

# **By-laws of the University of Wisconsin System Student Representatives**

**Adopted October 4, 2013 at UW-River Falls**

**Amended October 5, 2013 at UW-River Falls**

**Amended November 16, 2013 at UW-Oshkosh**

**Amended February 8, 2014 at UW-Milwaukee**

**Amended April 12, 2014 at UW-La Crosse**

**Amended March 12, 2016 at UW-Whitewater**

**Amended April 1, 2017 at UW-La Crosse**

This document has been established in order to provide further clarification and description of the organizational structure of the University of Wisconsin System Student Representatives. It is the intent of the University of Wisconsin System Student Representatives that the by-laws govern all units and subunits of the University of Wisconsin System Student Representatives.

# **Article I. Meetings**

## **Section I.01 Meeting Space**

- A) The highest-ranking elected student representative of the host campus shall be responsible for arranging for adequate meeting space and providing for a means of members to participate in the meeting from locations around the state. The UW-System Office of Academic and Student Affairs may assist the host in these tasks.

## **Section I.02 First Meeting of a New Session**

- A) If there are no executive committee members currently holding office the first meeting of the year shall be chaired by the highest ranking elected student representative of the host campus. For the first meeting, the highest ranking elected student representative of the host campus assumes all of the preparatory duties of the chair for that meeting until the permanent chair is elected.

## **Section I.03 Summits**

- A) Segregated University Fee Allocation Summit (SUFAC Summit)
  - (i). The first yearly meeting of the UW-System Student Representatives shall include dedicated time for a SUFAC Summit. The purpose of the SUFAC Summit is to educate attendees on issues regarding segregated fee allocation, viewpoint neutrality, and long-term audit operations. Chairs of campus SUFACs are encouraged to attend.
- B) Government Operations Summit
  - (i). The first yearly meeting of the UW System Student Representatives shall also hold a Government Operations Summit. The purpose of the Government Operations Summit is to educate attendees on practices such as parliamentary procedure, legislation writing, and legal authorities under § 36.09 (5).

## **Section I.04 Meeting Locations and Time**

- A) The SUFAC Summit shall be held in Madison, WI.
- B) The UW Student Representatives shall work to meet at the same location as the Board of Regents.
- C) The UW Student Representatives shall work to meet the Saturday immediately following a meeting of the Board of Regents.

## **Section I.05 Quorum**

- A) Quorum may be met if a majority of voting members are present. The representatives may be present in person or via a long distance form of communication.

## **Article II. Agenda Format**

### **Section II.01 The agenda shall take the following format:**

- I. Call to Order*
- II. Roll Call*
- III. Approval of the Minutes*
- IV. Open Forum*
- V. Executive Committee Reports*
  - a. Chair*
  - b. Vice Chair*
  - c. Governmental Relations Director*
  - d. Chief of Staff*
  - e. Public Relations Director*
  - f. Outreach Director*
- VI. Campus Reports*
  - a. Baraboo/Sauk County*
  - b. Barron County*
  - c. Fond du Lac*
  - d. Fox Valley*
  - e. Eau Claire*
  - f. Green Bay*
  - g. La Crosse*
  - h. Madison*
  - i. Manitowoc*
  - j. Marathon County*
  - k. Marinette*
  - l. Marshfield/Wood County*
  - m. Milwaukee*
  - n. Oshkosh*
  - o. Parkside*
  - p. Platteville*
  - q. Richland*
  - r. River Falls*
  - s. Rock County*
  - t. Sheboygan*
  - u. Stevens Point*
  - v. Stout*
  - w. Superior*
  - x. Washington County*
  - y. Waukesha*

- z. *Whitewater*
- VII. *Special Reports*
  - a. *UW System*
  - b. *UW Colleges Student Governance Council*
- VIII. *External Reports*
  - a. *External Reports*
- IX. *Presentations and Trainings*
- X. *Unfinished Business*
- XI. *New Business*
- XII. *Discussion*
- XIII. *Announcements*
- XIV. *Adjournment*

## **Section II.02 Privileges of the host campus**

- A) The host campus shall be the first campus report.

## **Article III. Voting**

### **Section III.01 Voting Membership**

- A) The voting members of the University of Wisconsin System Student Representatives shall be Baraboo/Sauk County, Barron County, Fond du Lac, Fox Valley, Eau Claire, Green Bay, La Crosse, Madison, Manitowoc, Marathon County, Marinette, Marshfield/Wood County, Milwaukee, Oshkosh, Parkside, Platteville, Richland, River Falls, Rock County, Sheboygan, Stevens Point, Stout, Superior, Washington County, Waukesha, and Whitewater

### **Section III.02 Process**

- A) Unless noted otherwise, any item that comes before this body must be voted on and approved in the following manner prior to passage.
- B) Each campus shall have one vote.
  - (i). The representative at the meeting who holds the highest-ranking student shared governance position shall be responsible for casting the campus's vote.

### **Section III.03 Non-Voting Membership**

- A) The non-voting member(s) of the University of Wisconsin System Student Representatives shall be the UW Colleges Student Governance Council. Non-voting

members shall be entitled to all the rights and privileges of voting members, except for the right to vote.

## **Article IV. Officer and Committee Member Duties**

### **Section IV.01 UW System Student Representatives Chair**

- A) The chair shall be responsible for carrying out all legislative actions of the UW System Student Representatives.
- B) The Chair shall be responsible to send meeting minutes with an attached summary of actions taken to the UW System President, UW System Board of Regents, and the UW System Chancellors.
- C) The Chair shall be responsible for chairing the meeting in accordance with Robert's Rules of Order Newly Revised, collecting agenda items, and posting meeting notices and agendas in accordance with Wisconsin Open Meetings Law. The UW-System Office of Academic and Student Affairs may assist the Chair in these tasks.
- D) Shall attend all executive committee and general session meetings.

### **Section IV.02 UW System Student Representatives Vice-Chair**

- A) The Vice-Chair shall preside over meetings of the UW-System Student Representatives in the absence of the Chair.
- B) The Vice-Chair shall seek and coordinate trainings and presentations from the UW-System Office of Academic and Student Affairs and Institutions for meetings of the UW System Student Representatives
- C) The Vice-Chair shall attempt to coordinate the participation of state representatives and other relevant legislative officials at UW System Student Representatives meetings in conjunction with the GR Chair.
- D) Shall attend all executive committee and general session meetings.

### **Section IV.03 UW System Student Representatives Chief of Staff**

- A) Shall assist the Chair and executive committee in any and all efforts relating to the UW System Student Representatives.
- B) The Chief of Staff shall manage and update an archive of current and former Student Representatives members and current contact information.
- C) The Chief of Staff shall record minutes of all meetings of the UW System Student Representatives.

- (i). The Chief of Staff shall be responsible for distributing minutes through email to all members of the UW System Student Representatives within one week of argument.
- D) The Chief of Staff shall also serve as the Parliamentarian for the UW System Student Representatives.
- E) Shall attend all executive committee and general session meetings.

#### **Section IV.04 Public Relations Director**

- A) To carry out all tasks delegated by the Chair and GR Director.
- B) In cooperation with the Chair, the Public Relations Director shall develop and implement a communication strategy, focusing primarily on external relations which shall include, but not be limited to:
  - (i). Updating and maintaining the online communication tools including, but not limited to, Facebook and website.
  - (ii). To manage relations and outreach to news media and the general public.
- C) Shall attend all executive committee and general session meetings.

#### **Section IV.05 Student Outreach Director**

- A) To carry out all tasks delegated by the Chair.
- B) In cooperation with the Chair, the Student Outreach Director shall develop and implement a communication strategy, focusing primarily on internal relations which shall include, but not be limited to:
  - (i). To manage relations and outreach to UW System students by working closely with campus student governments.
  - (ii). Shall actively work with advisors and student shared governance leaders to promote active participation by each member campus.
  - (iii). To formally survey students to identify needs and issues.
- C) Shall attend all executive committee and general session meetings.

#### **Section IV.06 Governmental Relations Director**

- A) Shall assist the Chair with all matters pertaining to the UW System Student Representatives.
- B) Shall work with the Chair, Vice Chair and Governmental Relations Deputy Director to formalize legislative priorities during the summer session.

- C) Shall work with the Chair, Vice Chair, and Governmental Relations Deputy Director to establish a federal and state lobbying calendar during the summer interim session. The UW-System Office of Federal Relations may assist the Director in these tasks.
- D) Shall Chair the Governmental Relations Committee.
- E) Shall attend all executive committee and general session meetings.

#### **Section IV.07 Governmental Relations Deputy Director**

- A) Shall carry out all tasks delegated by the Chair of the UW System Student Representatives and the Governmental Relations Director.
- B) Shall serve as the Vice Chair of the Governmental Relations Committee.
- C) Shall serve as Chair of the Governmental Relations committee in the absence of the GR Director.
- D) Shall attend all executive committee and general session meetings.

#### **Section IV.08 Committee Chairs**

- A) The chairs shall be responsible for chairing their respective committee meetings in accordance with Robert's Rules of Order Newly Revised, collecting agenda items, and posting meeting notices, minutes and agendas in accordance with Wisconsin Open Meetings Law.

#### **Section IV.09 Committee Member Duties**

- A) Committee members are responsible for attending all committee meetings set by the chair of their respective committees.
- B) Committee members are responsible for any delegated tasks and duties outlined by their committee.

#### **Section IV.10 Student Representatives Succession**

- A) Succession of duties of the Chair shall be as follows: Student Representatives Vice-Chair, Student Representatives Chief of Staff, Governmental Relations Director, Governmental Relations Deputy Director, most-senior representative of the host campus.

# **Article V. Qualifications for Election and Appointments**

## **Section V.01 Chair and Vice Chair Nomination Requirements**

- A) Any person nominated for Chair and Vice Chair of the UW System Student Representatives must meet the following criteria:
- (i). Currently be a full-time or part time undergraduate or graduate enrollment status at their UW System campus, the definition of which will depend on the student's institution's criteria for full-time or part time enrollment.
  - (ii). Must be nominated by the voting membership of the UW System Student Representatives.
  - (iii). A student is eligible to be nominated for Chair or Vice-Chair if they have previously held the first or second highest ranking position in a campus student government, or are currently serving in an elected or appointed role in UW System student government.
  - (iv). No member of the UW System Student Representatives may be eligible to serve as Chair or Vice Chair if, within one academic year prior, a member from the individual's respective campus has also served as Chair or Vice Chair.
  - (v). Any of these qualifications may be overridden by a 3/4ths majority vote of present voting members.

## **Section V.02 Officers (Executive Committee Members)**

- A) The Chair and Vice Chair of the UW System Student Representatives shall be elected at the last UW System Student Representatives meeting. The Chair and Vice Chair, and all appointed Officers of the UW System Student Representatives Executive Committee shall serve a term of one year. In the case of a vacancy in the Chair or Vice Chair positions, a special election will be held at the next meeting of the UW System Student Representatives. The Chair of the UW System Student Representatives is responsible for appointing all other Officer positions, upon the confirmation of the UW System Student Representatives voting members, to the Executive Committee.

## **Section V.03 Committee Members**

- A) The members of each committee shall be elected at the first Student Representatives meeting of each academic year, and serve a term ending at the last meeting of the same academic year. Special elections to fill the committee may be called by request of at least one fourth of the voting members. A request for a special election must be



submitted in print to the UW-System Student Representatives Chair or vocally during an official meeting of the UW-System Student Representatives.

## **Section V.04 Removal of Officers and Committee Members**

- A) The Chair and Vice Chair may be removed at any meeting of the UW System Student Representatives by a two-thirds vote of the members present, with a vote occurring for the new Chair or Vice Chair immediately following a removal.
- B) All other Officer positions on the executive committee may be removed from office at the discretion of the Chair or by a 2/3 vote of the UW System Student Representatives. An individual removed by the Chair may appeal and be reinstated by a 2/3 vote of the UW System Student Representatives.
- C) Committee members may be removed at any time by a 2/3 vote of the respective committee. This decision may be reversed by a 2/3 vote of the UW System Student Representatives.
- D) Reason for removal must be publicly stated at the time of the vote, and must be related directly to the duties and responsibilities of the positions. Rationale for removal may not include personal bias, prejudice, or other motivations outside of the individual's fulfillment of their duties.

## **Article VI. Committees and Boards**

### **Section VI.01 Executive Committee**

- A) Purpose
  - (i). An Executive Committee shall be established and maintained for the purpose of performing the day to day operations of the organization, encouraging collaborative networking between student shared governance leaders, and development of annual transition documents for Student Representatives.
- A) Membership
  - (i). The Executive Committee membership shall be limited to Student Representatives Chair, Student Representatives Vice-Chair, Student Representatives Chief of Staff, Governmental Relations Director, Governmental Relations Deputy Director, Public Relations Director, and Student Outreach Director.
  - (ii). There shall not be more than two members from any individual campus holding an executive position on the Executive Committee.
- B) Committee Duties

- (i). The Executive Committee shall meet at least twice per month, with a meeting held in person prior to the general session of the UW System Student Representatives.
- (ii). The Executive Committee shall encourage networking between student shared governance leaders including but not limited to social media, email, and meetings between campuses.
  - 1. All forms of networking created by the Executive Committee shall be administered and approved by the Executive Committee.

## **Section VI.02 Governmental Relations (GR) Committee**

### **A) Purpose**

- (i). A Governmental Relations Committee shall be established and maintained for the purpose of coordinating outreach efforts of student governments to legislators, executives, boards, and administrations at all levels including local, state, and federal.

### **B) Membership**

- (i). The GR Committee shall be comprised of the GR Director, the GR Deputy Director and 3 Student Representatives members, at least one each from a two-year and a four-year campus.

### **C) Committee Duties**

- (i). The GR committee shall meet at least once per month, and may be scheduled independently of UW System Student Representatives meetings. The first GR meeting of each academic year must take place no later than two weeks after committee members for the committee have been elected.
- (ii). The GR Committee shall coordinate governmental outreach efforts including but not limited to:
  - 1. The formulation of an annual Student Representatives Legislative Priorities Summary (SRLPS).
  - 2. Fostering the continued use of legislative liaisons by student governments.
  - 3. Scheduling student government outreach days with the Wisconsin State Legislature.

### **D) Student Representatives Legislative Priorities Summary (SRLPS)**

- (i). The SRLPS shall be a summary of Student Representatives' stances on legislative issues affecting students in the UW System. The SRLPS shall serve as a guide for direct government relations efforts, and be recognized as the official statement of Student Representatives' policy positions.

- (ii). Upon passage by the GR Committee, the SRLPS shall be placed on the agenda of the next Student Representatives meeting to be approved by the full body by a simple majority vote.
- E) Outreach Days
  - (i). The GR Chair shall schedule one “Government Outreach Day” per academic semester, excluding winter and summer sessions. The dates of these Outreach Days will be determined and distributed by the Chair prior to the second Meeting of UW System Student Representatives.

### **Section VI.03 Alumni Association and Board**

- A) Purpose
  - (i). Shall serve to maintain good communication and connection between student shared governance leaderships and alumni.
  - (ii). Shall serve to support the UW System Student Representatives.
- B) Alumni Association Members
  - (i). All former voting members and officers of the UW System Student Representatives shall be members of the Alumni Association.

## **Article VII. Appointments of Students to UW System-Level Committees**

### **Section VII.01 Qualifications**

- A) Any student currently enrolled in the University of Wisconsin System and in good academic standing is eligible for UW System level committees.
- B) Good academic standing will be defined as:
  - (i). Maintaining full-time undergraduate or graduate enrollment status, the definition of which will depend upon the student’s institution’s criteria for full-time enrollment.
  - (ii). All system level committee Members must maintain good academic standing and must be enrolled in the University of Wisconsin System for the duration of their committee term.

### **Section VII.02 UW-System Level Committee Application**

- A) Applications must include the following:
- (i). A clause stating “By submitting this application you grant the Student Representatives and the UW System Staff Liaison permission to verify your enrollment status, cumulative GPA, and other qualifications listed in Article VII, Section 7.01 of the Student Representatives’ By-Laws.”
  - (ii). The full legal name of the applicant.
  - (iii). The applicant’s e-mail address.
  - (iv). The name of the applicant’s current campus.
  - (v). The applicant’s student identification number for their current institution.
  - (vi). A minimum 250 word and 500 word maximum essay answering the following question:
    1. Why are you are interested in serving and representing UW System Students on this System Level Committee?

### **Section VII.03 Standing Committees**

- A) Appointment Process.
- (i). After receiving notification from UW System Administration of a student vacancy on a UW System Committee or Working Group, the UW System Staff Liaison notifies the Student Body Presidents of every UW System campus of the following:
    1. The name and composition of the Committee.
    2. The number of students to serve on the Committee.
    3. The Committee charge or mission statement.
    4. Any information regarding the Committee’s length of service.
    5. A notice of approximate meeting times and locations.
    6. A deadline for applications.
  - (ii). Upon receiving notification from UW System, each Student Body President forwards a nominee from his or her campus. Each campus is responsible for formulating policies and procedures addressing student nominations. Nominations are submitted to UW System Staff Liaison by a specified deadline, along with the UW System Level Committee Application.
  - (iii). UW System distributes the UW System Level Committee Applications of every nominee to all Student Body Presidents.
  - (iv). Student Body Presidents shall not share any information found in UW System Level Committee Applications, or contact applicants regarding the UW System Level Committee Appointment Process.

- (v). Through e-mail, the Student Body Presidents vote for their top candidate. The nominee(s) with the most votes fill the vacancies on the Committee.
- (vi). In the event of a tie vote, the UW System Student Representatives Chair selects the applicant.

#### **Section VII.04 Ad Hoc Committees**

- A) Appointment Process
  - (i). The process is the same as that noted above, except that, nominees are only sought from among the Student Body Presidents and Vice-Presidents.
  - (ii). If no Presidents or Vice-Presidents apply, they may submit UW System Level Committee Application of other nominees within seven days of notification of no applications from Student Body President(s) or Vice-President(s).

### **Article VIII. Adoption and Amendment**

#### **Section VIII.01 Adoption.**

- A) These bylaws shall be adopted after a majority vote of present Student Representatives.

#### **Section VIII.02 Amendments.**

- A) Any member of Student Representatives at any meeting may introduce amendments to these by-laws. If an amendment gains the vote of one half of all present members of the Student Representatives the amendment shall pass and be adopted.