

## Table of Contents

Name and Purpose	Article I	2
Membership	Article II	2
Executive Officers	Article III	4
Committees	Article IV	9
Meetings	Article V	11
Disciplinary Action	Article VI	13
Amendments	Article VII	14
Dissolution	Article VII	15
Elections	Article IX	15

## **Article I: Name and Purpose**

The name of this organization shall be the University of Wisconsin-Rock County Student Government Association, herein referred to as SGA.

The purpose of this organization is to:

- I. Represent the student body of the University of Wisconsin at Rock County, herein referred to as UWRC, in all matters pertaining to student life in accordance with Wisconsin State Statute 36.09(5).
- II. Allocate and administer funds to student and campus organizations, within the UWRC campus, in full accordance with all applicable laws, statutes, and policies of the State of Wisconsin and the University of Wisconsin Colleges, to promote and encourage student activities on and off the UWRC campus that benefit the student.
- III. To appoint/approve student representatives to all committees outlined in the UWRC constitution.
- IV. To receive student petitions, requests, and/or suggestions.
- V. To facilitate communication between UWRC campus administration and the UWRC student body.
- VI. To appoint/approve student representatives to off-campus conferences (i.e. UW System Student Representatives, Student Governance Council, leadership conferences, etc.).

## **Article II: Membership**

### *Section 1: Eligibility*

- I. General membership is granted to all UWRC students that are enrolled and pay both tuition and segregated fees.
- II. Voting members of SGA are herein referred to as senators, with the exception of executive officers, who are referred to by their titles.
- III. Students who meet the following criteria are eligible to be elected as senators:
  - a. Tuition and segregated fee-paying students.
  - b. Enrolled at UWRC.

- c. In good academic standing.

### *Section 2: Nondiscrimination Policy*

The SGA shall not discriminate on the basis or intersections of race, color, creed, religion or lack thereof, religious affiliation or place of worship, spiritual beliefs, tribal affiliation, cultural beliefs or practices, sex, gender identity or expression, sexual orientation, disability or diverse ability and accommodations, marital status, pregnancy, parental or guardian status, nation of origin, nationality or allegiance to foreign nations, citizenship status, immigration status, political ideology, military service, medical history, genetic history, ancestry, age, weight or size, presentation or appearance, primary or first language, proficiency of language, vocal or non-vocal expression, arrest or conviction record, academic history, academic concentration, Wisconsin residency status, housing status or arrangement, occupation, class, amount or source of income, financial dependency, government dependency, transfer status, continuing studies status, returning status, first-generation status, nontraditional status, part-time status, or known relationship to anyone in any of these protected classes or intersections thereof, unless pursuant to an exception recognized by state, or federal law. [Wisconsin State statute 36.12(1)]

### *Section 3: Duties of Voting Members*

- I. All voting members shall fulfill the following duties. Any **voting member** who fails to fulfill any of the following duties shall be in violation of this document and the public trust in which they were elected, and is subject to disciplinary action.
- II. **The duties of voting members in SGA include:**
  - a. Attend all SGA meetings.
  - b. Serve on at least one SGA standing committee.
  - c. Serve as a student representative on at least one UWRC campus committee, provided that there are vacant positions on the campus committees.
  - d. **Attend UWRC campus collegium.**
  - e. Be an active participant in at least one student club other than the SGA.
  - f. Uphold the laws of the State of Wisconsin, the United States of America, and the policies set forth by the University of Wisconsin System Board of Regents.

- III. Voting members hold a voting seat for all standing committees of SGA (excluding any committees they may chair).

## **Article III: Executive Officers**

### *Section 1: Naming of Executive Officers and Eligibility*

- I. The executive officers of the SGA shall be the President, Vice President, Treasurer, Sergeant at Arms, Public Relations and Events Coordinator, and Chief of Staff.
- II. Any senator meeting the eligibility requirements for membership is able to be considered for an executive officer position.
- III. The President and Vice President must plan to attend UWRC for the entire term in which they are elected to serve.

### *Section 2: Duties of Executive Officers*

- I. The duties of the President shall be:
  - a. Preside over SGA meetings in accordance with the process laid out in this document.
  - b. Discretion of the President:
    - i. If at any time a situation concerning the SGA arises that is not described in this constitution, the President must be the person responsible for deciding upon a course of action.
  - c. Write and distribute the agenda and all necessary materials for an SGA meeting at least one day prior to the meeting.
  - d. Should the Chief of Staff not be in attendance, the President must appoint a voting member to take minutes for the duration of that meeting.
  - e. Remain impartial in all matters discussed on the SGA meeting floor, and vote only in the case of a tied vote on the floor.
    - i. A motion or resolution requiring a simple majority vote may be vetoed by the President within one week of it passing, with the President notifying the SGA of the veto and reasoning behind the veto before the next SGA meeting following the veto.

- f. Chair the Executive Committee.
  - g. Serve on at least one other SGA standing committee (of their choice).
  - h. Serve as the student representative on the UWRC Steering Committee.
  - i. Appoint all voting members of SGA to at least one UWRC campus committee.
    - i. An appointment to a UWRC campus committee can be overruled by SGA by a majority vote during an SGA meeting.
  - j. Be an active participant in at least one student club other than the SGA.
  - k. Uphold the laws of the State of Wisconsin, the United States of America, and the policies set forth by the University of Wisconsin System Board of Regents.
- II. The duties of the Vice President shall be:
- a. Have the primary responsibility of interpreting this document.
  - b. Should the President no longer be able to fulfill their duties, assume the role of the President, including all duties and powers required of the office of the President for the remainder of the term.
  - c. Should the President not be in attendance, preside over SGA meetings.
  - d. Chair the Constitutional Review Committee.
    - i. The Vice President must appoint a voting member in attendance to take minutes and remind said voting member to give the Chief of Staff the final draft of the minutes.
  - e. Serve on the Executive Committee.
  - f. Serve on at least one other SGA standing committee (of their choice).
  - g. Serve on the campus committee(s) they are appointed to.
  - h. Be an active participant in at least one student club other than the SGA.
  - i. Uphold the laws of the State of Wisconsin, the United States of America, and the policies set forth by the University of Wisconsin System Board of Regents.
- III. The duties of the Sergeant at Arms shall be:
- a. Should neither the President or Vice President be in attendance, preside over SGA meetings with the rules laid out in this document.
  - b. Should the Vice President no longer be able to fulfill their duties as Vice President, assume the role of the Vice President, including all duties and powers required of the office of the Vice President, for the remainder of the term.

- c. Chair the Campus Club Communication Committee.
    - i. The Sergeant at Arms must appoint a voting member in attendance to take minutes and remind said voting member to give the Chief of Staff the final draft of the minutes.
  - d. Serve on the Executive Committee.
  - e. Serve on at least one other SGA standing committee (of their choice).
  - f. Serve on the campus committee(s) they are appointed to.
  - g. Hold record of all student organizations on the UWRC campus, their club presidents, and faculty advisors.
  - h. Coordinate promotion of UWRC campus club events.
  - i. Should the Sergeant at Arms attend a meeting in place of the President and/or Vice President, the Sergeant of Arms shall brief the President and/or Vice President with a written or oral report regarding said meeting.
  - j. Be an active participant in at least one student club other than the SGA.
  - k. Uphold the laws of the State of Wisconsin, the United States of America, and the policies set forth by the University of Wisconsin System Board of Regents.
  - l. If the Sergeant at Arms fails to fulfill any of the preceding duties, they shall be in violation of this document and the public trust in which they were elected, and are subject to disciplinary action.
- IV. The duties of the Chief of Staff shall be:
- a. Record minutes for all SGA meetings.
  - b. Record minutes for all Executive Committee meetings.
  - c. Hold record of minutes for all SGA and standing committee meetings.
  - d. Serve on the campus committee(s) they are appointed to.
  - e. Keep a record of attendance and report any matters of truancy to the Executive Committee.
  - f. Be an active participant in at least one student club other than the SGA.
  - g. Uphold the laws of the State of Wisconsin, the United States of America, and the policies set forth by the University of Wisconsin System Board of Regents.



- h. If the Public Relations and Events Coordinator fails to fulfill any of the preceding duties, they shall be in violation of this document and the public trust in which they were elected, and are subject to disciplinary action.

*Section 3: Compensation of Officers*

- I. All executive officers shall be monetarily compensated the amounts specified in this document in accordance with University of Wisconsin Board of Regent Policy and Wisconsin State Law at the end of fall and spring semesters during their term.
- II. All compensation must be approved by the SGA at the last meeting of the semester.
  - a. Executive officers **must** leave the room during discussion of their compensation.
- III. Reception of compensation is dependent on the execution of duties.
  - a. Executive officers are responsible for the performance of their duties and being aware of the duties applicable to their position.
  - b. In the event that another individual must perform an executive officer's duties, the executive officer's stipend may be reallocated partially or entirely to said individual.
  - c. In the event that an executive officer fails to fully perform their duties, the SGA may approve a compensation of a lower amount than stated in this document.
  - d. The SGA cannot approve a compensation higher than stated in this document unless one executive officer must perform another executive officer's duties simultaneously, in which case the SGA cannot approve a compensation higher than the combined compensations of the executive officers.
- IV. The compensations for officers shall be:
  - a. President: \$350 per semester.
  - b. **Vice President**: \$300 per semester.
  - c. **Sergeant at Arms**: \$250 per semester.
  - d. **Chief of Staff**: \$250 per semester.
  - e. Treasurer: \$250 per semester.
  - f. **Public Relations and Events Coordinator**: \$250 per semester.

*Section 4: Appointment of Executive Officers*



- I. The President and Vice President must be elected by the student body.
- II. The other **executive officers** must be elected by majority vote among voting members.

#### *Section 5: Length of Terms*

- I. The newly elected President and **Vice President** shall take office immediately following the final regular SGA meeting of the spring semester.
- II. Other executive officers and senators' terms are considered to have ended with the newly elected President and **Vice President** taking office.

#### *Section 6: Removal of **Voting Members***

- I. A **voting member** may be removed from office as the result of disciplinary action.
- II. The President or **Vice President** may be impeached following a petition signed by ten percent of the UWRC student body, to be ratified by a two-thirds majority vote at an SGA meeting.
  - a. The **President or Vice President** facing impeachment may not vote on their own impeachment petition.

#### *Section 7: Resignation*

- I. If an **executive officer** wishes to resign, they must submit their letter of resignation to the President, who then will accept or deny the resignation. The President's acceptance will then be ratified by the SGA at the next meeting.
  - a. The President's resignation would be accepted or denied by the **Vice President**.
- II. Resignations may not be rescinded or withdrawn once submitted.

### **Article IV: Committees**

Standing committees are those committees charged by the SGA to perform necessary duties in order to fulfill the mission of the SGA. Additional standing committees may be formed with a majority vote in an SGA meeting. Said standing committee must officially be added to the SGA constitution before it can form.

- I. Executive Committee (EC)

- a. The President shall chair EC.
  - b. EC is entrusted to ensure consistent and open communication between all executive officers.
  - c. EC shall draft disciplinary action recommendations to present at SGA meetings.
  - d. EC shall meet as often as the President deems necessary.
- II. Constitutional Revision Committee (CRC)
- a. The Vice President shall chair CRC.
  - b. CRC shall review and forward recommended constitutional amendments to the SGA, in accordance with the amendment policy in this document, Wisconsin State law, and University of Wisconsin Board of Regent Policy.
  - c. CRC shall meet as often as the Vice President deems necessary.
  - d. Upon the President's request during an EC meeting, the Vice President shall call a CRC meeting to order as soon as possible.
- III. Campus Club Communication Committee (C4)
- a. The Sergeant at Arms shall chair C4.
  - b. C4 shall create and maintain a record of all campus club constitutions, faculty advisors, and members.
  - c. C4 shall promote UWRC campus club events.
  - d. C4 shall meet as often as the Sergeant at Arms deems necessary.
  - e. Upon the President's request, the Sergeant at Arms shall call a C4 meeting to order as soon as possible.
- IV. Segregated University Fee Allocation Committee (SUFAC)
- a. The Treasurer shall chair SUFAC.
  - b. SUFAC shall recommend allocations from the SGA reserve budget.
  - c. SUFAC shall hold meetings as often as necessary to complete the budget process.
  - d. SUFAC shall create and recommend a budget for the use of segregated fees.
  - e. Upon the President's request, the Treasurer shall call a SUFAC meeting to order as soon as possible.
- V. Public Events Committee (PEC)
- a. The Public Relations and Events Coordinator shall chair PEC.
  - b. PEC shall plan and advertise SGA events.

- c. PEC shall meet weekly.
  - d. Upon the President's request, the Public Relations and Events Coordinator shall call a PEC meeting to order as soon as possible.
- VI. Interim Committee
- a. The incoming president shall chair Interim Committee.
  - b. Interim Committee will consist of former voting members and the newly elected President and Vice President. The former voting members shall assist the new executive officers in learning how to perform their duties.
  - c. Interim Committee has all rights and responsibilities of SGA excluding allocation of funds and the ability to amend the SGA constitution.
  - d. Interim Committee shall inform general members of SGA about the roles and elections at the beginning of the fall semester.
  - e. Interim Committee shall encourage incoming students to participate in campus clubs and events.

## **Article V: Meetings**

### *Section 1: Meeting Process*

- I. All meetings shall take place in accordance with the most recent edition of Robert's Rules of Order.
  - a. In the event that this constitution and Robert's Rules are in conflict, this constitution takes precedence.
- II. Discretion of the chair.
  - b. If at any time a situation arises in a meeting that is not described in either this constitution or Robert's Rules, the chair of the meeting must be responsible for deciding upon a course of action.

### *Section 2: Agenda*

- I. Every SGA and standing committee chair must draft an agenda and post it to the Public Meetings bulletin board in Williams Hall at least 24 hours before the meeting is set to take place.

- II. The agenda should include (but not be limited to):
  - a. Date, time, and location of the meeting.
  - b. Call to order.
  - c. Approval of the agenda.
  - d. Approval of the minutes.
  - e. Old business.
  - f. New business.
  - g. Announcements.
  - h. Adjournment.
- III. The chair of the meeting is responsible for assembling the agenda and adding items per request of any voting or general member(s).

#### *Section 3: Minutes*

- I. Minutes must be taken at all meetings.
- II. Minutes must include (but are not limited to) the following:
  - a. List of all people in attendance.
  - b. A copy of all written reports pertaining to the meeting.
  - c. Record of all motions, as well as the voting member who introduced the motion.
    - i. The name of the voting member that seconds a motion must be recorded as well.
    - ii. Record of the passing or failing of all motions.
  - d. Record of all dollar amounts of approved SGA spending.

#### *Section 4: Closed Session*

- I. SGA shall meet in closed session only when discussing grievances and disciplinary action at an EC meeting. All other SGA and standing committee meetings are to be public and transparent.
- II. Minutes shall not be taken in closed session.
- III. When an SGA meeting is in closed session, the only people permitted to be in the room are voting members and the SGA advisor.

## Article VI: Disciplinary Action

### *Section 1: Grievance Policy*

- I. Any voting member may report a grievance against any voting member(s).
  - a. The person(s) reporting the grievance is herein referred to as **plaintiff**.
  - b. The person(s) implicated in grievances are herein referred to as **defendant(s)**.
- II. Grievances must be reported with the President within **thirty days** of the offending action taking place.
  - a. If the **defendant** is the President, the grievance must be reported to the Vice President.
- III. **Plaintiff** must submit the grievance in writing to the Executive Committee and SGA advisor within **seven days** of reporting.
  - a. The written grievance must include (but is not limited to) the following:
    - i. The date and time the offending action took place.
    - ii. A description of the offending action.
    - iii. **Plaintiff's** response to the offending action.
    - iv. **Plaintiff's** desired outcome of the grievance.
- IV. The Executive Committee must meet as soon as possible following the filing of the written grievance report.
  - a. Following this meeting, the Executive Committee must complete a written recommendation within **seven days**.
  - b. If the recommendation of the Executive Committee is a written or verbal warning and/or discussion, the grievance shall not be brought to the attention of the entire SGA.
  - c. Written or verbal warnings and/or discussions shall be delivered in a meeting between the **defendant(s)**, the President, **Vice President**, and the SGA Advisor.
  - d. Any other recommended course of action shall be discussed at the next SGA meeting.
  - e. The result of the grievance shall be recorded in the minutes.
- V. The grievance must be kept confidential unless brought to the SGA for a vote.

- a. Any disciplinary action other than a written or verbal warning/discussion must be approved by a two-thirds majority vote of the voting members present.
  - b. Plaintiff and defendant(s) cannot vote on the disciplinary action.
- VI. The following actions are grounds for dismissal from the SGA.
- a. Lack of attendance
    - i. Each voting member is allowed no more than three unexcused absences per semester, four excused absences, or five total absences.
    - ii. For an absence to be considered excused, it must be submitted in writing and approved by the chair prior to the meeting.
    - iii. Standing committee absences count toward a voting member's total allowed absences.
    - iv. No voting member shall be penalized for any absence due to a required class function or event.
  - b. Violation of nondiscrimination policy in this document.
    - i. The SGA must notify the campus administration of any disciplinary action due to a violation of the nondiscrimination policy.

*Section 2: SGA Authority over Student Clubs*

- I. It is not the responsibility of the SGA to monitor, police, or manage student club functioning.
- II. Any student club found to be in violation of the nondiscrimination policy laid out in this document is subject to any and/or all of the following disciplinary actions:
  - a. Removal of club status.
  - b. Immediate withholding of funds.
    - i. Any club found in violation may have an immediate hold placed on their account until the situation has been rectified.
    - ii. Any club found in violation may have their funding removed from their account and reabsorbed by the SGA account.

**Article VII: Amendments**

- I. CRC reserves the right to submit written amendments to an SGA meeting.
- II. All amendments to this document must be provided, in writing, to all voting members, at least three days before the meeting at which they will be voted on.
- III. All amendments to this document must be made available to all students at least two weeks prior to a vote in an SGA meeting.
- IV. All amendments to this document must be ratified by a two-thirds majority vote of attending voting members.
- V. This constitution may be entirely replaced only by unanimous vote of the SGA.

### **Article VIII: Dissolution**

- I. Only the general members can dissolve SGA.
- II. A petition of thirty-three percent of general members will trigger a vote of no confidence in the SGA.
  - a. This petition must then be ratified by a simple majority vote of general members.
  - b. Any non-voting general members are considered to have abstained.
- III. A petition of the majority of the student body shall immediately dissolve the SGA.
- IV. Following the dissolution of the SGA, an election of President, Vice President, and senators will immediately take place.

### **Article IX: Elections**

#### *Section 1: Elections of senators*

- I. Elections of senators shall take place during the first month of the fall semester unless necessitated by a dissolution of the SGA.
- II. The voting booth must be open on two consecutive days.
- III. The student body shall be notified of the elections at least three weeks before the election takes place.
- IV. Any interested candidates must have all election materials and campaign materials approved by the director of student life at least one week prior to the election.

- V. All visual campaign materials must be removed at least the day before elections.
- VI. All verbal campaigning must take place at a minimum of fifteen feet from the voting booth on the days of the election.
- VII. Any candidate who knowingly violates any of these policies shall be immediately removed from the ballot and shall be ineligible to hold a voting position for the remainder of the term.
- VIII. No election proctor shall speak to the ability, actions, or opinions of any candidate.
- IX. No election proctor shall notify any student of a candidate who is not named on the ballot, although election proctors may notify students that write-in candidates are accepted.
- X. In the event that there are more candidates than open voting member seats, candidates with the most votes shall fill the voting seats.
  - a. In the event of a tied vote, the candidates with more votes than the tied candidates shall fill the voting seats, and decide which of the tied candidates will fill the remaining seats by majority vote in an SGA meeting.
- XI. The number of senator positions available is equal to one student for every 100 general members as of the tenth day of the fall semester, with a minimum of four.

*Section 2: Elections of President and Vice President*

- I. Election of the President and Vice President shall take place during the month of April, unless necessitated by the dissolution of the SGA.
- II. The SGA and the SGA advisor shall publicize the dates and policies of the Presidential and Vice-Presidential elections at least three weeks before the election is to take place.
- III. Any interested candidates must have all election materials completed and submitted to the SGA advisor at least one week prior to the election.
- IV. All visual campaign materials shall be removed at least day before the elections.
- V. All verbal campaigning must take place at a minimum of fifteen feet from the voting booth on the days of the election.
- VI. Any candidate who knowingly violates any of these policies shall be immediately removed from the election and shall be ineligible to hold a voting position for the remainder of the term.



- VII. No election proctor shall speak to the ability, actions, or opinions of any candidate.
- VIII. No election proctor shall notify any student of a candidate who is not named on the ballot, although election proctors may notify students that write-in candidates are accepted.