

The Bylaws of the  
**STOUT STUDENT ASSOCIATION**

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CODY HAS BETTER VERSION USE THAT ONCE IT IS READY!!!!!!!!!!!!!!!!!!!!

## **Article I. Purpose**

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, hereinafter referred to as the U.S.S. or the S.S.A. It is the intent that the bylaws govern all branches of the S.S.A.

## **Article II. Representation**

### **Section 2.01 Special Provisions**

- A. At least one member of the Executive Board Committee, hereinafter referred to as the E.B.C. or a designated delegate must be present on campus throughout the calendar year. This representative shall act as the official spokesperson of the S.S.A.
  - I. This delegate shall make provisions with the President of the S.S.A. for their official representation if they must leave campus for a period of more than one week.
  - II. Two Summer Representatives will be appointed by the end of the Spring Semester to serve for the duration of the summer term. Two Winter Representatives will be appointed by the end of the Fall Semester to serve over the winter term. Refer to Article IX to review position qualification and descriptions.

## **Article III. Legislative Branch**

### Section 3.01 Purpose

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

### Section 3.02 Meetings

- A. The U.S.S. shall meet weekly on Tuesdays at 7:00 p.m. All meetings shall be made public a minimum of 24 hours in advance with the agenda posted for all to view. Special meetings shall be called on a needed basis as outlined in S.S.A. Statute 3.03.B.

#### Part A. Agenda

- I. The order of business shall be as follows:
  - a. The Pledge of Allegiance (Appendix 1)
  - b. Acknowledgement of and Welcome to Country (Appendix 2)
  - c. Roll Call
  - d. Standing Committee Roll Call
  - e. Words of Wisdom
  - f. Public Forum for non-agenda items (max. 5 minutes) (Add O'leske's idea here)
  - g. Open Forum
  - ~~g.~~h. Approval of the Minutes
  - ~~h.~~i. Unfinished Business
  - ~~i.~~j. New Business
  - ~~j.~~k. Reports
    - i. Executive Board
    - ii. Standing Committee
    - iii. Senator
    - iv. College
    - v. Shared Governance
    - vi. Other
  - ~~k.~~l. Announcements
  - ~~l.~~m. Adjourn
- II. The Written Agenda
  - a. All new and unfinished business items shall be written out in a fashion that details exactly what the item portrays.

- i. The name of the item of business shall not suffice to be enough for the agenda, but rather a description of the motion shall be included.

- aa. The purpose of this is to better inform the public on the item of business prior to the meeting.

- aa.b. Individuals in need of accommodations should contact Director of Communications at [ssacommunications@uwstout.edu](mailto:ssacommunications@uwstout.edu) as soon as possible.

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### Part B. Attachments

- I. In the event that that 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 the “att.” and a succeeding number representing how many attachments are for the particular agenda item.

### Part C. Electronic Devices

- I. Use of electronic devices shall be prohibited during all U.S.S. meetings except for the following conditions:
  - a. The minute taker shall 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. In the event that the President approves an individual to use an electronic device.

- II. 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.

#### **Part D. Friendly Amendments**

- I. Acceptable friendly amendments include; grammar, spelling, formatting, or clarifying details (additions or deletions) germane to the motion and not altering the original intent of the motion.
  - a. Agreed on by the persons who moved and seconded the motion.

#### **Section 3.03 Attendance**

- A. Absence from self or pre-designated obligations, including but not limited to: senate meetings, caucus, standing or sub-standing committee meetings, or shared governance meeting shall fall under the classification of one of two absences: excused or unexcused.
- B. The Director of Communications of the S.S.A shall notify any member of the U.S.S who has two unexcused absences by email within two days after obtaining the second unexcused absence. A copy of this email must also be given to the president.
- C. Members shall be removed from the U.S.S upon obtaining three unexcused absences in any semester at the discretion of the President.
- D. An absence from meetings shall be defined as not being present at the initial roll call or any roll call thereafter. If a member of the U.S.S. is absent at the initial roll call and does not attend the rest of the meeting; the maximum number of absences that member may obtain is one for that meeting.
- E. Upon receiving three excused absences, all other "excused" absences will count towards the two unexcused without penalty.
- F. All absences will count towards one excused or unexcused absence.
- G. In the instance where both Caucus and a Senate meeting is missed, whether excused or unexcused, it shall be classified accordingly and be counted as a total of one absence.
- H. Attendance for shared governance meetings shall be recorded through a written report submitted to the Director of Communications.

#### **Part A. Excused Absences**



- I. Absences where the representative has notified the Director of Communications a minimum of 24 hours in advance of the absence.
- II. If someone has been overcome with an illness or family/personal emergency and has notification of absence to the Director of Communications or a member of the executive branch.
- III. Upon the discretion of the officers of the S.S.A.

#### **Part B. Unexcused Absences**

- I. Absences are unexcused:
  - a. If there is no prior notification given to the Director of Communications.
  - b. All excused absences after receiving the first three marked excused.
  - c. Upon discretion of the officers of the S.S.A.

#### **Part C. Point Recovery System**

- I. Attending the University of Wisconsin System Representatives will reward an individual negative 1 point.
- II. Additional activities to lower the attendance point is at the discretion of the Executive Board Committee.

### **Section 3.04 Membership**

- A. S.S.A. membership of the U.S.S. shall be in compliance with S.S.A. Statute 3.4.
- B. Officer membership shall also be in compliance with S.S.A. Statute 3.4.a.(3).
- C. Members of the U.S.S. shall have voting privileges during meetings of the U.S.S.
- D. Non-voting membership of the U.S.S shall consist of the President, Vice President, Director of Communications, and the advisor(s).
- E. The advisor(s) shall be a member of the University of Wisconsin-Stout faculty, academic staff, or administration.
- F. Student enrolled on a non-segregated fee-paying basis are not allowed to do the following duties within the Stout Student Association:
  - I. Serve as an Officer or Executive.
  - II. Vote on the allocation or recommendation of fees.
  - III. Be appointed to committees whose purpose includes the allocation of recommendation of fees.
    - a. This includes (but is not limited to) the Financial Affairs Committee, Sustainability Council and all applicable shared governance committees.

- G. Students enrolled on a non-segregated fee-paying basis are allowed to do the following duties within the University Senate of the Stout Student Association:
  - I. Serve as a Senator, assuming they have met all other eligibility requirements.

**Part A. Election and Appointment of the University Student Senate**

- I. The general election for officers shall take place on the first Thursday following a full week of April. If this date is not possible the specific date will be recommended by the Clerk of Elections and approved by the University Student Senate.
- II. The Clerk of Elections shall be the sitting Vice President.
  - a. If the Vice President is running for S.S.A. office in the election cycle, then the Clerk of Elections will be appointed by the President and confirmed by the University Student Senate. This person may not be seeking S.S.A. office the following Congress.
- III. The Clerk of Elections shall create rules to be followed by all candidates interested in running for an officer position.
  - a. The election rules will detail all necessary dates and times, any regulations that are to be followed, and the application requirements and all steps to be completed to be considered for candidacy.
  - b. All rules, regulations, and timelines are to be approved by the U.S.S. no later than the first Tuesday in March.
  - c. The rules will be accompanied by a document of set sanctions for all levels of rule violations that are to be approved by the U.S.S. no later than the first Tuesday in March.
- IV. Each candidate for senator positions must submit a petition bearing the signature of fifty members of the S.S.A. declaring their candidacy to the U.S.S.
- V. Each candidate for elected executive board positions must submit a petition bearing the signatures of one hundred members of the S.S.A. declaring their candidacy to the U.S.S.
- VI. The Clerk of Elections shall prepare a list of the candidates and their activities to be published by Stoutonia preceding the election.
- VII. The elected officers shall take office the second Tuesday following officer elections and shall hold office for the duration of the congress they were elected to serve in.

- VIII. The following are officer appointments that shall be made to the U.S.S. of the S.S.A. All officer appointments are determined by the President and approved by the U.S.S.
- a. Director of Communications
  - b. ~~Director of Information Technology~~
- IX. The following are elected officer positions to be determined by the electoral vote of the S.S.A. during the general election:
- a. Director of Organizational Affairs
  - b. Director of Financial Affairs
  - c. Director of Equity, Diversity, and Inclusion
  - d. Director of Sustainability
  - e. Director of Legislative Affairs
  - f. Director of Information Technology
- X. The following are senator appointments that shall be made to the U.S.S. of the S.S.A.:
- a. Athletics
  - b. Greek Life
  - c. International Relations
  - d. Campus Life
  - e. Off-Campus Residence and Online Studies
  - f. Accessibility and Accommodation
  - g. Sport Clubs
  - h. Veterans Relations
  - i. First Year Experience
- XI. The following are elected senator positions to be determined by the electoral vote of the S.S.A. during general election:
- a. College of Arts, Communication, Humanities and Social Sciences
  - b. College of Education, Hospitality, Health and Human Sciences
  - c. College of Science, Technology, Engineering, Mathematics and Management
  - d. Graduate Studies
  - e. Student Life
  - f. Fiscal Management
  - g. Sustainable Development
  - h. Civic Engagement
  - i. Technology
  - j. At-Large
  - k. Transfer Relations
  - k.l. Student Services

## Part B. Removal of a Representative

### I. Complaint Procedure:

- a. A resolution shall be brought forth from the accuser detailing the charges against the accused and given to the president to initiate the impeachment hearing. If the president is the accuser or accused the vice president shall receive the resolution. If the vice president is the accused or accuser, then the resolution shall be given to the next person in the order of succession. The succession shall follow the officer progression.
- b. The ~~chief justice of university court~~ ~~president~~ shall hand deliver the resolution to the accused. 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, if this is not possible the caucus leader shall hand deliver the complaint.

### II. Resolution Hearing:

- a. The chief justice of university court shall preside over the hearing, in case of no chief justice the president will preside over the hearing. If the president is the accused the ~~V~~vice ~~P~~president will chair the hearing. If the ~~P~~president or ~~V~~vice ~~P~~president cannot chair the hearing, the order of succession shall follow the officer progression.
- b. The chair shall not hear the resolution until at least one session of the U.S.S. of the S.S.A. has passed since the resolution has been received by the accused.
- c. The tabling privileges of the accused and accuser will be suspended until action has been taken on the resolution.
- d. The resolution must be passed by two-thirds vote with constitutional quorum within the U.S.S. of the S.S.A. in order to initiate the impeachment proceedings.
- e. If the resolution is passed the meeting shall be suspended and impeachment proceedings shall commence.

### III. Impeachment Proceedings:

- a. The accuser will speak up to ten minutes to the resolution, followed by the accused speaking up to ten minutes in a rebuttal. Their comments will be directed to the chair. The chair of the proceedings will keep time.

**Commented [JC1]:** Making this the first item on the agenda, and then moving towards a closed session after the proceedings are brought up. Vote to start? Special resolution, with special rules for it.

- b. The floor will be open to questions from the Senate. The accused and the accuser will be allowed to respond to questions. The accused and accuser will have a one-minute time limit for each response.
- c. The accuser and accused will have a two-minute closing statement.
- d. The accuser and accused shall leave the current session during the voting process.
- e. The resolution must pass with a three-fourths (3/4) vote of constitutional quorum in the affirmative.
- f. If found guilty by an affirmative vote the Senate shall motion a penalty by two-thirds (2/3) vote.
- g. The penalty shall either be:
  - i. Warning
  - ii. Removal from office. If necessary, follow through the progression of officers, as listed in the constitution.

### **Part C. Officer Positions**

- I. All officers of the U.S.S. shall:
  - a. Report to the U.S.S. on duties, initiatives, and updates pertaining to their position on a weekly basis.
  - b. Attend scheduled meetings of the S.S.A.
  - c. Vote on motions brought to the U.S.S. to best serve their constituents needs (except for the Director of Communications).
  - d. Attend scheduled S.S.A. Executive Board Committee meetings and have one voting privilege.
  - e. Publicly post and serve five weekly office hours.
  - f. Hold a listening session to gather constituent opinions. This session may be held jointly.
  - g. 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.
  - h. Receive a leadership scholarship once during the Spring and Fall term.
  - i. Work together to appoint student representation on all shared governance committees of UW-Stout.
  - 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. Maintain an up-to-date online calendar accessible to their constituency.

- l. Appoint a member of their standing committee or council to record minutes and attendance, and to send these records to the Director of Communications.
  - m. Shall be trained in assisting students in voter registration.
  - n. Maintain and update, as needed, position transition documents.
  - o. Maintain an officer email account that adheres to open records, laws and respond to constituents in a timely manner.
- A. Officer positions and their descriptions are outlined below. The ordering of the positions shall constitute the order in which they shall temporarily step in to fill the absence of the President and Vice President.

#### **Director of Communications**

- I. 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.
  - a. Be the chairperson of the caucus meeting.
  - b. Record the minutes of all the U.S.S. meetings.
  - c. Provide the U.S.S. of the S.S.A. with minutes and agenda before each scheduled U.S.S. meeting.
  - d. Monitor the attendance of the U.S.S. according to the office hours as outlined in the bylaws of the respective positions.
  - e. Work towards fulfilling student representation on University Shared Governance Committees with respects to Wisconsin State Statute 36.09(5).
  - f. Maintain a list of standing committees and appointees to such committees.
  - g. Receive notification of absences from any scheduled meetings pertaining to the U.S.S. of the S.S.A.
  - h. Update and maintain the list of University Shared Governance committees with respect to meeting times, agendas, minutes, and chair contact information.
  - i. Subscribe to all minutes for each shared governance committee.
  - j. Provide all title plaques and business cards.
  - k. Keep an updated file of all approved motions and resolutions.
  - l. Maintain an official copy of all policies and procedures.

- m. Oversee the execution and development of office policies and procedures.
- n. Work in coordination with Executive Board to submit press releases to local and campus newspapers and display advertisements as needed.
- o. Ensure compliance with open records laws.
- p. 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.

### **Director of Organizational Affairs**

- I. The 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. To present students with the opportunity to develop new organizations to create camaraderie among other University of Wisconsin-Stout students with the same interest.
  - a. Chair the Organizational Affairs Committee (O.A.C)
  - b. Chair the Student Organization Conduct Oversight Committee (S.O.C.O.C.) of the Judicial Branch of the S.S.A.
  - 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.

#### Director of Financial Affairs

- l. The position's primary purpose is to coordinate the Annual Budget process and act as a resource in assisting the student organizations in spending their allocation. In addition, the Financial Affairs Director oversees all Non-Allocable Segregated Fee's. ~~and consults to acquire a Student Health Insurance Plan.~~
  - a. Chair the Financial Affairs Committee of the U.S.S.
  - b. Coordinate Budget Allocations in an advisory role.
  - c. Oversee preparation of annual budget from the money allocated for the Student Activities Fee.
  - d. Supervise the spending of all S.S.A. funded student organizations.
  - e. Conduct a semiannual audit to ensure rules and policies have been adhered to.
  - f. Coordinate funding/fiscal management training session for recognized student organizations at annual student organization summit, in consultation with Involvement Center staff.
  - g. Enforce University of Wisconsin System Administration Financial Policy Paper 820.
  - h. Develop processes that meet the requirements of all policies pertaining to Segregated Fees.
  - i. Consult Financial Advisor and Financial Affairs Committee on budget documentation.
  - j. Meet with the Vice Chancellor and Director of Budget, planning 3.02 and Analysis to discuss segregated fees.
  - k. Revise the S.S.A. Policies and Procedures for Segregated Fees at the beginning of each new fiscal year.
  - l. Abide by and enforce the Standing Policies of the Financial Affairs Committee of the U.S.S. of the S.S.A.
  - ~~m. Review and recommend homo/health insurance plan for the University student community.~~
  - ~~n.m.~~ Annually report the Segregated Fee Budget (allocable/non-allocable) to the U.S.S.



- e-n. Responsible for training each member of the Financial Affairs Committee on the financial policies and procedures they will operate from.
- p-o. Renew UW-Stout Student Association raffle license.
- q-p. Coordinate raffle license process for recognized student organizations.
- r-q. Lead annual budget workshop(s) to assist recognized student organizations in budget creation during the annual budget application period.

### **Director of Legislative Affairs**

- I. The position's primary purpose is to act as primary source of information all legislative affairs conducted by the local, state, and federal government to the U.S.S. In addition, the Director of Legislative Affairs will act as primary communicator to the Twenty-Ninth (29<sup>th</sup>) Assembly District, in addition to the Wisconsin State Legislature Senator from the Tenth (10<sup>th</sup>) Senate District.
  - a. Subscribe to the minutes of the City Council of Menomonie.
  - b. Review active legislation within the bicameral legislature of the Wisconsin State Legislature and United States Congress pertaining to education and student life.
  - c. Maintain regular contact with the Wisconsin State Legislature Assembly Person from the Twenty-Ninth (29<sup>th</sup>) Assembly District, in addition to the Wisconsin State Legislature Senator from Tenth (10<sup>th</sup>) District.
  - d. Maintain regular contact with the United States Senators for the State of Wisconsin, in addition to the United States Representative from Wisconsin's Third (3<sup>rd</sup>) District.
  - e. Receive and review University of Wisconsin Systems Administration legislative updates.
  - f. 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.
  - g. 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.
  - h. Promote S.S.A. events and activities to legislators and encourage attendance.
  - i. Coordinate one (1) legislative outreach session per semester.

- j. Help coordinate efforts to review governing documents and amend if needed in conjunction with the Vice President.
- k. To act as a resource for education on drafting legislation for all senators and members of the Executive Board.
- l. Send all relevant legislation passed by the U.S.S. to legislators.
- m. Educate student body on all candidates 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 and Chair the Congressional Committee.
- p. Coordinate Stout voter registration, and-Executive Board members in the task of assisting students in voter registration.

#### **Director of Equity, Diversity, and Inclusion**

- A. 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.
  - I. Actively promotes open communication with the campus community and UW-System schools concerning achieving Inclusive Excellence.
  - II. Keeps in contact with Student Services regarding taking an inclusive approach to recruitment and retention of students.
  - III. Serves as a student representative on at least one (1) shared governance committees dealing with issues of diversity.
  - IV. In conjunction with the Equity, Diversity, and inclusion Council shall develop diversity-initiative for the Academic School 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.
  - V. Be approved by the U.S.S. of the S.S.A.
  - VI. 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.
  - VII. Research and collect data to inform the student body about diversity related issues.

- VIII. Attend two (2) cultural/identity student organization meetings per month and report to the U.S.S. on topics needed.
- IX. Meets as needed with the Director of Disability Services to ensure Equal access.
- X. Coordinate and chair the Equity, Diversity, and Inclusion Council.
- XI. Initiate conversations with the U.S.S. regarding issues on campus and in the community regarding injustices or concerns revolving around diversity and inclusivity.
- XII. 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.
- XIII. In addition, meet with:
  - a. Director of Multicultural Services
  - b. Director of the Office of International Education
  - c. Coordinator of SPEAK UP
  - d. Coordinator of the Hegemony Project
  - e. Multicultural Recruiter-Admissions
  - f. Hate and Bias Response Team
  - g. Director of Disability Services
  - h. Director of the Qube and/or LGBTQIA+ Program Coordinator
- XIV. Be a recognized member of at least one (1) student organization related to cultural identities or diversity.

#### **Director of Sustainability**

- A. 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.
  - I. Chair the Student Sustainability Council.
  - II. Recommend action and better practice to the U.S.S. on behalf of student groups or projects to institutionalize change.
  - III. Address sustainability issues pertaining to the community and campus which adversely affect student life.
  - IV. Advocate for students interested in improving or changing current UW-Stout policy on a sustainable practice.

- V. 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.
- VI. Provide support to students who are researching and assessing environmental issues on campus.
- VII. 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 ~~Alternative~~ Transportation ~~Coordinator~~ ~~Manager~~.
- VIII. Be familiar with current campus sustainability initiatives.
- IX. The Director of Sustainability will be the Transportation Liaison.
- X. Receive, review, and report UW-System Administration Sustainability Updates.

#### **Director of Information Technology**

- A. 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.
  - I. Chair the Information Technology Committee.
  - II. Advocate for students interested in improving or changing current UW-Stout policies and practices related to Information Technology.
  - III. Coordinate at least two (2) recognized student roundtables (one per semester) focusing on Information Technology needs across campus.
  - IV. Provide support to students who are researching and accessing Information Technology issues on campus.
  - V. Work with UW-Stout's Chief Information Officer to communicate student priorities for campus Information Technology.
  - VI. Be familiar with current campus Information Technology initiatives and priorities.
  - VII. Receive, review, and report UW-System Administration Information Technology Updates.
  - VIII. Create a detailed record of any Student Technology Fee funding.

#### **Part D. Senator Seats**

- I. The following indicates Senator positions within the U.S.S. and their descriptions.
- II. All Senators of the U.S.S. shall:
  - a. Attend scheduled meetings of the S.S.A.
  - b. Vote on motions brought to the U.S.S. to best serve their constituents needs.
  - c. Hold at least on listening session to gather constituent opinions. These sessions may be conducted jointly.
  - d. Report to the U.S.S. on issues of importance to their constituency.
  - e. Sit on at least one Standing Committee.
  - f. Serve on at least one Shared Governance Committee.
  - g. Publicly post and serve one weekly office/outreach hour.
    - i. Members of the Financial Affairs Committee are exempt from this duty.
  - h. Maintain an up-to-date online calendar accessible to constituency.
  - i. Maintain a Senator email account that adheres to open record laws and respond to constituents in a timely manner.

#### **Six College Senators**

- a. Two Senators from each of the three colleges, as follows: College of Education, Hospitality, Health, and Human Sciences, hereinafter, referred to as the C.E.H.H.S.; the College of Arts, Communication, Humanities and Social Sciences, here in after referred to as the C.A.C.H.S.S.; and the College of Science. Technology, Engineering, Mathematics and Management, hereinafter referred to as the C.S.T.E.M.M.
- b. Students must be pursuing an undergraduate degree within the College they represent to be eligible for this position.
- c. Responsibilities include, but are not limited to:
  - i. Meet with the Dean of their respective college at least once per month and report to the U.S.S.
  - ii. Attend College Council meetings, when available.

#### **One Senator of Graduate Studies**

- a. The Senator of Graduate Studies will represent the Graduate School students at the University of Wisconsin-Stout.
- b. The Senator of Graduate Studies will be a registered graduate student at the University of Wisconsin-Stout.
- c. Responsibilities include, but are not limited to:

- i. Serve as a student representative on the Graduate Education Committee.
- ii. Meet with the UW-Stout College Deans at least once per semester and report to the U.S.S.
- iii. Meet with the Graduate School Director once per month and report to the U.S.S. topics of interest for Graduate Students.

### **Three Senators of Student Services**

- a. The Senators of Student Services will serve as the representatives of all university functions concerning student life under the Dean of Students including:
  - i. Student Health Services
  - ii. Counseling Center
  - iii. Dean of Students
  - iv. Multicultural Student Services
  - v. Disability Services
  - vi. LGBTQIA+ Program Office
- b. All students are eligible for this position.
- c. Meet with each of these services once a semester
  - i. With services that already have a specified senator position, do these meetings in conjunction with that senator, when possible.
  - ii. Each senator picks two of these services to work on for the semester, which is decided on in the beginning of the semester. This is decided on by all of the senators in a meeting with the Vice President.
- d. Meet with Dean of Students in the beginning of the semester, when possible do this in conjunction with other senators.

### **Three Senators of Student Life**

- a. The Senators of Student Life will serve as the representative of all university functions concerning student life under the Dean of Students including:
  - i. University Dining Services
  - ii. University Housing
  - iii. University Centers
  - iv. Sustainability
  - v. Police and Parking
  - vi. Instructional Resource Services
- b. All students are eligible for this position.

- c. Meet with each of these services once a semester.
  - i. With services that already have a senator position, do these meetings in conjunction with that senator, when possible.
  - ii. Each senator picks two of these services to work on for the semester, which is decided on in the beginning of the semester. This is decided on by all of the senators in a meeting with the Vice President.
- d. Meet with the Dean of Students in the beginning of the semester, when possible do this in conjunction with other senators.

### One Senator of Civic Engagement

- a. The Senator of Civic Engagement will serve as an advocate to student civic engagement.
- b. All students are eligible for this position.
- c. Responsibilities include but are not limited to:
  - i. Assist the Director of Legislative Affairs with civic engagement efforts on campus.
  - ii. Meet with the Civic Engagement and Greek Life Coordinator once per month to discuss civic engagement efforts.
  - iii. Monitor local, regional, and national election cycles and assist the Director of Legislative Affairs with collecting candidate information.
  - iv. Sit on the Congressional Committee.
  - v. Attend UW-System Student Representatives as able.
  - vi. Assist the Vice President in all intercampus relations as able. This shall be a lesser priority during election years.

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### Two Senators of Fiscal Management

- a. The Senators of Fiscal Management will serve on all committees regarding the allocation of student fees and tuition elements.
- b. All students are eligible for this position.
- c. Responsibilities include, but are not limited to:
  - i. Serve on the Financial Affairs Committee for the duration of the Congress.
  - ii. Serve on all student fee and tuition-based shared governance committees-including, but not limited to: Access to Learning.

- iii. Work closely with the Financial Affairs Director to allocate and revise all student fee policies when needed.

#### **One Senator of Sustainable Development**

- a. 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.
- b. All students are eligible for this position.
- c. Responsibilities include, but are not limited to:
  - i. Serve on the Campus Exterior Development Committee (CEDC) and Workers Compensation and Safety Committee, when available.
  - ii. Serve on all committees related to physical development of UW-Stout campus and buildings.
  - iii. Serve on the Sustainability Council of the U.S.S.
  - iv. Meet with campus planners to discuss upcoming and current physical development and report to the U.S.S. once per month.

#### **One Senator of Technology**

- a. The Senator of Technology will work with the Chief Information Officer to represent students on technology systems and investments.
- b. All students are eligible for this position.
- c. Responsibilities include, but are not limited to:
  - i. Serve on the E-Text Book Initiative Committee and Student Technology Board, when available.
  - ii. Serve on the Student Information Technology Committee.
  - iii. Meet once per semester with all appointed non-voting advisory members of the Information Technology Committee.

#### **One Senator At-Large**

- a. The Senator At-Large represents the greater student body and campus initiatives. In all committees available.
- b. All students are eligible for this position.
- c. Responsibilities include, but are not limited to:
- d. Senators At-Large can serve either two additional office hours for a total of three per week or serve no additional office hours and sit on the Access to Learning Committee.

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### **One Senator of First Year Experience**

- a. The Senator of First Year Experience will be a student in the first year of study at the University of Wisconsin-Stout.
- b. The Senator position will be opened in the fall semester for self-nomination.
- c. Responsibilities include, but are not limited to:
  - i. Work closely with the orientation, Blue-Rah planning committee, and Admissions to assisting in planning for the next academic year.
  - ii. Serve on any committees relevant to the first-year experience.

### **One Senator of Athletics**

- a. The Athletics Senator shall be a member of at least one recognized varsity athletic team.
- b. 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.
- c. Responsibilities include, but are not limited to:
  - i. Attend the Chancellor's Intercollegiate Athletics Advisory Committee and Student Athlete Advisory Committee meetings and report to the U.S.S.
  - ii. Report on Athletics events and collaborate with the U.S.S. to promote athletic events.

### **One International Relations Senator**

- a. The International Relations Senator shall be a student classified as an international student.
- b. The International Relations Senator shall be a member of all international education committees.
- c. The International Relations Senator shall be appointed to the U.S.S. upon nomination by the Office of International Education.
- d. Responsibilities include, but are not limited to:
  - i. Attend all international education-based committee meeting.
  - ii. Work in collaboration with the International Education Office to hold International Week in Fall Semester.
  - iii. Work with international and study abroad programs both from University of Wisconsin-Stout and other countries.
  - iv. Serve on the Equity, Diversity, and Inclusion Council Sub-Standing Committee, when available.

### **One Senator of Greek Life**

- a. The Greek Life Senator shall be a member of one of the Greek organizations recognized by the U.S.S.
- b. The Greek Senator shall be appointed to the U.S.S. by nomination of the Greek Organizations.
- c. Responsibilities include, but are not limited to:
  - i. Attend all Greek leadership organization meetings and report to the U.S.S.
  - ii. Serve on the Organizational Affairs Committee, when available.
  - iii. Meet with the Civic Engagement and Greek Life Coordinator on a monthly basis to coordinate efforts related to Greek Life.
  - iv. Meet with the Financial Affairs Committee once per semester to educate Greek Organizations on budgeting.

### **One Senator of Campus Life**

- a. The Senator of Campus Life shall be an on-campus student.
- b. The Senator of Campus Life shall be appointed to the U.S.S. by nomination of the executive board of the S.S.A.
- c. Responsibilities include, but are not limited to:
  - i. Keep records of complaints by on-campus residents and report to the U.S.S.
  - ii. Inform residents of the complaint form process.
- d. Meet with University Housing Director once a month.

### **One Sport Clubs Senators**

- a. The Sport Clubs Senator shall be a member of at least one of the sport clubs' organizations recognized by the U.S.S.
- b. The Sport Clubs Senator shall be an executive member of Sport Clubs and shall be appointed to the U.S.S. by nomination of the Sport Clubs Commission.
- c. Responsibilities include, but are not limited to:
  - i. Attend all Sport Clubs commission meetings.
  - ii. The Sport Clubs Senator shall be appointed to the Organizational Affairs Committee when available.
  - iii. Report on Sport Clubs events and collaborate with the U.S.S. to promote sport clubs' events.
  - iv. Meet with the Financial Affairs Committee once per semester to educate Sport Clubs on budgeting.

### **One Senator of Veterans Relations**

- a. The Veterans Relations Senator is referred to be of veteran status or current member of the United States Armed Forces.
- b. The Veterans Relations Senator shall be appointed to the U.S.S. by nomination of the Veteran Services Office and the UW-Stout Veterans Club.
- c. Responsibilities include, but are not limited to:
  - i. 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.
  - ii. Sit on any Veteran related sub-committees or boards created by the U.S.S., the Veteran Services Office, or any other entity.
  - iii. Attend UW-Stout Veterans Club Executive Board meetings and report any Veteran related issues to the U.S.S.
  - iv. Attend UW-Stout Veterans Club Meetings and serve on the UW-Stout Veterans Club Executive board as an active member.
  - v. Discussing topics not discussed during previous meeting, by most convenient method, with the UW-Stout Veterans Club Executive Board prior to voting on topic.

#### **One Senator of Transfer Relations**

- a. The Transfer Relations Senator shall be of transfer status as defined by the University of Wisconsin-Stout.
- b. The Transfer Relations Senator shall be appointed to the U.S.S. by recommendation of the Advisement Office and the Transfer Student Organizations recognized by the S.S.A.
- c. Responsibilities include, but are not limited to:
  - i. Work in conjunction with the relevant transfer student services departments to report concerns of transfer students.
  - ii. Sit on any transfer student related sub-committees or boards created by the U.S.S. or the University of Wisconsin-Stout.
  - iii. Attend transfer student organizations recognized by the S.S.A. and report to the U.S.S.

#### **One Senator of Accessibility and Accommodation**

- 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, or accommodations.
- e. This senator must have quarterly meetings with the Director of Disability Services, and semesterly meetings with the Director of Student Support Services.
- f. This senator will be an appointed senator by the President with advice from the Director of Equity, Diversity, and Inclusion (Preference for senator to be involved in Disability Services/Student Support Services)
- g. Will server on all shared governance related to ADA.

## **Article IV. Executive Branch**

### **Section 4.01 Purpose**

- A. The executive branch shall oversee meetings and members of the U.S.S.
- B. To ensure the S.S.A. is represented at all governing levels where students' rights may be affected.
- C. To ensure integrity of the Bylaws and Constitution of the S.S.A.

### **Section 4.02 Attendance**

- A. Absence from self or pre-designated obligations, including but not limited to: senate meetings, caucus, standing or sub-standing committee meetings, or shared governance meetings shall fall under the classification of one or two absences, excused or unexcused.
- B. All absences will count towards one excused or unexcused absence.
- C. An absence from meetings shall be defined as not being present at the initial roll call or any roll call thereafter. If a member of the U.S.S. is absent at the initial roll call, and does not attend the rest of the meeting, the maximum number of absences that member may obtain is one for that meeting.
- D. Upon obtaining three excused absences, all other "excused" absences will count towards the two unexcused absences allowed.
- E. Any absence which occurs because of U.S.S. business, and can so document the necessity of the business, will be excused without penalty.
- F. Members shall be dismissed from the U.S.S. upon obtaining three unexcused absences in any semester upon the discretion of the Executive Branch.

#### **Part A. Excused Absences**

- I. Absences where the representative has notified the Director of Communications a minimum of 24 hours in advance of the absence.
- II. If someone has been overcome with an illness and has notification of absence to the Director of Communications or a member of the Executive Branch.
- III. Upon discretion of the officers of the S.S.A.

#### **Part B. Unexcused Absences**

- I. Absences with no prior notification will be classified as unexcused.
- II. All excused absences after receiving the first three marked excused.
- III. Upon discretion of the officers of the S.S.A.

### **Section 4.03 Membership**

- A. Executive membership of the S.S.A. shall be in compliance with the S.S.A. Constitution. The President and the Vice President shall make up the executive personnel of the S.S.A.

#### **Part A. Election of the Executive Board**

- I. The general election for officers shall take place on the second Thursday following a full week of April. If this date is not possible the specific date will be recommended by the Clerk of Elections and approved by the University Student Senate.
- II. The Clerk of Elections shall create rules to be followed by all candidates interested in running for an officer position.
  - a. The election rules will detail all necessary dates and times, any regulations that are to be followed, and the application requirements and all steps to be completed to be considered for candidacy.
  - b. All rules, regulations, and timelines are to be approved by the U.S.S. no later than the second Tuesday in March.
- III. Each candidate must submit a petition bearing the signature of one hundred members of the S.S.A. declaring their candidacy to the U.S.S.
- IV. The Clerk of elections shall prepare a list of the candidates and their activities to be published by Stoutonia preceding the election.
- V. The elected officers shall take office the second Tuesday following officer elections and shall hold office for the duration of the congress they were elected to serve in.
- VI. The president and the vice president shall be elected as a duo to represent the S.S.A. No applicants can run without someone representing their counterpart.

#### **Part B. Executive Positions**

- A. All executives of the U.S.S. shall:
  - I. Report to the U.S.S.
  - II. Attend the scheduled meeting of the S.S.A.
  - III. Attend the S.S.A. Executive Board Committee and have one voting privilege.
  - IV. Post and keep five weekly office hours.
  - V. 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.
  - VI. Receive stipend during the spring and fall terms.
  - VII. Work together to fill all shared governance groups.

- VIII. Each officer will develop and administer, in collaboration with the Visibility and Outreach council, promotions for any events that fall under their authority.
- IX. Be trained in assisting students in voter registration.
- X. Maintain an up-to-date online calendar accessible to constituency.
- XI. Shall sit on standing committees as needed for quorum purposes.

Executive positions and their descriptions are as follows:

### **President**

- A. 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.
  - 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.S. 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. Complete paperwork for honorariums and payrolls.

- m. Receive and review press releases, policy papers, and reports from the relevant University of Wisconsin System Student governing body.
- n. Complete organizational renewal process on behalf of the Stout Student Association.
- o. Chair the Legal Services Commission Advisory Group with the purpose of reviewing and evaluating the organization and operation of the Legal Services Commission/Plan and to offer suggestions for its improvement.
  - i. This will only meet under the discretion of the President.
  - ii. The Advisory group shall be, an ad-hoc committee comprised of Senators, Directors, and Executives of the S.S.A., who have no current involvement with the Legal Services Commission, and at least one Advisor of the S.S.A
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#### **Vice President**

- I. The Vice President shall serve as the primary governmental information source for the student body. In addition to keeping the students informed, they act as a lobbying force for the students and provide outreach during relevant elections. Also, the Vice President shall act as parliamentarian to the U.S.S. of the S.S.A. as Vice President, they are responsible for leading the efforts on Academic Initiatives and being the main resource pertaining to Academic changes and policy development on behalf of the Student Association.
  - a. Chair scheduled U.S.S. meetings of the S.S.A. in the absence of the President.
  - b. Coordinates biweekly one-on-one meetings with all Executive Board members which will discuss progress on constitutional duties and initiatives. Weekly meetings can be schedules at the discretion of the Vice President.
  - c. Attend all meetings of the UW-System Student Representatives as they are able.
  - d. Acts as treasurer for the U.S.S. of the S.S.A.
    - i. Develop and approve all budget expenditures.
    - ii. Complete paperwork for purchase requisitions, travel request, and reimbursements.
    - iii. Create and present an annual budget to the U.S.S. for a vote before the budget submission 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 an 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. Schedule the S.S.A. all-university elections and supervise the elections according to Article V. Sections 3 Part 1, 2, and 3 of the Legislative Division bylaws. In Addition, the clerk of the elections be responsible for the preparation of the ballots and the general supervision of the campaign. The Clerk of Election shall be the Vice President unless the Vice President is running for an office, then the Clerk of Election will be appointed by the President in consultation with the Vice President.
  - i. Appoint an ad-hoc committee to assist them with the election process.
  - ii. Members of the ad-hoc committee will not be eligible to run for executive positions or institute bias.
- i.j. Be trained in assisting students in voter registration.
- j.k. 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.l. Act as a Parliamentarian during meetings of the U.S.S. of the S.S.A.
- l.m. Coordinate, oversee, and act as primary source of information for students on and off campus housing initiatives.
- m.n. Create and maintain an off-campus housing list or website shall be responsible for advertising this information to all students and relevant landlords.
- n.o. Seek information pertinent to specific cases, documents, sources, and outline sources of action concerning landlord/tenant activities.
- o.p. Keep filed of complaints on behalf of the tenants and landlords and replay that information to the City Council of Menomonie.

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p-q. 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-r. 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-s. Coordinate bonding and social activities in conjunction with the executive board of the U.S.S. of the S.S.A.

t. Chair the Governing Document Special Committee, with the sole purpose of reviewing all and any governing documents of the S.S.A.

u. 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
- iv. UW-Superior

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- †.v. Chair the Legal Services Commission with the purpose of overseeing the Legal Services at UW-Stout under the S.S.A.
  - i. This will only meet under the discretion of the Vice President.
  - ii. In the absence of the Legal Services Commission the Vice President shall be the oversight authority for S.S.A. Legal Services.
  - iii. This commission will oversee the Legal Services Plan and conduct any changes that need to be made to it, which shall then be approved by a 2/3s vote of the U.S.S of the S.S.A.
  - iv. This commission will also oversee the hiring of an attorney to provide to the students via the Legal Services Plan. Which will also be approved by a majority vote of the Senate.

## Article V. Caucus

### Section 5.01 Membership

- A. The Director of Communications shall serve as the Chairperson of Caucus.
- B. All U.S.S. senators shall serve on this committee.

### Section 5.02 Meetings

- A. A simple majority is required for quorum.
- B. Caucus may sponsor legislation by a simple majority vote.
- C. The purpose of Caucus shall be:
  - I. To review, develop, and discuss upcoming S.S.A. legislation.
  - II. It shall be the responsibility of Caucus to review internal/external problems of the S.S.A. and make recommendations to the U.S.S.
  - III. It shall be the responsibility of Caucus to assist in the guidance of S.S.A. actions.

## Article VI. Standing Committees

### **Section 6.01 Committee Membership**

- A. All standing committee voting members shall be ~~U.S.S. Senators.~~ Members of the S.S.A.
  - I. The chair of the committee will seek approval from the Executive Board Committee about additional voting seats, which could include students.
- B. F.A.C. and O.A.C. shall be comprised of a minimum of five voting senators with a quorum of simple majority.
- C. I.T.C. shall be comprised of a minimum of four voting senators with a quorum of simple majority.
- D. Equity, Diversity, and Inclusivity Council, Sustainability Council, Visibility and Outreach Council, and Congressional Committee shall be comprised of a minimum of two voting senators with a quorum of simple majority.
- E. Each voting membership, if not provided, shall be appointed by the President of the S.S.A.
- F. A non-voting advisor shall be assigned to each Standing Committee for the purpose of continuity.
- G. Committee Chairpersons are required to elect a vice chair.

### **Section 6.02 Vice Chair Selection and Duties**

- A. Each Director who chairs a standing committee, with the exception of E.B.C., will be responsible for holding a vice chair election within their committee. This election shall take place no more than three weeks after the Standing Committee membership for the semester has been determined.
- B. Elections shall take place as follows:

- I. At the time the election comes up on the agenda the Director will ask for nominations. Interested parties will self-nominate at this time.
- II. All nominated parties will give a brief introduction about themselves and why they believe they should serve as a Vice Chair, including any qualifications or experiences they have that is relevant to the committee work.
- III. Each committee member shall then vote via blind ballot
- IV. In the event of a tie, the Chair to the committee will have the final vote via blind ballot.
- V. Results will be announced at the next meeting of the committee.
- VI. Vice Chairs shall be responsible for duties including, but not limited to:
  - 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 director.
  - c. Assist their Director 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.

### **Section 6.03 Financial Affairs Committee (F.A.C.)**

- A. The Director of Financial Affairs shall be the chairperson of the F.A.C.
- B. Senators of Fiscal Management shall be voting members on the committee who oversee the student organization equipment list.
- C. The responsibility of the Financial Affairs Committee is to prepare an annual budget and consider any additional appropriations through the contingency process, approve/deny reallocation of funds, rollover requests, and Just-In-Time funding requests, requested by recognized organization.
- D. Requests for budgeting appropriations from the Segregated University Activity Fee shall be dealt within the following manner: Recognized organizations under the Legislative Division shall present an itemized budget to the U.S.S. Financial Affairs Committee for recommendations to the U.S.S.

- E. One member of the Financial Affairs Committee shall be the student representative on the University Budget and Finance Committee

#### **Section 6.04 Organizational Affairs Committee (O.A.C.)**

- A. The Director of Organizational Affairs shall be the chairperson of this committee.
- B. One advisor of the U.S.S. shall serve on the committee with non-voting privileges.

#### **Section 6.05 Executive Board Committee (E.B.C.)**

- A. The President shall be the Chairperson of this committee.
- B. The Chairperson, Vice President, and all Directors shall serve on this committee.
- C. Two-thirds of the executives and officers are required for quorum.
- D. The Executive Board Committee may introduce legislation with two-thirds majority vote.
- E. The purpose of this committee shall be:
  - I. To ensure the executive of the S.S.A. Constitution and Bylaws, rules, policies, and procedures and all S.S.A. business actions deemed necessary.
  - II. To review, develop, and introduce upcoming S.S.A. Legislation.
  - III. Direct the S.S.A.
  - IV. Review, recommend, and implement all internal and external actions by the S.S.A.
  - V. To enable the Executive Board to 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 6.06 Equity, Diversity, and Inclusion Council**

- A. The Equity, Diversity, and Inclusion shall chair the Equity, Diversity, and Inclusion Council.
- B. The purpose of the Equity, Diversity, and Inclusion Council shall be, not limited to:
  - I. Connect representatives of student organization related to diverse identities to meet and discuss issues on diversity and inclusivity at least twice a semester.
  - II. Collaboratively research and assess campus community issues related to diversity, inclusion, and underrepresented populations.
  - III. Collectively provide recommendations affecting issues of diversity and inclusivity.
  - IV. Identify and list diversity-related organizations.

- V. Senators shall attend at least 2 events related to Social Justice, Diversity, and Inclusivity organized by student organization per semester.
- VI. Senators shall separately attend 2 cultural/identity related student organization meetings outside of membership with (already involved) student organizations.
- VII. Assist the S.S.A. Diversity Director in student driven movements/projects.
- VIII. Create proactive ways to promote the Hate and Bias Incident reporting Form.

### Section 6.07 Sustainability Council

- A. The Sustainability Director shall chair the Student Sustainability Council.
- B. The ~~Alternative-Transportation Manager shall~~Coordinator shall serve as a ~~non~~-voting member of the Sustainability Council.
- C. The purpose of the Student Sustainability Council shall be, not limited to:
  - I. Assist in managing sustainable projects.
  - II. Monitor environmental policies.
  - III. Research and assess environmental issues within the UW-Stout community.
  - IV. Provide recommendations affecting issues of environmentalism.
  - V. Assist the Sustainability Director in student driven movements.
  - VI. Collaborate between sustainability related organizations.

### Section 6.08 Visibility and Outreach Council

- A. The Director of Communications shall chair the Visibility and Outreach Council.
- B. The Visibility and Outreach Council shall have no more than five senators.
- C. S.S.A. Graphic Designer shall serve as a non-voting member.
- D. The purpose of the Visibility and Outreach Council shall be, but not limited to:
  - I. Identify areas for improvement in the visibility and outreach of the Stout Student Association and its standing and sub-standing committee.
  - II. Work to increase student participation in University Student Senate Open Forums and other relevant discussions or actions.
  - III. Create and sponsor opportunities for the members of the University Student Senate to interact with students and the public.

- IV. Assist the Director of Communication in managing, overseeing, and approving all advertisements both physical and digital for the Stout Student Association.
- V. 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 6.09 Student Information Technology Committee**

- A. The Director of Information Technology shall chair the Student Information Technology Committee.
- B. The following shall serve as non-voting advisory members of the Student Information Technology Committee:
  - I. The UW-Stout Chief Information Officer.
  - II. Two (2) other UW-Stout Information Technology staff members, appointed by the Chief Information Officer and confirmed by the Student Information Technology Committee.
- C. The purpose of the Student Information Technology Committee shall be, not limited to:
  - I. Manage the Student Technology Fee allocation process:
  - II. Work with the Chief Information Officer to update the Student Technology Fee processed and guidelines, as needed.
  - III. Assist the Director of Information Technology in student-driven movements.
  - IV. Collaborate with students, faculty, and staff to give feedback on campus Information Technology.

### **Section 6.10 Congressional Committee**

- A. The Legislative Affairs Director shall chair the Congressional Committee.
- B. A minimum of two (2) senators will determine quorum.
- C. The Congressional Committee shall have no more than five senators.
  - I. Senator of Civic Engagement shall sit on the committee.
- D. The purpose of the Congressional Committee shall be, but not limited to:
  - I. Legislative outreach.
  - II. Monitor, research, and discuss local, state, and federal legislative bills that affect students and the university.
  - III. 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.



- IV. Monitor, research, and discuss Board of Regents policies and resolution that affect students and the university.
- V. Bring legislators to campus.
- VI. Assist the Director of Legislative Affairs and the visibility and Outreach Council in promoting all elections; SSA, local, state, and federal.
- VII. Assist the Director of Legislative Affairs with student driven movements.

E. All resolutions/motions that have to deal with local, state, or federal issues must be referred to the Congressional Committee or be approved by the Director of Legislative Affairs before/after it is brought to the U.S.S. of the S.S.A.,

E-1. If the motion/resolution needs to be acted upon before the next session of the U.S.S. of the S.S.A. then 6.10 (E) can be suspended at the discretion of the Legislative Affairs Director.

F. All events sponsored by the U.S.S. of the S.S.A. that have to deal with local, state, or federal representatives or candidates must go through the Congressional Committee or be approved by the Director of Legislative Affairs.

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## Article VII. Special/Ad-Hoc Committees

### Section 7.01 Purpose

- A. Special committees shall be temporary, or Ad-Hoc committees created for the intent to gain more information on a specific topic. These committees shall be chaired by a member of the U.S.S. who will be selected by the U.S.S.

## Article VIII. Special Employees of the S.S.A.

## Section 8.01 Summer Representatives

- A. There shall be two summer representatives, appointed in prior to the end of the Spring Semester by the newly elected President with confirmation of the Senate.
- B. Priority for one representative would be given to the President or Vice President of the S.S.A.
- C. Qualifications for appointments will include relevant S.S.A. experience and availability.
- D. Responsibilities of this position include, but are not 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. Collaborate with the Director of Financial Affairs to provide students with Health Insurance information.~~
  - ~~g.f.~~ Plan the S.S.A. Week One Ice Cream Social.
  - ~~h.g.~~ Assists the President with the S.S.A. Executive Retreat.
  - ~~i.h.~~ Collaborate with the executive Board of the S.S.A. to plan the S.S.A. Senator Training.
  - ~~j.i.~~ Assist in planning the Organization Recognition/Renewal Process.
  - ~~k.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.
  - ~~l.k.~~ Attend all Shared Governance Committee meetings.
  - ~~m.l.~~ Communicate with staff around campus to determine Shared Governance Committee meeting times for the upcoming semester.

## Section 8.02 Winter Representatives

- A. There shall be two winter representatives, appointed prior to the end of the Fall Semester by the President with confirmation of the Senate.
- B. Priority for one representative would be given to the Director of Financial Affairs of the S.S.A.

- C. Qualifications for appointments will include relevant S.S.A. experience and availability.
- D. Responsibilities of this position include, but are not limited to:
  - I. 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.
  - II. Attend one (1) E.B.A. meeting before the start of their term to determine winter priorities.
  - III. Maintain up-to-date online calendar, available to the public.
  - IV. Post and serve five weekly office hours.
  - V. Report weekly to the U.S.S. via email including but not limited to; updates on duties, projects, and campus matters.
  - VI. Collaborate with the Director of Financial Affairs to ensure recognized student organization are prepared for the Annual Budget Process.
  - VII. Work with the Vice President to coordinate the S.S.A. Election Debate.
  - VIII. Ensure all Standing Committee meeting logistics are established.
  - IX. 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.
  - X. Attend all Shared Governance Committee Meetings.
  - XI. Communicate with staff around campus to determine Shared Governance Committee meeting times for the upcoming semester.

### **Section 8.03 Graphic Designer**

- A. 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 Standing Committees. This includes but is not limited brochures, digital signage and graphics for web design. These pieces will advertise the following: S.S.A. events meetings and more.
- B. If the Director of Communications position is vacant, the President of the S.S.A. shall serve as primary supervisor and hiring of the S.S.A. Graphic Designer.
- C. Anything else as directed by the Director of Communications or Visibility and Outreach Council also in coordination with the Director of Communications help manage updates to our CONNECT and University Site.
- D. The hourly rate of pay for this position is \$9.30.

- E. 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 consulted with the Director of Communications and the President.
- F. Minimum qualifications:
  - I. A minimum cumulative grade point average of 2.5/4.0 scale
  - II. Must be knowledgeable in Adobe Illustrator, InDesign, Photoshop, or similar graphic design program
  - III. Must be enrolled as a graduate or undergraduate student at UW-Stout
  - IV. Must not currently be a Senator or Director of the Stout Student Association
  - V. Good written and verbal communication skills
  - VI. Demonstrates the ability to work with others to solve problems and work as a team.
  - VII. Must be able to meet deadlines.
  - VIII. Willingness to accept constructive criticism and feedback when it comes to design and content.
  - IX. Able to positively represent the Stout Student Association
  - X. Premier and video editing experience preferred but not required.
- G. Preferred knowledge, Skills, and Abilities:
  - I. Creative thinking with the ability to prioritize and conceptualize projects from start to finish
  - II. Experience with web design
  - III. Good Proofreader and demonstrates strong attention to detail.
  - IV. Able to produce quality results in a timely fashion with minimal supervision
  - V. Enrolled in a Design relate program

## Article IX. Appendix

### Appendix 1.

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

### Appendix 2.

- A. We acknowledge we are on the ancestral lands of several indigenous tribes; ~~the the~~ Ojibwe, Menominee, Ho-Chunk, and ~~Dakota tribes as the indigenous inhabitants of the land upon which we are meeting today. In~~ Dakota. In addition, we acknowledge and welcome those in attendance from countries outside of the United States.

### Appendix 3.

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