes organizational recognition and renewal policies,
 - e. Keep a current list of all recognized student organizations,
 - f. Facilitate the organizational renewal process,
 - g. Advise organizations on constitutional questions,
 - h. Introduce newly formed organizations to the U.S.S. for approval,
 - i. Utilize a web-based system to help maintain information regarding all student organizations, this shall include: a list of officers, members and advisors as well as their contact information,
 - j. Provide a direct line of communication between the concerns and needs of student organizations and the U.S.S,
 - k. Promote inclusion of student organization participation in regularly scheduled meetings of the U.S.S. by inviting them to present in an open forum and listen in on Senate meetings,
 - l. Coordinate organizational training session for recognized student organizations at annual student organization summit, in consultation with Involvement Center staff,
 - m. Maintain and update an official copy of the Student Organizational Code of Conduct,
 - n. Coordinate new organization training sessions, in consultation with the Involvement Center and Director of Financial Affairs,

Section 2.43. Director of Financial Affairs

- (1) This position's primary purpose is to coordinate the Annual Budget process and act as a resource in assisting the student organizations in applying for and spending allocations from the S.S.A.
- (2) The Director of Financial Affairs has the following duties:
 - a. Chair the Financial Affairs Committee,
 - b. Oversee all Non-Allocable Segregated Fees,
 - c. Oversee the preparation of the Annual Budget for student organizations based on the revenue from the Student Activity Segregated Fee,
 - d. Supervise the spending of all S.S.A. funded recognized student organizations,
 - e. Conduct a semiannual audit of student organizations,
 - f. Coordinate a training session related to S.S.A. funding for the annual student organization summit, in consultation with the Involvement Center,
 - g. Enforce University of Wisconsin System Administrative Policy 820,
 - h. Develop processes that meet the requirements of all policies pertaining to Segregated Fees,
 - i. Meet with the Vice Chancellor and Director of Budget, Planning, and Analysis to discuss Segregated Fees,
 - j. Enforce the Standing Policies of the Financial Affairs Committee,
 - k. Annually report the recommended rates for the Segregated Fee Budgets, both allocable and non-allocable, to the U.S.S.,
 - l. Train each member of the Financial Affairs Committee on the policies and procedures relevant to the committee,
 - m. Renew the S.S.A. raffle license,
 - n. Coordinate raffle license processes with recognized student organizations,
 - o. Host Annual Budget workshops to assist recognized student organizations in budget creation during the Annual Budget application period.

Section 2.44. 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 level for the U.S.S. In addition, the Director of Legislative Affairs will act as primary communicator to all officials in the state and federal governments.
- (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 U.S.S. of the S.S.A. 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. Promote S.S.A. events and activities to legislators and encourage attendance,
- j. Coordinate one (1) legislative outreach session per semester,
- k. Help coordinate efforts to review governing documents and amend if needed in conjunction with the Vice President,
- l. To act as a resource for education on drafting legislation for all senators and members of the Executive Board,
- m. Send all relevant legislation passed by the U.S.S. to legislators,
- n. Educate student body on all candidates for local, state, and federal elections,
- o. Be involved with the Joint Finance Committee's process during relevant budget years, via scheduling meetings, lobbying, outreach, or educational events as possible,
- p. Coordinate Stout voter registration, and Executive Board members in the task of assisting students in voter registration.

Section 2.45. 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 U.S.S. 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 U.S.S.,
- 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 U.S.S. on topics needed,
- i. Meet as needed with the Director of Disability Services to ensure Equal access,
- j. Initiate conversations with the U.S.S. 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 2.46. 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 U.S.S.
- (2) The Director of Sustainability shall have the following duties:
 - a. Chair the Sustainability Council,
 - b. Recommend action and better practice to the U.S.S. 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 roundtables (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 2.47. Director of Information Technology

- (1) The position's primary purpose is to identify and address student interests and movements within the field of Information Technology, and to work with the Chief Information Officer to improve Information Technology on campus. The Information Technology Director shall serve as liaison between students, faculty, staff and administration on current and proposed Information Technology initiatives. In addition, this position shall communicate student efforts within UW-Stout's definition of Information Technology to the U.S.S.
- (2) The Director of Information Technology shall have the following duties:
 - a. Chair the Student Information 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 roundtables (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.
 - i. Serve on the Information Technology Strategic Planning Committee and Information Technology Advisory Committee, when available.

Chapter 2.5. Senator Positions

Section 2.500. General Provisions

- (1) All Senator positions shall have the following responsibilities:
 - a. Lead by example using transparency while communicating with constituents,
 - b. Be an active team player and leader striving for success and effective communication with all SSA representatives and UW System leadership,
 - c. Attend scheduled meetings of the U.S.S.,
 - d. Vote on motions brought before the U.S.S.,
 - e. Hold at least one listening session to gather constituent opinions, and or to inform constituents on issues or topics of note,
 - i. Listening sessions may be held jointly between multiple representatives.
 - f. Report to the U.S.S. on issues of importance to their constituency and area of focus,
 - g. Sit on at least one standing committee,
 - h. Sit on at least one shared governance committee,
 - i. 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.
 - j. Maintain an up-to-date online calendar accessible to constituents,
 - k. Maintain a Senator email account that adheres to open record laws and respond to constituents in a timely manner.

Section 2.501. College Senators

- (1) There shall be two (2) senate seats for each of the three (3) colleges:
 - a. College of Education, Hospitality, Health, and Human Sciences, hereinafter, referred to as the C.E.H.H.H.S,
 - b. College of Arts, Communication, Humanities and Social Sciences, here in after referred to as the C.A.C.H.S.S.,
 - c. College of Science. Technology, Engineering, Mathematics and Management, hereinafter referred to as the C.S.T.E.M.M.
- (2) All college senate seats shall be elected.
- (3) Students must be pursuing a degree within the respective College to be eligible for this position.
- (4) Additional responsibilities include, but are not limited to:
 - a. Meeting with the Dead of their respective College at least once a month and report to the U.S.S.,
 - b. Attend College Council meetings, as able.

Section 2.502. Senator of Graduate Studies

- (1) There shall be one (1) senate seat for Graduate Studies.

- (2) The senate seat for Graduate Studies shall be elected.
- (3) The Senator of Graduate Studies will represent the Graduate School students at the University of Wisconsin-Stout.
- (4) The Senator of Graduate Studies will be a registered graduate student at the University of Wisconsin-Stout.
- (5) Additional responsibilities include, but are not limited to:
 - a. Serve on the Graduate Education Committee,
 - b. Meet with the UW-Stout College Deans at least once per semester and report to the U.S.S.,
 - c. Meet with the Graduate School Director once per month and report to the U.S.S. topics of interest for Graduate Students.

Section 2.503. Senator of Student Services

- (1) There shall be three (3) senate seats for Student Services.
- (2) The senate seats for Student Services shall be elected.
- (3) The Senators of Student Services will serve as the representatives of all university functions concerning student life under the Dean of Students including:
 - a. Student Health Services,
 - b. Counseling Center,
 - c. Dean of Students,
 - d. Multicultural Student Services,
 - e. Disability Services,
 - f. LGBTQIA+ Program Office.
- (4) Each Senator or Student Services will pick two of the above services as their area of focus at the beginning of the semester; no service may have more than one Senator of Student Services focusing on it at any one time.
- (5) For services that are in the focus of another senator position, meetings involving those services should happen jointly with the other senator position, as able.
- (6) Meet with Dean of Students in the beginning of the semester, when possible do this in conjunction with other senators
- (7) All students are eligible for this position.

Section 2.504. Senator of Student Life

- (1) There shall be three (3) senate seats for Student Life.
- (2) The senate seats for Student Life shall be elected.
- (3) The Senators of Student Life will serve as the representatives of all university functions concerning student life under the Dean of Students including:
 - a. University Dining Services,
 - b. University Housing,
 - c. University Centers,
 - d. Sustainability,

- e. Police and Parking,
 - f. Instructional Resource Service.
- (4) Each Senator or Student Life will pick two of the above services as their area of focus at the beginning of the semester; no service may have more than one Senator of Student Life focusing on it at any one time.
 - (5) For services that are in the focus of another senator position, meetings involving those services should happen jointly with the other senator position, as able.
 - (6) Meet with Dean of Students in the beginning of the semester, when possible do this in conjunction with other senators
 - (7) All students are eligible for this position.

Section 2.505. Senator of Civic Engagement

- (1) There shall be one (1) senate seat for Civic Engagement.
- (2) The senate seat for Civic Engagement shall be elected.
- (3) All students are eligible for this position.
- (4) The Senator of Civic Engagement will serve as an advocate to student civic engagement.
- (5) Additional responsibilities include, but are not limited to:
 - a. Assist the Director of Legislative Affairs with civic engagement efforts on campus,
 - b. Meet with the Civic Engagement and Greek Life Coordinator once per month to discuss civic engagement efforts,
 - c. Monitor local, regional, and national election cycles and assist the Director of Legislative Affairs with collecting candidate information,
 - d. Sit on the Congressional Committee,
 - e. Attend UW-System Student Representatives, as able,
 - f. Assist the Vice President in all intercampus relations, as able.
 - i. This shall be a lesser priority during election years.

Section 2.506. Senator of Fiscal Management

- (1) There shall be two (2) senate seats for Fiscal Management.
- (2) The senate seats for Fiscal Management shall be elected.
- (3) All students are eligible for this position.
- (4) Additional responsibilities include, but are not limited to:
 - a. Serve on the Financial Affairs Committee for the duration of the Congress,
 - b. Serve on all student fee and tuition-based shared governance committees- including, but not limited to: Access to Learning,
 - c. Work closely with the Financial Affairs Director to oversee and revise all student fee policies when needed.

Section 2.507. Senator of Sustainable Development

- (1) There shall be one (1) senate seat for Sustainable Development.

- (2) The senate seat for Sustainable Development shall be elected.
- (3) All students are eligible for this position.
- (4) The Senator of Sustainable Development will serve to represent students of all abilities on committees regarding any and all physical development on campus, while advocating for sustainable operating procedures.
- (5) Additional responsibilities include, but are not limited to:
 - a. Serve on the Campus Exterior Development Committee (CEDC) and Workers Compensation and Safety Committee, when available,
 - b. Serve on all committees related to physical development of UW-Stout campus and buildings,
 - c. Serve on the Sustainability Council of the U.S.S.,
 - d. Meet with campus planners to discuss upcoming and current physical development and report to the U.S.S. once per month.

Section 2.508. Senator of Technology

- (1) There shall be one (1) senate seat for Technology.
- (2) The senate seat for Technology shall be elected.
- (3) All students are eligible for this position.
- (4) The Senator of Technology will work with the Chief Information Officer to represent students on technology systems and investments.
- (5) Additional responsibilities include, but are not limited to:
 - a. Meet with Instructional Resource Services two (2) times per semester to get updates on the e-textbook program,
 - b. Serve on the Student Information Technology Committee,
 - c. Meet once per semester with all appointed non-voting advisory members of the Student Information Technology Committee.

Section 2.509. Senator At-Large

- (1) There shall be one (1) At-Large senate seat.
- (2) The At-Large senate seat shall be elected.
- (3) All students are eligible for this position.
- (4) The Senator At-Large represents the greater student body and campus initiatives. In all committees available.
- (5) Additional responsibilities include, but are not limited to:
 - a. Serve on the Access to Learning Committee, as able,
 - b. Senators At-Large can serve either two additional office hours for a total of three per week or serve no additional office hours if they serve on two (2) or more standing committees.

Section 2.510. 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 assisting in planning for the next academic year,
 - b. Serve on any committees relevant to the first-year experience.

Section 2.511. Senator of Athletics

- (1) There shall be one (1) senate seat for Athletics.
- (2) The senate seat for Athletics shall be appointed.
- (3) Students must be a member of at least one recognized varsity athletic team to be eligible for this position.
- (4) The Senator of Athletics shall be appointed to the U.S.S. by nomination Student Athlete Advisory Committee and be a member of the committee.
- (5) Additional responsibilities include, but are not limited to:
 - a. Attend the Chancellor's Intercollegiate Athletics Advisory Committee and Student Athlete Advisory Committee meetings and report to the U.S.S.,
 - b. Report on Athletics events and collaborate with the U.S.S. to promote athletic events.

Section 2.512. 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 U.S.S. 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 University of Wisconsin-Stout and other countries,
 - d. Serve on the Equity, Diversity, and Inclusion Council.

Section 2.513. Senator of Greek Life

- (1) There shall be one (1) senate seat for Greek Life.
- (2) The senate seat for Greek Life shall be appointed.

- (3) Students must be a member of one of the Greek organizations recognized by the U.S.S. to be eligible for this position.
- (4) The Greek Senator shall be appointed to the U.S.S. by nomination of the Greek Organizations.
- (5) Additional responsibilities include, but are not limited to:
 - a. Attend all Greek leadership organization meetings and report to the U.S.S.,
 - b. Serve on the Organizational Affairs Committee, when available,
 - c. Meet with the Civic Engagement and Greek Life Coordinator on a monthly basis to coordinate efforts related to Greek Life,
 - d. Meet with the Financial Affairs Committee once per semester to educate Greek Organizations on budgeting.

Section 2.514. Senator of Campus Life

- (1) There shall be one (1) senate seat for Campus Life.
- (2) The senate seat for Campus Life shall be appointed.
- (3) Students must be living on campus to be eligible for this position.
- (4) Additional responsibilities include, but are not limited to:
 - a. Keep records of complaints by on-campus residents and report to the U.S.S.,
 - b. Inform residents of the complaint form process,
 - c. Meet with University Housing Director once a month.

Section 2.515. Senator of University Recreation

- (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, or the Fitness Centers to be eligible for this position.
- (4) The University Recreation Senator shall be appointed to the U.S.S. by nomination of the University Recreation professional staff.
- (5) Additional responsibilities include, but are not limited to:
 - a. Attend at least one meeting per month in each of the University Recreation areas. The meeting schedules shall be coordinated with the University Recreation professional staff,
 - i. If unavailable to attend meetings, coordinate with University Recreation professional staff to remain updated.
 - b. The University Recreation Senator shall be appointed to the Organizational Affairs Committee, as able,
 - c. Meet with the Financial Affairs Committee once per semester to educate Sport Clubs on budgeting,
 - d. Report on University Recreation events and collaborate with the U.S.S. to promote them.

Section 2.516. 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 U.S.S. 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 U.S.S. 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 U.S.S., 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 U.S.S.,
 - 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 topic.

Section 2.517. 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 U.S.S. 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 U.S.S. or the University of Wisconsin-Stout,
 - c. Attend transfer student organizations recognized by the S.S.A. and report to the U.S.S.

Section 2.518. 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 U.S.S. 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 2.519. 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 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.
 - ii. (recommended) Curriculum and Instruction Committee,
 - iii. (recommended) Legal Services Committee,

Article III. EXECUTIVE BRANCH

Section 3.01. Purpose

- (1) The executive branch shall oversee meetings and members of the U.S.S.
- (2) To ensure the S.S.A. is represented at all governing levels where students' rights may be affected.

- (3) To ensure integrity of the Bylaws and Constitution of the S.S.A.

Chapter 3.1. Executive Positions

Section 3.10. General Provisions

- (1) 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.
- (2) The President and Vice President shall be elected by the same procedure as other officer positions as described in Bylaw Chapter 2.3.
- (3) The President and Vice President shall be subject to the same attendance policy as other officer positions as described in Bylaw Chapter 2.2.
- (4) The President and Vice President shall have the following general duties:
 - a. Lead by example using transparency while communicating with constituents,
 - b. Be an active team player and leader striving for success and effective communication with all SSA representatives and UW System leadership,
 - c. Report to the U.S.S.,
 - d. Attend the scheduled meeting of the S.S.A.,
 - e. Attend the S.S.A. Executive Board Committee and have voting privilege,
 - f. Post and keep five weekly office hours,
 - g. Work with students of diverse backgrounds and diversity organizations to encourage diverse population to run for S.S.A. elections, and apply for vacancies of the U.S.S.,
 - h. Receive stipend during the spring and fall terms,
 - i. Work together to fill all shared governance groups,
 - j. Each officer will develop and administer, in collaboration with the Visibility and Outreach council, promotions for any events that fall under their authority,
 - k. Be trained in assisting students in voter registration,
 - l. Maintain an up-to-date online calendar accessible to constituency,
 - m. Shall sit on standing committees as needed for quorum purposes.

Section 3.11. President

- (1) The President is the liaison between students, faculty, staff, administration, and the Menomonie community. In addition, the President serves as the representative voice of the students and ensures the implementation of Wisconsin State Statute 36.09(5). The President also needs to maintain a collaborative environment within the U.S.S.
- (2) The President shall have the following duties:
 - a. Assure the implementation of Wisconsin State Statute 36.09(5) through advocating the rights of student involvement and voicing the concerns and perspectives of students,
 - b. Chair the scheduled meetings of the U.S.S. of the S.S.A.,
 - c. Conduct meetings using Robert's Rules of Order,
 - d. Hold veto powers over all motions and resolutions presented before the U.S.S.,

- e. Attend all meetings of the UW-System Student Representatives as they are able,
- f. Provide direction and assist officers in the implementation of initiatives and provide support as a resource to the officers in fulfilling their duties,
- g. Coordinate biannual performance review process that includes reviewing all U.S.S. members of the S.S.A,
- h. Work in coordination with the Summer Representative to provide as S.S.A. Executive Retreat, to be held prior to the first scheduled meeting of the fall semester,
- i. Serve as a member of the Chancellor's Advisory Council,
- j. Serve as the student representative to the University of Wisconsin Systems Administration as they are able,
- k. Act as a liaison between students, faculty, academic staff and the campus community,
- l. Serve as the Clerk of Elections, unless they are running for a U.S.S. position,
- m. Complete paperwork for honorariums and payrolls,
- n. Receive and review press releases, policy papers, and reports from the relevant University of Wisconsin System Student governing body,
- o. Complete organizational renewal process on behalf of the Stout Student Association,
- p. Appoint representatives to the various U.S.S. committees, except where otherwise provided.

Section 3.12. Vice President

- (1) The Vice President shall act as parliamentarian to the U.S.S. of the S.S.A. They are also responsible for leading the efforts on Academic Initiatives and being the main resource pertaining to Academic changes and policy development on behalf of the Stout Student Association.
- (2) The Vice President shall have the following duties:
 - a. Chair scheduled U.S.S. meetings of the S.S.A. in the absence of the President,
 - b. Coordinates monthly, or more as needed, one-on-one meetings with all Executive Board members which will discuss progress on their duties and initiatives,
 - c. Attend all meetings of the UW-System Student Representatives as they are able,
 - d. Act as treasurer for the U.S.S. of the S.S.A.
 - i. Develop and approve budget expenditures,
 - ii. Complete paperwork for purchase requests, travel, and reimbursements,
 - iii. Create and present an annual budget to the U.S.S. before the budget deadline.
 - e. Submit reports to the U.S.S. regarding issues to academic affairs,
 - f. Seek to maintain and improve the quality of excellence regarding academic programs,

- g. Keep and open line of communication with the Academic Advisement Center related to programs and services,
- h. Ensure S.S.A. representation at relevant University of Wisconsin System Student governing body by seeking UW-Stout student representatives to attend all meetings and acting as travel manager – completing all necessary travel paperwork and coordinating lodging, meals, and transportation,
- i. Be trained in assisting students in voter registration
- j. Help coordinate lobbying efforts and testify on behalf of the student body concerning legislative issues that arise in local, state, and federal government and additional educational legislative entities in coordination with the Legislative Affairs Director,
- k. Act as a Parliamentarian during meetings of the U.S.S. of the S.S.A.,
- l. Coordinate, oversee, and act as primary source of information for students on and off campus housing initiatives,
- m. Create and maintain an off-campus housing list or website shall be responsible for advertising this information to all students and relevant landlords,
- n. Seek information pertinent to specific cases, documents, sources, and outline sources of action concerning landlord/tenant activities,
- o. Keep filed of complaints on behalf of the tenants and landlords and replay that information to the City Council of Menomonie,
- p. Coordinate the Samuel E. Wood Medallion Award in collaboration with Involvement Center staff, and Leadership Awards committees,
 - i. If the Vice President is applying for the award, then they will delegate the task of coordinating the Samuel E. Wood Medallion Award to the Director of Communications,
 - ii. If the Vice President, Director of Communications is applying for the Samuel E. Wood Medallion Award, then the President will appoint a member of the U.S.S. of the S.S.A. to act as coordinator,
 - iii. If the task of coordinating the award is delegated, it will be done before the end of the fall semester.
- q. Act as Historian for the S.S.A. with assistance from the Advisor and manage the transfer of relevant historical documents to the UW-Stout Archives,
- r. Coordinate bonding and social activities in conjunction with the executive board of the U.S.S. of the S.S.A.,
- s. Coordinate the Northwest Compact -- an open line of communication between other System Schools in our Area of the State -- revolving around UW-System Student Representatives, these schools being as follows:
 - i. UW-Eau Claire
 - ii. UW-Eau Claire Barron County
 - iii. UW-River Falls

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 U.S.S.
 - 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 hand deliver the Articles of Impeachment to the accused within three (3) days of the receipt of the Articles.
 - i. If hand delivering the Articles of Impeachment within three days is impossible, the Chief Justice may email the Articles to the Accused.
 - ii. In case of no Chief Justice than 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 U.S.S. 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 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 U.S.S. shall vote on the Articles of Impeachment. If the Article of Impeachment are 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 U.S.S. 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, Executive, 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. If there is a Chief Justice at the time of the complaint, they are 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 U.S.S. 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 offering 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 establish 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 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 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) All representatives appointed to U.S.S. committees shall be voting members, unless they are acting as the Chair of the respective committee.

- (2) Committee chairs may request additional voting seats on their committee for S.S.A. members that are not serving as a representative; such a request must be approved by the Executive Board Committee.
- (3) Quorum for all committees shall be a simple majority of their appointed members, except where provided.
 - a. Minimum quorum thresholds shall only take effect if a majority of the voting members of a committee would equate to fewer people than the prescribed minimum.
 - i. For example, if three senators are appointed to FAC, a simple majority would be two, but the minimum quorum for FAC to transact business would still be three members present.
- (4) Committee chairs are not considered voting members of their committee.
- (5) Each standing committee must appoint a non-voting advisor to aid continuity.
- (6) Committees may draft their own standing policies to govern their operations and fulfill their duties.

Section 5.11. Vice Chair

- (1) VICE CHAIR. Each standing committee, except the Executive Board Committee, shall have a Vice Chair to be selected by election from among the members of the respective committee.
- (2) SELECTION. The Chair of each standing committee must hold an election for Vice Chair no later than three (3) weeks after their committee has obtained enough members to constitute a quorum.
 - a. Upon the opening of the election, representatives on the committee may self-nominate, or accept the nomination by another;
 - b. All nominees will give an introduction of themselves to the committee, along with relevant details about qualifications and experience;
 - c. Each committee member may then vote by blind ballot;
 - d. The Chair will break any ties by blind ballot;
 - e. Results will be announced as soon as they are determined;
- (3) VICE CHAIR DUTIES. Vice Chairs shall be responsible for the following duties:
 - a. Take minutes during committee meetings and sending them to the appropriate director within 12 hours of the meeting to ensure they are uploaded to the current organization management software within 24 hours (as per open records laws requirements),
 - b. Chair the meeting in the absence of the Chair,
 - c. Assist the Chair with initiatives and projects external to committee meeting times,
 - d. Serve two additional office hours per week,
 - e. Coordinate committee meeting logistics including room reservations, printing meeting materials, and adhering to open records laws,
 - f. Submit standing committee report to be included on Senate agenda.

- (4) COMPENSATION. Vice Chairs shall be awarded a bonus compensation for their extra effort.

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. but shall not be entitled to additional compensation.
- (3) All officer positions shall be members of E.B.C.
- (4) Two-thirds (2/3rds) of officer positions shall constitute a quorum of E.B.C.
- (5) PURPOSE. The purpose and duties of this committee shall be:
 - a. Ensure the faithful execution of the S.S.A. Constitution, Bylaws, rules, policies, motions, procedures, and any other S.S.A. business as deemed necessary,
 - b. Review, develop, and introduce legislation pertinent to the operation of S.S.A. or to the student body,
 - c. Review, recommend, and implement internal and external S.S.A. actions,
 - d. Direct the S.S.A.,
 - 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 (F.A.C.)
- (2) MINIMUM QUORUM. There must be at least three (3) voting members present for business to be transacted.
- (3) BUDGET FRAMEWORK.
 - a. F.A.C. is responsible for recommending appropriations for the Allocable 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 S.S.A., Blue Devil Productions, and Stoutonia.
 - i. This shall not be construed to prohibit rollover allocations from being made by a motion of the U.S.S.

- e. 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.
 - f. JUST IN TIME. The Financial Affairs Committee shall have the authority to grant funding to student organizations for unforeseen purposes.
- (4) EQUIPMENT INVENTORY. F.A.C. shall develop, implement, and manage and inventory of all equipment purchased with Student Activity Fee funds.
- a. The Senators of Fiscal Management shall primarily be responsible for overseeing the equipment inventory.

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) MINIMUM QUORUM. There must be at least three (3) voting members present for business to be transacted.
- (3) 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 constituents voices are represented.
- (3) MINIMUM QUORUM. There must be at least two (2) voting members present for business to be transacted.
- (4) DUTIES. The E.D.I. Council shall:
 - a. Connect representatives of student organization 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. Identify and list diversity-related organizations,
 - e. Senators shall attend at least 2 events related to Social Justice, Diversity, and Inclusivity organized by student organization per semester,
 - f. Senators shall separately attend 2 cultural/identity related student organization meetings outside of membership with (already involved) student organizations,

- g. Assist the Director of E.D.I. in student driven movements/projects,
- h. 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) MINIMUM QUORUM. There must be at least two (2) voting members present for business to be transacted.
- (3) DUTIES. The Sustainability Council shall:
 - a. Work with campus faculty, staff, and students to develop Green Fee allocation recommendations to be brought to the U.S.S. 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. Visibility and Outreach Council

- (1) The Director of Communications shall Chair the Visibility and Outreach Council (V.A.O. Council).
- (2) MINIMUM QUORUM. There must be at least two (2) voting members present for business to be transacted.
- (3) The Visibility and Outreach Council shall:
 - a. Identify areas for improvement in the visibility and outreach of the Stout Student Association and its committees,
 - b. Work to increase student participation in University Student Senate Open Forums and other relevant discussions or actions,
 - c. Create and sponsor opportunities for the members of the University Student Senate to interact with students and the public,
 - d. Assist the Director of Communication in managing, overseeing, and approving all advertisements both physical and digital for the Stout Student Association.
 - e. All advertisement must be approved by the Visibility and Outreach Council as able before distribution this includes but not limited to: Posters, Digital advertisement, pamphlets, and more.

Section 5.26. Student Information Technology Committee

- (1) The Director of Information Technology shall Chair the Student Information Technology Committee (S.I.T.C.)

- (2) **ADVISORY MEMBERS.** The following shall serve on S.I.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) **MINIMUM QUORUM.** There must be at least two (2) voting members present for business to be transacted.
- (4) **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 movements,
 - 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 to federal, state, local, and institutional laws/regulations.

Section 5.27. Congressional Committee

- (1) The Director of Legislative Affairs shall Chair the Congressional Committee.
- (2) **MINIMUM QUORUM.** There must be at least two (2) voting members present for business to be transacted.
- (3) The Congressional Committee shall have no more than five (5) senators.
- (4) **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 University of Wisconsin-Stout,
 - d. Monitor, research, and discuss Board of Regents policies and resolution that affect students and the university,
 - e. Bring legislators to campus,
 - f. Assist the Director of Legislative Affairs and the visibility and Outreach Council in promoting all elections; SSA, local, state, and federal,
 - g. Assist the Director of Legislative Affairs with student driven movements.
- (5) **ISSUE RESOLUTIONS.** All resolutions that concern local, state, or federal issues must be referred to the Congressional Committee before they may be adopted by the U.S.S.
 - a. If the resolution is time sensitive and must be decided upon at the next meeting of the U.S.S., the Director of Legislative Affairs may suspend this rule.

- (6) CIVIC EVENTS. All events sponsored by S.S.A. that concern local, state, or federal representatives or candidates must go through the Congressional Committee or be approved by the Director of Legislative Affairs.

Chapter 5.3. Caucus

Section 5.30. Membership

- (1) The Director of Communications 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 Director of Communications.
- (2) All U.S.S. Senators shall serve as members of Caucus.

Section 5.31. Meetings

- (1) MEETING TIME. Caucus shall meet at 6:30pm every Tuesday before the meeting of the U.S.S.
- (2) A simple majority shall constitute quorum.
- (3) Caucus may sponsor legislation by a majority vote.
- (4) The purpose of Caucus is:
- a. To review, develop, and discuss upcoming S.S.A. business,
 - b. Review internal and external problems of the S.S.A. and make recommendations to the U.S.S.,
 - c. Assist in the guidance of S.S.A. actions.

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 U.S.S., 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 the Vice President or by a representative appointed by the President in consultation with the Vice 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. Operate in a transparent manner,

- c. Regularly report to the U.S.S. 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. Legal Services Commission Advisory Group

- (1) CHAIR. The Legal Services Commission Advisory Group shall be chaired by the President or by a representative appointed by the President.
- (2) MEETING. The Legal Services Commission Advisory Group shall meet at the discretion of the Chair, or when called to meet by a motion of the U.S.S.
- (3) MEMBERSHIP. No representative may serve on this committee that is also a member of, or has been a member of, the Legal Services Commission.
- (4) ADVISOR. One S.S.A. Advisor must serve on this committee.
- (5) DUTIES. When called upon, the Legal Services Commission Advisory Group shall have the following duties:
 - a. Review and evaluate the S.S.A. Legal Services Plan,
 - b. Recommend, as needed, amendments or improvements to the S.S.A. Legal Services Plan.

Section 5.44. 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.
 - a. Recommended that this committee meet regularly throughout the session.
- (3) ADVISOR. One S.S.A. Advisor must serve on this committee.
- (4) DUTIES. When called upon, the Student Housing Authority shall have the following duties:
 - a. Establish and carryout 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 U.S.S. on the status of S.S.A. off-campus housing efforts.

Article VI. SPECIAL EMPLOYEES OF THE S.S.A.

Chapter 6.1. Summer and Winter Representatives

Section 6.10. Appointment

- (1) There shall be two (2) Winter Representative seats and two (2) Summer Representative seats.
- (2) Priority for one (1) Winter Representative seat and one (1) Summer Representative seat shall be given to the President or Vice President.
- (3) Winter Representatives shall be appointed by the President and confirmed by the Senate prior to the end of Fall semester.
- (4) Summer Representatives shall be appointed by the newly elected President and confirmed by the Senate prior to the end of Spring semester, on or after the first meeting of the Congress.
- (5) Qualification for appointment shall be relevant experience within S.S.A. and availability.
- (6) The Summer and Winter Representatives duly appointed shall receive compensation for their effort.

Section 6.11. Winter Representative Duties

- (1) The duties of the Winter Representatives shall include, but not be limited to:
 - a. Begin work on or before the last day of the fall semester of classes, and end work during the first week of classes in the spring semester,
 - b. Attend one (1) E.B.C. meeting before the start of their term to determine winter priorities,
 - c. Maintain up-to-date online calendar, available to the public,
 - d. Post and serve five weekly office hours,
 - e. Report weekly to the U.S.S. via email including but not limited to; updates on duties, projects, and campus matters,
 - f. Collaborate with the Director of Financial Affairs to ensure recognized student organization are prepared for the Annual Budget Process,
 - g. Work with the Clerk of Elections to coordinate the S.S.A. Election Debate,
 - h. Ensure all Standing Committee meeting logistics are established,
 - i. Work with the President to conduct an Open Records audit of S.S.A. to ensure all documents and meeting materials are adhering to Open Records Law,
 - j. Attend all Shared Governance Committee Meetings,
 - k. Communicate with staff around campus to determine Shared Governance Committee meeting times for the upcoming semester.

Section 6.12. Summer Representative Duties

- (1) The duties of the Summer Representatives shall include, but not be limited to:
 - a. Begin work on or before the first day of the first session of summer classes, and end work during the first week of classes in the fall semester,

- b. Attend one (1) E.B.C. meeting before the start of their term to determine summer priorities,
- c. Maintain an up-to-date online calendar, available to the public,
- d. Post and serve five weekly office hours,
- e. Report weekly to the U.S.S. via email including but not limited to updates on duties, projects, and campus partners,
- f. Plan the S.S.A. Week One Ice Cream Social,
- g. Assists the President with the S.S.A. Executive Retreat,
- h. Collaborate with the executive Board of the S.S.A. to plan the S.S.A. Senator Training,
- i. Assist in planning the Organization Recognition/Renewal Process,
- j. Work with the President to conduct Open Record audit of the S.S.A. to ensure all documents and meeting materials are adhering to Open Records Laws,
- k. Attend all Shared Governance Committee meetings,
- l. Communicate with staff around campus to determine Shared Governance Committee meeting times for the upcoming semester.

Chapter 6.2. Graphic Designer

Section 6.20. Employment

- (1) This position is hired by the Director of Communications and assists in the development and design of marketing collateral for the Stout Student Association and its subdivisions. This includes but is not limited to brochures, digital signage, and graphics for web design.
- (2) If the Director of Communications position is vacant, the President. shall serve as primary supervisor and hiring of the S.S.A. Graphic Designer.
- (3) The Graphic Designer will be responsible for anything else as directed by the Director of Communications or Visibility and Outreach Council to help manage updates to the S.S.A. CONNECT and university website.
- (4) The hourly rate of pay for this position is \$9.30.
- (5) The Graphic Designer shall serve four (4) to five (5) hours per week and all hours must be worked inside the SSA Office unless otherwise approved by the Director of Communications and the President.
- (6) Minimum qualifications:
 - a. A minimum cumulative grade point average of 2.5/4.0 scale,
 - b. Must be knowledgeable in Adobe Illustrator, InDesign, Photoshop, or similar graphic design program,
 - c. Must be enrolled as a graduate or undergraduate student at UW-Stout,
 - d. Must not currently be a Senator or Director of the Stout Student Association,
 - e. Good written and verbal communication skills,

- f. Demonstrates the ability to work with others to solve problems and work as a team,
 - g. Must be able to meet deadlines,
 - h. Willingness to accept constructive criticism and feedback when it comes to design and content,
 - i. Able to positively represent the Stout Student Association,
 - j. Premier and video editing experience preferred but not required.
- (7) Other preferred knowledge, skills, and abilities:
- a. Creative thinking with the ability to prioritize and conceptualize projects from start to finish,
 - b. Experience with web design,
 - c. Good Proofreader and demonstrates strong attention to detail,
 - d. Able to produce quality results in a timely fashion with minimal supervision,
 - e. Enrolled in a design related program.

Article VII. Appendices

Appendix 1. Pledge of Allegiance

- (1) I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation, indivisible, with liberty and justice for all.

Appendix 2. Acknowledgement 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 3. Revisions

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