Constitution of the University of Wisconsin
Colleges Washington County
Student Government Association
Ratified September 2, 2015

Preamble

We the students of the University of Wisconsin-Washington County (UW-WC), a campus of the University of Wisconsin Colleges (UWC) in order to further the general welfare of the student body, to secure the rights of students, and to ensure a representative student government, do hereby ordain and establish this Constitution of the UW-WC Student Government Association.

Article I – Name

The name of this student legislative organization of UW-WC shall be the Student Government Association, also known as the SGA.

Article II – Function and Purpose

A. To serve the interests of the student body by representing student opinions; to promote student activities; to act as the liaison to the faculty, staff, and administration of the University; and to enact and implement legislation desirable and beneficial to the welfare of the student body.

B. To be aware of student problems, questions, and concerns so that proper action may be taken regarding educational, political, and cultural programs deemed necessary, beneficial, and proper to the University of Wisconsin System, University of Wisconsin Colleges, and specifically UW-WC.

C. To assist the campus in promoting relations between campus and community and to promote the discussion intended to facilitate student interests and movements.

D. To recommend to the University of Wisconsin such changes or alterations to its administrative policies as the SGA may deem desirable.

E. To advise on the allocation of funds annually received from the student segregated fee (Account 128) according to students’ needs. (funds as found in The University of Wisconsin System Administration, FINANCIAL POLICY AND PROCEDURE PAPER)
Article III – Membership

A. To be eligible to serve as a SGA representative, a student must comply with the following:
   1. Be enrolled with at least 2 (two) credits each semester at UW-WC.

B. SGA Voting membership shall consist of up to 18 total SGA representatives, and SGA recognized club Presidents, or their designee including:
   1. 13 voting Senators
   2. The Executive Board
      a. A President who only votes in the event of a tie
      b. A Vice President
      c. A Secretary
      d. A Treasurer
      e. A Public Relations Officer

C. Presidents of clubs, or their designee

Article IV – Elections

A. Election of Senators

   1. The student body of UW-WC shall elect all SGA senators by a minimum of 10% of the total ballots cast. In the event of a tie, the SGA will determine the results of the election between the tied candidates.

   2. Elections for incoming SGA senators will be held during the third consecutive Tuesday and Wednesday of each semester. In the event that no senator’s seat is open, the elections will not occur.

   3. Once elected, a senator’s terms shall be 2 consecutive academic years unless they resign, are removed, or are no longer a UW-WC student.

B. Election of the Executive Board

   1. The student body shall elect the President, Vice President, Secretary, Treasurer, and Public Relations Officer of SGA at the end of the spring semester by a majority vote. In the event there is only one nomination for a position, the nominee must receive a minimum of 10% of the total ballots cast. If he/she does not receive 10% of the ballots cast, another SGA election will be held to fill the position.

   2. Executive Board candidates must officially announce their intent to run by being nominated during a formal SGA meeting two weeks before the election date.

   3. Executive Board Members will assume office immediately after the end of SGA’s last regularly scheduled meeting during the Spring Semester.
Article V – The Executive Board

A. The Executive Board

1. Membership will consist of:
   a. The President
   b. The Vice President
   c. The Secretary
   d. The Treasurer
   e. The Public Relations Officer

B. Eligibility

1. The offices of President and Vice President of the Executive Board of SGA must have served at least one semester as a voting member of the SGA. In the event that this is not possible, a nomination may come from any senator. The offices of Secretary, Treasurer, and Public Relations Officer are open to any SGA voting member.

2. If necessary, exceptions may be made with the approval of the current SGA President.

3. The term for an Executive Board member will be one academic year starting the day after spring graduation through the following spring graduation.

C. General duties and responsibilities of the Executive board

1. To act on behalf of the SGA when it is not in session: Any executive Board decision may be overruled by a majority vote of the total voting membership of the SGA.

2. To act upon matters of concern to the student body when called upon to do so by the SGA, or the President of SGA.

3. To direct legislation to the proper committee.

4. To supervise all SGA elections and referendums.

5. Officers may be eligible for a per semester stipend determined by the SGA and stipulated in the budget.

D. Duties of the officers

1. The President Shall:
   a. Preside over all SGA meetings.
b. Preside over all SGA Executive Board meetings.

c. Serve on both the University Steering Committee and Collegium.

d. Act as spokesperson of the student body and/or SGA when called upon to do so.

e. Have the power to veto legislation within a period of one week from its passage; this veto is subject to a reversal by a 2/3 vote of the total voting membership of the SGA. The veto must be announced during a formal SGA meeting, or e-mail addressed to all members of SGA.

f. Have the right and duty to initiate action deemed necessary to further the functions, programs and effectiveness of the SGA and the University, if there is no committee to serve that purpose.

g. Direct legislation to the proper SGA committees with the advice and consent of the SGA Executive Board in accordance with Article V, section D, part 1, point d.

h. Attend no less than 3 Student Governance Council (SGC) or United Council (UC) meetings per year, and at least one per semester.

i. Shall email agenda to all SGA members 24 hours before next scheduled meeting.

j. Shall be liason between UWWC SGA and United Council/SGC

2. The Vice President shall:

a. Serve on the SGA Executive Board.

b. Assume the duties of the President during absence, incapacity, or resignation of the President.

c. Oversee upkeep of the SGA office including, office security, supplies and general care of the office.

d. Attend no less than 2 SGC or UC meetings per year, and at least one per semester.

e. Act as parliamentarian to the whole of SGA should questions arise regarding proper parliamentary procedure.

f. Oversee day to day operation of the executive board and public relations officer.

3. The Secretary shall:
a. Serve on the SGA Executive Board.

b. Keep the minutes of all SGA meetings, publish and distribute the same, no later than 48 hours before the next set meeting. If a special meeting is convened, the minutes will be presented before said meeting.

c. Keep the minutes of all SGA Executive Board meetings.

d. Keep an accurate record of attendance, to include the excused and unexcused absences.

e. Create, maintain and file all correspondence, to include retrieving mail from main office daily, and reporting all important information to SGA.

f. Attend no less than 2 SGC or UC meetings per year, and at least one per semester.

g. Shall e-mail library official the minutes and agenda after the official SGA meeting.

4. The Treasurer shall:

a. Serve on the SGA Executive Board.

b. Co-sign with the advisor on all SGA expenses. (see By-law section V, part D for more detail)

c. Assist the advisor in maintaining a current balance of SGA budget and present and email a current budget at least every two weeks to the SGA body.

d. Submit a written and itemized report of all expenditures at the last meeting of each semester, publish and distribute the same.

e. Attend no less than 2 SGC or UC meetings per year, and at least one per semester.

5. The Public Relations Officer Shall:

a. Maintain open communication with the UW-WC public relations personnel to see that all SGA events are properly publicized.
b. Maintain open communication with the UW-WC newspaper to ensure that SGA and events are reported accurately and completely, and write at least one article about SGA for every scheduled Ubiquitous publication.

c. Ensure that all fliers and advertisements for events are posted a minimum of a week before the event.

d. Coordinate events to promote UW-WC and the SGA.

e. Host all events sponsored by SGA.

f. Maintain relations between SGA and other student organizations on campus.

g. Attend no less than 2 SGC or UC meetings per year, and at least one per semester.

h. Additional duties may be assigned by the Executive Board.

i. Public Relations Officer may be eligible for a per semester stipend determined by the SGA and stipulated in the budget.

6. Any additional offices to be established at a later date.

E. Powers of the Officers:

1. The President has the power to:

a. Convene special meetings of the SGA and its Executive Board.

b. Establish temporary committees and appoint a chairperson. If any committee member is posing problems (attendance, cooperation, etc.) within any temporary committee, the President has the power to remove that person from the committee. The judgment(s) of the President is subject to majority approval from the Senate.

Article VI – Duties and Responsibilities of all SGA Members

A. All members shall represent the SGA and the interests thereof to the utmost of their ability.

B. All members and officers shall not miss three regularly scheduled meetings or committee meetings (unexcused) per semester. Any member with three unexcused absences will be dropped and a replacement found as Article IX – Vacancies explains. Any member needing to miss a meeting must notify the Secretary or President in writing (to include e-mail) or phone call prior to the meeting.
Exceptions to this are subject to the review of the Executive Board. In the event that the President must miss a meeting, he/she must notify both the SGA advisor and the Vice President.

C. All members will be required to attend all SGA sponsored events. Exceptions are subject to review by the Executive Board.

D. Each member shall serve on at least two campus-wide committees. Attendance at committee meetings is mandatory unless the representative is excused by the President. (Unexcused absence refer to Article VIII, Section B)

E. The SGA may establish special offices as they deem necessary.

F. Senators must attend no less than 1 SGC or UC meetings per semester. In the case where a senator is elected in the spring semester, they are still obligated to attend 1 SGC or UC meetings during the second semester.

**Article VII – Vacancies**

A. Should the office of President become vacant, the Vice President shall assume office.

B. Should the office of Vice President become vacant, the Secretary shall become the Vice-President until the President appoints a permanent Vice President subject to a two-thirds (2/3) approval of the Senate.

C. Should the office of Secretary become vacant, a suitable replacement shall assume the duties of Secretary until an election can be held to fill the position.

D. Should the office of Treasurer become vacant, a suitable replacement shall assume the duties of Treasurer until an election can be held to fill the position.

E. Should the office of Public Relations become vacant, a suitable replacement shall assume the duties of Public Relations Officer until an election can be held to fill the position.

F. A special election within the SGA body will be held within two weeks to fill said vacancies

G. If a senate position becomes vacant after the SGA elections have been held, anyone wishing to become a senator must come to a formal SGA meeting where they must announce their candidacy and have a question and answer session with the SGA body. After the question and answer session has been completed, the SGA will vote to accept the person as a senator by a 2/3-majority vote.

**Article VIII – Meetings and Procedure**

A. Regular Meetings

a. Shall be set at the beginning of the semester by the SGA President and subject to reversal by a 2/3 majority vote in the Senate.
b. SGA meetings shall have precedence over all other student activities and meetings, unless excused within 24 hours of the meeting or activity.

B. Special Meetings

a. May be called by the President, or upon petition by a majority of the voting membership of the Senate asking the President to do so.
b. A 48 hour minimum notice must be given in person or electronically to all voting members of SGA.

C. Procedure

a. All meetings shall be conducted under Robert’s Rules of Order, Newly Revised except where it conflicts with this Constitution or its amendments.
b. A quorum of the voting membership is needed to conduct any SGA business, if the Senate does not have quorum, the Executive Board has the authority to conduct all business until quorum has been attained.
c. No representative shall have more than one vote.

Article IX – Amendments Ratification

A. Any member of the SGA may propose amendments to the Constitution.

B. Proposed amendments to the Constitution or total ratification of the whole constitution must be petitioned by a voting member of SGA.

C. Upon the petition of the said amendment, the President shall appoint a Constitutional Committee:

1. To investigate and research the amendment.
2. To distribute to the SGA in the form of a report, the research done and/or investigation of the amendment.
3. The said research and investigation shall be reported on within one week of the acceptance of the petition. The SGA shall debate and amend the said petition if deemed necessary.

D. The said amendment shall be instituted by a 2/3-majority vote of the total voting membership of the SGA over the first of two consecutive meetings.

E. The ratification of the Constitution requires a 2/2-majority vote of the SGA during the second of the two consecutive meetings.

Article X – SGA Logo

A. The SGA logo must appear on the first page of every official SGA document.
B. Every poster and sign that is made for SGA purposes must display either the SGA logo or “Sponsored by SGA.”

C. All event advertisements that are co-sponsored by the SGA must display the SGA logo or “Sponsored by SGA.”

D. The SGA Logo can only be changed by a 2/3 vote of SGA, and a Student Referendum with the majority of total votes.

Article XI – Enactment

This Constitution shall become effective upon its passage by the University of Wisconsin-Washington County Student Government Association.

Approved by Dean Paul Price

Date 9/9/2015
By-Laws

Of the

University of Wisconsin-Washington County Student Government Association

Ratified September 2, 2015

Section I – Removal of SGA Members

A. Any member of SGA can be removed from the organization.

B. If any member does not perform his/her duties, have more than 3 unexcused absences from SGA or Committee meetings, violates the zero tolerance policy, or performs any act that brings direct harm to either SGA or UW-WC, said member must present a letter of resignation within one week.

C. If said member refuses to resign they can be impeached by SGA.

D. A vote of 2/3 is required for the removal of said SGA member.

E. Any removed member may not be reelected or appointed to SGA for 1 semester.

Section II – 128 Account

A. One executive board member must be on the SLIC committee.

B. Seg Fee 128 Account shall require a signature from the SGA President.

C. All SLIC Committee and SGA Executive members must attend the SUFAC Summit.

Section III – Allocation of Funds

A. Amount of allocation must be as exact as possible.

B. Allocation of funds should be done prior to purchase.

C. The Executive Board may allocate Segregated Fee money. Any SGA member may propose the allocation of funds with the majority vote of the SGA.
Section IV – References

A. If any questions or problems arise and there is no answer in the SGA Constitution, refer to:

SGC Constitution

Robert’s Rules of Order

SGA Reference Manual

Shared Governance Manual

United Council web site http://www.unitedcouncil.net

UW System web site http://www.uwsa.edu

Section V – Proxy Vote

A. To give a proxy at a meeting, a member must fill out a Proxy Vote Form.

1. The form must be put in SGA mailbox (Main Office) no later than 24 hours before said meeting.
2. If the issue to be voted on changes during the meeting, the proxy becomes null and void.

Section VI – Advisor’s Responsibilities

A. To be current on all the laws and procedures pertaining to the SGA.

B. To be a reference as to how issues were dealt with in the past.

C. To give the SGA a schedule of planned events from the current year.

D. To work with the SGA Treasurer.

1. To co-sign with the Treasurer on all SGA expenses.
2. If the Treasurer cannot be found within a reasonable time period, the SGA President can sign for the expenses in extreme circumstances.
3. Under no circumstances is there to be a payment made without the approval of the above mentioned people.
4. To assume the duties of Treasurer if needed.
E. The advisor may be called upon by SGA at anytime to perform additional duties.

Section VII – Voting Regulations

A. Candidates in the senatorial elections must establish their candidacy by one of two ways.
   1. Through gathering ten signatures and writing a paragraph on their reasons for wanting to be elected. These candidates must turn in an information sheet before said election.
   2. By becoming a write-in, which needs to be authorized by the candidate.

B. Voting for Members and the voting of the Executive Board takes place for two consecutive days.

C. Each student gets one ballot and no UW-WC student shall be denied the right to vote.

D. Each student is allowed to vote for 2/3 of the total number of candidates running

E. Student Government Executive Board is required to count the votes.

F. Candidates must receive at least 10% of the total votes to be elected.

Section VIII – Campaigning for SGA

A. Candidates and/or student groups are not allowed to campaign within 20 feet of the voting booth on election days.

Section IX – Student Clubs

A. To be recognized as a University Student Club, the group must:
   1. Have at least four members.
   2. Create a Constitution.
   3. Fill out a club form.
   4. Have a faculty, staff, or administration advisor.
   5. Be accepted as a club by a majority vote of the SGA body.

B. In order for a student club to receive funding, they must come before SGA and submit a proposal for the amount requested and how the allocated funds will be used. SGA will consider the proposal and vote on it.

C. All clubs that receive money from the SGA budget will be required to present a report to SGA at the end of each semester in regards to their respective budgets and or events.
D. All clubs that receive money from the SGA will be required to have a representative present at each SGA meeting or event.

Section X – Constitution Committee

A. Appointed by the President, chaired by an Executive Board member.
B. To examine submitted amendments and ratifications to the SGA Constitution and by-laws.
C. To report findings by next regularly scheduled meeting.

Section XI – Executive Board Oversight Committee

A. An Executive Board oversight committee will be created by SGA within the first four weeks to critique the performance of the Executive Board members based on their duties as described in Article V, Section D, and to develop a proper disciplinary action for Executive Board members not performing their duties correctly.

B. This committee shall consist of 4 senators voted into said committee by a majority vote, with at least 2 of the committee members having been in SGA for at least one semester.

C. The Executive Board Oversight Committee will meet twice each semester, once at midterms and once at least two weeks before finals to review Executive Board performance. If need be, this committee may have special meetings.

D. The results of said committee will be presented to the SGA as a whole, discussed, and changed as needed. Each Executive Board position will be voted on separately. During the special vote, Executive Board members do not have voting rights. If an Executive Board member is still not performing his/her duties at that time, disciplinary action will be enforced.

   1. The only three acceptable forms of punishment are loss of pay, removal from office, or removal from SGA.

E. Duties within the committee

   1. The advisor will serve as chairperson of said committee.
   2. At the first meeting, someone will be appointed as Secretary of said committee to keep minutes.
   3. To collectively fill out Executive Board member critiques by vote.
Section XII - Events Committee

A. To create and run SGA sponsored events for students.

B. Chaired by an Executive Board member.

C. In order to receive additional funding, a motion must be made at a formal SGA meeting with an approval of the majority of the SGA body. The proposal must be for an approximate amount, which should be as close to the actual amount needed to run the event as possible.

D. To plan yearly events sponsored by the SGA and provide a calendar to the SGA body for approval.

Section XIII – Ex-Officio Member

A. Any UW-WC student who is not on the Executive Board may be invited to sit in at the Executive Board meetings.

B. The Ex-Officio member(s) has no voting rights.

C. If a closed session is called, the Ex-Officio member(s) may be asked to leave.

Section XIV - Zero Tolerance Policy

As adopted from United Council Bill EX 1098-02

We the Student Government Association (SGA) of the University of Wisconsin-Washington County (UW-WC) strongly stand against acts of discrimination and/or harassment based on gender, race, national origin, age, sexual orientation, religion, mental or physical challenges, or creed.

Any member of the SGA at a UW-WC that commits an act of discrimination and/or harassment based on any of the said above can be brought before the Zero Tolerance Committee by any offended party. This committee shall be a terminal committee only activated when a party has been accused of violating the Zero Tolerance Policy. The Zero tolerance committee shall consist of three Executive Board members as well as three senators appointed by the President. The Zero Tolerance Committee must also consist of three males and three females. If any Executive Board member comes under the prosecution of the committee, the President shall appoint another senator. The Zero tolerance Committee must reach a decision of whether or not the offending party is in violation of this policy by a majority vote. If the Zero Tolerance Committee finds that the offending party is in violation of the Zero Tolerance Policy, the
offending party will then be brought before the entire SGA body for a final hearing. The SGA body must find the offending party in violation of this policy by a 2/3—majority vote. If the SGA body finds the offending party in violation of this policy, the SGA body then reserves the right to suspend the rights and privileges of the offending party along with their duties for an undisclosed amount of time. If the offending party is again found in violation of this policy after their first suspension has been served, all of the offending party’s rights and privileges as a member of SGA will be terminated permanently.

Section XVI—Advisor Oversight Committee

The SGA Advisor will be overseen by the Advisor Oversight Committee, consisting of two SGA Senators and One Executive Board Member. A report will be filed per semester on the Advisor’s performance, and filed in the SGA Office, and a copy provided to the Dean and the Assistant Dean of Student Services. This committee will be formed within the first two meetings of the SGA each and be reformed each semester.

Section XVII – SGA Day

The SGA President will organize a day that is called SGA Day. This day will be to bring about awareness of the organization and its purpose. There will be at least one SGA Day per academic year.