

# **Rules of Procedure of the University of Wisconsin System Student Representatives**

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

Amended October 5th, 2013 at UW-River Falls

Amended November 16th, 2013 at UW-Oshkosh

Amended February 8th, 2014 at UW-Milwaukee

Amended April 12th, 2014 at UW-La Crosse

Amended March 12th, 2016 at UW-Whitewater

Amended April 1st, 2017 at UW-La Crosse

Amended April 29th, 2017 at UW-Fox Valley

Amended April 28th, 2018 at UW-Platteville

Amended November 10th, 2018 at UW-Stevens Point at Wausau

### **Table of Contents**

**Rule I: Session Calendar**

**Rule II: Institutional Representation**

**Rule III: Appointed Representatives**

**Rule IV: Observers**

**Rule V: Host Responsibilities**

**Rule VI: Legislation**

**Rule VII: Elected Officers**

**Rule VIII: Appointed Officers**

**Rule IX: Standing Subsidiary Bodies**

**Rule X: Ad-hoc Subsidiary Bodies**

**Rule XI: Appointment of Students to UW System Committees**

**Rule XII: Adoption and Amendments**

**Rule I: Session Calendar**

- a) Each session of the Student Representatives shall end at noon on the 15th day of May in every year.

## **Rule II: Institutional Representation**

- a) There are 13 institutions of the University of Wisconsin System
  - i) Eau Claire
  - ii) La Crosse
  - iii) Green Bay
  - iv) Madison
  - v) Milwaukee
  - vi) Oshkosh
  - vii) Parkside
  - viii) Platteville
  - ix) River Falls
  - x) Stevens Point
  - xi) Stout
  - xii) Superior
  - xiii) Whitewater
- b) The seven institutions that have branch campuses are:
  - i) Eau Claire
  - ii) Oshkosh
  - iii) Green Bay
  - iv) Milwaukee
  - v) Platteville
  - vi) Stevens Point
  - vii) Whitewater
- c) The branch campuses are:
  - i) Eau Claire - Barron County
  - ii) Fox Valley
  - iii) Fond du Lac
  - iv) Green Bay - Manitowoc Campus
  - v) Green Bay - Marinette Campus
  - vi) Green Bay - Sheboygan Campus
  - vii) Milwaukee at Washington County
  - viii) Milwaukee at Waukesha
  - ix) Platteville - Baraboo/Sauk County
  - x) Platteville - Richland
  - xi) Stevens Point at Wausau
  - xii) Stevens Point at Marshfield
  - xiii) Whitewater at Rock County
- d) If the name of any institution or branch campus changes, the name(s) shall be automatically amended to reflect such changes. The Chair of the Student Representatives shall administer any name changes.

## **Rule III: Appointed Representatives**

- a) All appointed representatives must hold elected or appointed office in the student government of their campus. All assignments of appointed representatives by the highest-ranking student shall be communicated to the Chair.
- b) If an appointed representative is dismissed or loses their qualifications, their assignment shall be vacated. All dismissals, or notice of loss of qualification, shall be communicated to the Chair.

#### **Rule IV: Observers**

- a) The Student Representatives shall have the following organizations as observers: the UW System Association of Branch Campuses.
- b) Observers shall be granted permanent representation at all meetings of Student Representatives and may participate without a vote.
- c) Each observer shall have two representatives; the two highest-ranking students in the organization.
- d) The Chair of the Student Representatives, or their designee(s), shall keep a roster of all observers and their respective representatives for the current session.
- e) Any officer of the Student Representatives, who is also a representative of an observer, may not represent said observer while simultaneously acting as an officer of the Student Representative at any meeting.

#### **Rule V: Host Responsibilities**

- a) If the Student Representatives is convened at a campus, the student government of the host campus shall be responsible for arranging adequate meeting space and providing a means to participate in the meeting. The Chair, or their designee(s), shall assist the host campus in its hosting responsibilities if requested.
- b) If the Student Representatives is convened at a place other than a campus, the Chair shall be responsible for arranging adequate meeting space and providing a means to participate in the meeting. The Chair may appoint a designee or designees to assist them in any and all preparation.
- c) The Chair and/or student government of the hosting campus is responsible for any and all preparation for such summit(s). The Chair may appoint a designee or designees to assist them or the hosting student government in their preparation.

#### **Rule VI: Legislation**

- a) All legislation shall be sponsored by at least two campuses, or by a subsidiary body. Observers may sponsor legislation only if such legislation is co-sponsored by at least two campuses.
- b) Legislation sponsored by campuses shall be introduced to the appropriate subsidiary body by the Chair of the Student Representatives for consideration. The Chair may also introduce the legislation directly to the Student Representatives for its immediate consideration.

- c) All legislation that has been passed by a subsidiary body shall be presented to the Student Representatives for its consideration.
- d) Any campus may motion to repeal any legislation that has been passed by the Student Representatives, except for legislation dealing with amendments to the Constitution or to these Rules of Procedure. If a motion to repeal legislation is made in the same session that the legislation was passed, a two-thirds vote of the campuses present shall repeal said legislation. If a motion to repeal legislation is made in a later session, a majority vote of the campuses present shall repeal said legislation.

## **Rule VII: Elected Officers**

- a) There are two elected officers of the Student Representatives;
  - i) *The Chair*
  - ii) *The Vice Chair*
- b) The *Chair* shall be the presiding officer of the Student Representatives is shall be responsible for carrying out their legislation and actions. The Chair shall be responsible to send an attached summary of legislation and actions to the UW System President, UW System Board of Regents, and to UW System chancellors. The Chair in conjunction with the Chief of Staff, shall also keep a roster of all permanent and appointed representatives for the current session.
- c) The *Vice Chair* shall be the presiding officer of the Student Representatives in the absence of the Chair. The Vice Chair shall seek and coordinate trainings and presentations from the UW System, institutions and campuses for Student Representatives meetings. The Vice Chair shall also attempt to coordinate the participation of state representatives and other relevant legislative officials at Student Representatives meetings in conjunction with the Governmental Relations Director.
- d) The Chair may assign the Vice Chair such additional tasks and responsibilities that may be appropriate.
- e) Any person elected Chair or Vice Chair of the Student Representatives must meet the following qualifications:
  - i) The person is currently be a full-time or part time undergraduate or graduate state enrolled at a UW System campus.
  - ii) The person previously held the highest-ranking or second-highest-ranking office in the student government of their campus, or holds elected or appointed office in the student government of their campus.
  - iii) No person from the same campus who served as Chair or Vice Chair in the previous session can qualify. A three-fourths vote of the Student Representatives may override this qualification.
  - iv) The Chair or Vice Chair shall not be from the same campus
- f) The Chair and Vice Chair of the Student Representatives shall be elected at the last System Student Representatives meeting in every session. They shall serve from their election to the end of the next session.

- g) In the case of a vacancy of the Chair or Vice Chair, a special election will be held at the next meeting of the Student Representatives.
- h) The Chair and Vice Chair may be removed at any meeting of the Student Representatives by a two-thirds vote of the campuses present, with an election for a new Chair or Vice Chair immediately following a removal. The 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.

### **Rule VIII: Appointed Officers**

- a) There are six appointed officers of the Student Representatives;
  - i) *The Chief of Staff*
  - ii) *The Communications Director*
  - iii) *The Governmental Relations Director*
  - iv) *The Governmental Relations Deputy Director*
  - v) *The Sustainability Director*
  - vi) *The Inclusivity Director*
- b) The *Chief of Staff* shall assist the Chair in any and all efforts relating to the Student Representatives and shall record the minutes of all its meetings. The Chief of Staff shall be responsible for distributing minutes the Student Representatives within two weeks. They shall also serve as the parliamentarian for the Student Representatives and, in conjunction with the Chair, shall also keep a roster of all permanent and appointed representatives for the current session. The Chief of Staff shall keep a roster of all passed legislation and ensure proper storage and preservation of such legislation.
- c) The *Communications Director* ("Director") in cooperation with the Chair, shall develop and implement communication strategies; on external relations and internal relations. The Director shall also manage relations and outreach to news media and the general public and manage relations and outreach to UW System students by working with campus student governments.
- d) The *Governmental Relations Director* ("Director") shall work with the Chair, Vice Chair and Governmental Relations Deputy Director to formalize legislative priorities. They shall work with the same 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 task. The Chair may assign additional tasks and responsibilities as may be appropriate.
- e) The *Governmental Relations Deputy Director* shall assist the Governmental Relations Director in their duties.
- f) The *Sustainability Director* ("Director") shall work to monitor and keep the Student Representatives informed of issues of sustainability in the UW System and shall work with the Governmental Relations Director and Governmental Relations Deputy Director on possible legislation on related actions. The Director shall work with sustainability

coordinators and personnel from the UW System, institutions and campuses. The Director shall also attempt to coordinate with various sustainability events hosted by the UW System, institutions and campuses, including educational events. The Director may also, in coordination with the Chair and the Student Representatives, plan sustainability events. The Chair may assign additional tasks and responsibilities as may be appropriate.

- g) The *Inclusivity Director* (“Director” shall work to monitor and keep the Student Representatives informed issues of equity, diversity, and inclusion in the UW System and shall work with the Governmental Relations Director and Governmental Relations Deputy Director on possible legislation on related actions. The Director shall work with inclusivity coordinators and personnel from the UW System, institutions and campuses. The Director shall also attempt to coordinate with various inclusion events hosted by the UW System, institutions and campuses, including educational events. The Director may also, in coordination with the Chair and the Student Representatives, plan equity, diversity and inclusion events. The Chair may assign additional tasks and responsibilities as may be appropriate.
- h) The Chair, in consultation with the Vice Chair, and approval of the Student Representatives shall appoint all officers. All officers shall serve from their appointment to the end of the current session.
- i) In the case of a vacancy of any officer, the Chair, in consultation with the Vice Chair, and approval of the Student Representatives -shall appoint a new officer.
- j) Any officer may be removed at the discretion of the Chair or by a two-thirds vote of the Student Representatives. Any officer removed by the Chair may appeal and be reinstated by a two-thirds vote of the Student Representatives. 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.

## **Rule IX: Standing Subsidiary Bodies**

- a) There are five standing subsidiary bodies of the Student Representatives;
  - i) *An Executive Board*
  - ii) *An Alumni Board*
  - iii) *A Governmental Relations Committee*
  - iv) *A Sustainability Committee*
  - v) *An Inclusivity Committee*
- b) *An Executive Board* (“Board”) shall be established and maintained for the purpose of performing the day to day operations of the organization and assisting in functions. The Board shall consist of nine members: the Chair, Vice Chair, Chief of Staff, Communications Director, Governmental Relations Director, Governmental Relations Deputy Director, Sustainability Director, and Inclusivity Director.

- c) *An Alumni Board* (“Board”) shall be established and maintained for the purpose of utilizing good communications and connections between the Student Representatives and alumni and shall serve to support and provide advice to the same. The Board shall consist of seven members who shall be appointed by the Chair and confirmed by the Student Representatives. The Chair and Vice Chair of the Student Representatives shall be, without a vote, ex officio members of the Board. The Board shall elect its chair and vice chair from among its membership.
- d) *A Governmental Relations Committee* (“Committee”) shall be established and maintained for the purpose of coordinating legislative and policy efforts of campus student governments to legislators, executives, boards, and administrations of the UW System and at the local, state, and federal levels of government. The Committee shall consist of the Governmental Relations Director (“Director”), Governmental Relations, Deputy Director (“Deputy Director”) and no less than three but no more than eleven members from at least three campuses. Members of the Committee shall be nominated by campuses and confirmed by the Student Representatives. The Director shall serve as the chair of the Committee and the Deputy Director shall serve as the vice chair.
- e) *A Sustainability Committee* (“Committee”) shall be established and maintained for the purpose of monitoring and addressing issues of environmental, social, and financial sustainability across the UW System, and facilitate dialogue and educational opportunities for the UW System Student Representatives with the goal of improving sustainability in the UW System. The Committee shall consist of the Sustainability Director, and no less than four but no more than twelve members from at least three campuses. The Sustainability Director shall serve as the chair of the Committee and the Committee shall elect its vice chair from amongst its membership.
- f) *An Inclusivity Committee* (“Committee”) shall be established and maintained for the purpose of monitoring and addressing issues of equity, diversity, and inclusion across the UW System, and facilitate dialogue and educational opportunities for the Student Representatives. The Committee shall be comprised of the Inclusivity Director, and no less than four but no more than twelve members from at least three campuses. The Inclusivity Director shall serve as the chair of the Committee and the Committee shall elect its vice chair from amongst its membership.
- g) Each body may establish such rules of procedure as it deems proper. All rules of procedure shall be reported to the Student Representatives at its next meeting. The Student Representatives may amend or rescind such rules of procedures at any time.
- h) The chair of each body shall keep a roster of body members for the current session.

## **Rule X: Ad-Hoc Subsidiary Bodies**

- a) Ad-hoc subsidiary bodies (“bodies/body”) shall be established by a majority vote of the Student Representatives. The Student Representatives shall elect the chair of each body and members shall be nominated by campuses and confirmed by the Student Representatives. No

body shall have less than two but more than twelve members; each body shall elect its vice chair from amongst its membership.

- b) All bodies shall fold at the end of the session in which they were established.
- c) Each body may establish such rules of procedure as it deems proper. All rules of procedure shall be reported to the Student Representatives at its next meeting. The Student Representatives may amend or rescind such rules of procedures at any time.
- d) The chair of each body shall keep a roster of body members for the current session.

### **Rule XI: Appointments of Students to UW System Level Committees**

- a) Any student currently enrolled in the University of Wisconsin System and in good academic standing is eligible for UW System level committees.
- b) 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 UW campus.
  - v) A minimum 250 word and 500 word maximum essay answering the following question: why are you are interested in serving and representing UW System Students on this system level committee?
- c) 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 email, 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 Chair of the Student Representatives shall select the applicant.
- d) 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)

## **Rule XII: Adoption and Amendments**

- a. These Rules of Procedure shall be adopted after a majority vote of the Student Representatives.
- b. Amendments to these Rules of Procedure must be proposed by at least two campuses and, if an amendment gains a two-thirds majority vote, the amendment(s) be adopted and enter into immediate effect.