



UNIVERSITY OF WISCONSIN

Rock County

A Campus of the University of Wisconsin Colleges

University of Wisconsin – Rock County
Student Government Association
(SGA)

SGA Constitution

Revised and Approved

May 15, 2017

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Article I

Name

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

Article II

Purpose

The purpose of this organization is to:

1. 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).
2. 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.
3. To appoint/approve student representatives to all committees outlined in the UWRC constitution.
4. To receive student petitions, requests, and/or suggestions.
5. To facilitate communication between UWRC campus administration and the UWRC student body.
6. To appoint/approve student representatives to off-campus conferences (i.e. UW System Student Representatives, Student Governance Council, leadership conferences, etc.).

Article III

Membership

Section 1: Eligibility

1. Members of SGA are herein referred to as Senators, with the exception of Executive Officers, who are referred to by their titles.
2. 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

1. 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, federal, or law. [Wisconsin State statute 36.12(1)]

Section 3: Duties of Voting Members;

1. 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 as laid out in (Article VIII).
2. Attend all SGA meetings.
3. Serve on at least one SGA standing committee.
4. Serve as a student representative on at least one campus committee, provided that there are vacant positions on the campus committees.
5. Be an active participant in at least one student club other than the SGA.
6. 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.

Article IV

Executive Officers of the SGA

Section 1: Naming of Executive Officers and Eligibility

1. The Executive Officers of the SGA shall be the President, Vice-President, Treasurer, Temp-Elect, Publicity Coordinator, and Secretary.
2. Any Senator meeting the eligibility requirements for membership is able to be considered for an Executive Officer position.
 - a. Excepting the President and Vice-President, who must be planning to attend UWRC for the entire term in which they are elected to serve.

Section 2: Duties of Officers

1. The duties of the President shall be:
 - a. Preside over SGA meetings in accordance with the process laid out in this document (See Article VII).
 - 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 Secretary not be in attendance, appoint a temporary Secretary to take minutes for the duration of the 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 after the veto.
 - f. Chair the Executive Committee. (Article V)
 - i. Chairing the Executive Committee satisfies the President's SGA standing committee service requirement.
 - g. Serve as the student representative on the UWRC Steering Committee.
 - i. Serving on the UWRC Steering Committee satisfies the President's campus committee service requirement.
 - h. Meet with the Campus Administrator at least once during every one month period.
 - i. Meet with the director of student life at least twice during every one month period.
 - j. Make a good faith effort to attend and participate in all meetings of the UW System Student Representatives and the UW Colleges Student Governance Council.
 - k. Have the primary responsibility of interpreting this document.
2. The duties of the Vice-President shall be:
- a. Hold a voting seat at all SGA meetings.
 - b. Hold a voting seat on the Executive Committee.
 - i. Serving on the Executive Committee satisfies the Vice-President's SGA standing committee service requirement.
 - c. Should the President no longer be able to fulfill the duties of the President, assume the role of the President, including all duties and powers required of the Office of the President for the remainder of the term.
 - d. Should the President not be in attendance, preside over SGA meetings in accordance with the rules laid out in this document (Article VII)
 - e. Chair the Constitutional Review Committee (Article V).
 - i. Chairing the Constitutional Review Committee satisfies the Vice-President's SGA standing committee service requirement.
 - f. Meet with the Campus Administrator at least once during every one month period.
 - g. Meet with the Director of Student Life at least twice during every one month period.
 - h. Make a good faith effort to attend and participate in all meetings of the UW System Student Representatives and the UW Colleges Student Governance Council.
3. The duties of the Temp-Elect 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 (Article VII)
 - 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 (C4) (Article V).
 - i. Chairing the Campus Club Communication Committee satisfies the Temp-Elect's SGA standing committee service requirement.
 - d. Hold record of all student organizations on the UWRC campus, their club Presidents, and faculty advisors.
 - e. Should the Temp-Elect attend a meeting in place of the President or Vice-President, the Temp-Elect shall brief the President and/or Vice-President with a written or oral report on the meeting.
 - f. Hold a voting seat on the Executive Committee.
 - g. Hold a voting seat at all SGA meetings.
4. The duties of the Secretary shall be:
- a. Record minutes for all SGA meetings.
 - b. Hold a voting seat on the Executive Committee.
 - i. Holding a voting seat on the Executive Committee satisfies the Secretary's standing committee service requirement.
 - c. Record and distribute minutes for the Executive Committee.
 - d. Hold a voting seat at all SGA meetings.
 - e. Hold a non-voting seat on the Constitutional Review Committee.
 - f. Record and distribute minutes for the Constitutional Review Committee.
 - g. Keep a record of attendance and report any matters of truancy to the Executive Committee.
5. The duties of the Treasurer shall be:
- a. Hold a voting seat at all SGA meetings.
 - b. Hold a voting seat on the Executive Committee.
 - c. Serve as the student representative to the Campus Budget Committee.
 - d. Chair the Segregated University Fee Allocation Committee (SUFAC) (Article V).
 - i. Chairing the SUFAC satisfies the Treasurer's SGA standing committee service requirement.
 - e. Meet with the Regional Associate Dean for Administration and Finance at least once during every one month period.
 - f. Keep record of all SGA expenditures and the amount in the SGA budget and the holding account.
 - g. Distribute minutes and agendas for the SUFAC.
6. The duties of the Publicity Coordinator shall be:
- a. Hold a voting seat at all SGA meetings.
 - b. Hold a voting seat on the executive committee.
 - c. Chair the Publicity and Events Committee (Article V).

- i. Chairing the Publicity Committee satisfies the Publicity coordinator's SGA standing committee service requirement.
- d. Create promotional materials for SGA events.
- e. Meet with the Director of Student Life at least once in every one month period.

Section 3: Compensation of Officers

1. 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.
2. All compensation must be approved by the SGA at the last meeting of the semester.
 - a. Executive Officers should leave the room during discussion of their compensation.
3. 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 Officer's stipend may be reallocated partially or entirely to that 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 Officer's duties simultaneously, in which case the SGA cannot approve a compensation higher than the combined compensations of the officers.
4. The compensations for officers shall be:
 - a. President: \$350 per semester.
 - b. Vice-President: \$300.00 per semester.
 - c. Temp-Elect: \$200.00 per semester.
 - d. Secretary: \$250.00 per semester.
 - e. Treasurer: \$250.00 per semester.
 - f. Publicity Coordinator: \$250.00 per semester.

Section 4: Appointment of Executive Officers:

1. The President and Vice-President must be elected by the student body (Article XI).
2. The other Executive Officers may be appointed by the President from the current Senators or may be elected via popular vote of the SGA.
 - a. If the President appoints a Senator to the Executive Committee, their appointment must be ratified by a majority vote of the SGA.

Section 5: Length of term:

1. The newly elected President and Vice-President shall take office immediately following the final regular SGA meeting of the spring semester.
2. Other Executive Officer's terms are considered to have ended with the newly elected President and Vice-President taking office.

Section 6: Removal of Executive Officers:

1. Only the students of UWRC may remove an Executive of SGA from their office.

2. An Executive Officer may be removed as the result of disciplinary action (Article VIII).
3. 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 of the SGA.

- a. The Officer facing impeachment may not vote on their own impeachment petition.

Section 7: Resignation

1. If an 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. Pursuant to state statute 36.09(5), no person who does not pay segregated fees may affect the decision to accept or deny the resignation.
 - b. A President's resignation would be accepted or denied by the Vice-President.
2. Resignations may not be rescinded or withdrawn once submitted.

Article V

Standing Committees of SGA

Section 1: The Standing Committees of SGA.

1. Standing Committees are those committees charged by the SGA to perform necessary duties in order to fulfill the mission of the SGA.

Section 2: Executive Committee

1. The Executive Committee shall be composed of:
 - a. The President, who shall chair the Executive Committee.
 - b. The Vice-President, who shall chair the Executive Committee in the absence of the President.
 - c. The Temp-Elect.
 - d. The Treasurer.
 - e. The Secretary, who shall record minutes of the Executive Committee meetings.
 - f. The Publicity Coordinator.
2. The duties of the Executive Committee shall be:
 - a. To ensure consistent and open communication between all executive officers.
 - b. To meet at least twice during each one month period.
 - c. Carry out disciplinary action as described in (Article VIII) of this document.

Section 3: Constitutional Revision Committee (CRC)

1. The CRC shall be composed of:
 - a. The Vice-President, who shall chair the CRC.
 - b. The Secretary, who shall hold a non-voting seat on the CRC and record the minutes.
 - c. Three Senators.
2. The duties of the CRC shall be:
 - a. Hold meetings at least once during every one month period.
 - b. To review and forward recommended constitutional amendments to the SGA, in accordance with the amendment policy in this document (Article IX) state law, and University of Wisconsin Board of Regent Policy.

Section 4: Campus Club Communication Committee (C4)

1. The C4 shall be composed of:
 - a. The Temp-Elect, who shall chair the C4.
 - b. Two Senators.
 - c. Any UWRC student who wishes to attend.
2. The duties of the C4 shall be:
 - a. Hold meetings at least twice in every one month period.
 - b. To create and maintain a record of all campus club constitutions, their faculty advisors, and their Presidents.
 - c. To communicate regularly with campus clubs and report club events and functions to SGA and the Publicity and Events Committee.
 - d. Advise SGA how to best support the student clubs and organizations on campus.

Section 5: Segregated University Fee Allocation Committee (SUFAC)

1. The SUFAC shall be composed of:
 - a. The Treasurer, who shall chair the SUFAC.
 - b. Four Senators.
 - c. Two UWRC students who are not Senators or Executive Officers.
2. The duties of the SUFAC shall be:
 - a. Create and recommend a budget for the use of segregated fees.
 - b. Hold meetings as often as necessary to complete the budget process.
 - c. Recommend allocations from the SGA reserve budget.

Section 6: Publicity and Events Committee (PEC)

1. The PEC shall be composed of:
 - a. The Publicity Coordinator, who shall chair the PEC.
 - b. Three Senators.
 - c. Any UWRC student who wishes to attend.
2. The duties of the PEC shall be:
 - a. Meet once during every one-week period.
 - b. Plan SGA events
 - c. Create and distribute promotional materials for SGA events
 - d. Support the UWRC student clubs and organizations with their event planning and promotion

Section 7: The Interim Committee

1. The Interim Committee shall be composed of:
 - a. The Incoming President, who shall chair the Interim Committee
 - b. The Outgoing President
 - c. The Incoming Vice-President
 - d. The Outgoing Vice-President
 - e. Three Senators
2. The duties of the Interim Committee shall be:
 - a. Meet as needed in the interim between spring and fall semesters.
 - b. Have all rights and responsibilities of SGA, excluding:

- i. Allocation of funds
- ii. Constitutional amendments
- c. Publicize the elections of Senators (Article XI)
- d. Be present at freshman orientation to encourage incoming students to participate in matters of student life.

Article VI

Campus Committees

Section 1: Campus Committees

1. The following committees are outlined in the UWRC constitution as requiring a student representative elected by SGA. Unless otherwise specified, this student representative may be any segregated fee paying UWRC student.
 - a. The Collegium shall have the following student representatives:
 - i. One student in good standing for every 100 full-time enrolled students enrolled as of the tenth day of the fall semester, with a minimum of three student representatives, including the President and Vice-President.
 - b. The Steering Committee shall have the following student representative:
 - i. President of SGA.
 - c. The Committee on Curriculum and Course Improvement shall have the following student representative:
 - i. One student.
 - d. The Performing Arts and Lecture Committee shall have the following student representatives:
 - i. Three students.
 - e. The Faculty and Staff Academic Development Committee shall have the following student representative:
 - i. One student.
 - f. The Information and Instructional Technology Committee shall have the following student representatives:
 - i. Two students.
 - g. Student Policies and Activities Committee shall have the following student representative:
 - i. One student.
 - h. The Budget Committee shall have the following student representative:
 - i. The Treasurer of SGA.
 - i. The Safety Committee shall have the following student representative:
 - i. One student.
2. Students may be appointed to these committees by the President of SGA or by election from the SGA.

Article VII

Meetings

Section 1: Meeting Process

1. All meetings shall take place in accordance with the most recent edition of Robert's Rules of Order, Newly Revised (Robert's Rules).
 - a. In the event that this constitution and Robert's Rules are in conflict, this constitution takes precedence.
2. Discretion of the Chair.
 - a. 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.
3. Quorum must consist of one-half of all voting members plus one.
 - a. The President shall count towards quorum.

Section 2: Agenda

1. Every SGA meeting agenda shall include the following:
 - 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.
2. Any other items may be placed on the agenda by the chair of the meeting as they see fit or at the request of any Senator or Executive Officer.

Section 3: Minutes

1. Minutes must be taken at all meetings.
2. Minutes must include (but are not limited to) the following:
 - a. A list of all people in attendance.
 - b. A copy of all written reports pertaining to the meeting at which minutes were taken.
 - c. Record of all motions, as well as the Voting Member who introduced the motion.
 - i. The Voting Member who seconds a motion need not be named, but seconds must be noted.
 - ii. Record of the passing or failing of all motions.
 - d. A record of all dollar amounts of approved SGA spending.

Section 4: Standing Committee Meetings

1. Standing Committee Meetings shall be held in accordance with the above rules, with the exception that the Chair of committee meetings may vote in their committee meetings.

Section 5: Closed Session

1. SGA shall meet in closed session only when discussing grievances and disciplinary action.
2. Minutes shall not be taken in closed session.
3. When an SGA meeting is in closed session, the only people permitted to be in the room are Senators, executive officers, and the SGA Advisor.

4. Unless the meeting is in closed session, any person who wishes to attend may attend.

Article VIII

Disciplinary Action

Section 1: Grievance Policy

1. Any Voting Member may report a grievance against any Voting Member(s).
 - a. The person reporting the grievance is herein referred to as the Reporter.
 - b. The person(s) implicated in the grievance is (are) herein referred to as the Accused (People).
2. Grievances must be discussed with the President within one month of the offending action taking place.
 - a. If the Accused is the President, the grievance must be reported to the Vice-President.
3. The SGA Advisor must be made aware of the grievance within one week of the report to the President, or Vice-President if the Accused is the President.
4. The Reporter must submit the grievance in writing to the Executive Committee and SGA Advisor within one week of discussing the grievance with the President or Vice-President.
 - 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. The Reporter's response to the offending action.
 - iv. The Reporter's desired outcome of the grievance.
5. The SGA Advisor and 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 one week's time.
 - i. 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.
 - ii. Written or verbal warnings and/or discussions shall be delivered in a meeting between the Accused (People), the President of SGA, Vice-President, and the SGA Advisor.
 - iii. Any other recommended course of action shall be discussed at the next SGA meeting.
 1. This discussion must take place in closed session.
 - iv. After session reopens, the result of the grievance will be read into the minutes by the President, or Vice-President if the accused is the President.
6. 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.

- i. The Reporter and Accused (People) are considered non-voting and do not count towards quorum, but are allowed to stay in the room during discussion.
- 7. 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. 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.

1. It is not the responsibility of the SGA to monitor, police, or manage Student Club functioning.
2. 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.
 - i. The Club found in violation may no longer be afforded the rights granted to all recognized Student Clubs.
 - 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 IX

Amendments

Section 1: Amendment procedure

1. All amendments to this document must be submitted either in writing from the CRC, or in the form of a resolution from any Voting Member.
2. All amendments to this document must be provided, in writing, to all Voting Members, no less than three days before the meeting at which they will be discussed.
3. All amendments to this document must be made available to all students at least two weeks prior to their ratification by the SGA.
4. All amendments to this document must be ratified by a two-thirds majority vote of attending Voting Members.
5. All UWRC students may participate in debate and discussion of amendments, but only SGA Voting Members may vote on the ratification of the amendment.

6. This constitution may be entirely replaced only by unanimous vote of the SGA.

Article X

Dissolution

1. Only the students of UWRC may dissolve the SGA.
2. A petition of thirty-three percent of the student body will trigger a vote of no confidence in the SGA.
 - a. This petition must then be ratified by a simple majority vote of the student body.
 - i. Any non-voting students are considered to have abstained.
3. A petition of the majority of the student body shall immediately dissolve the SGA.
4. Following the dissolution of the SGA, an election (Article XI) of President, Vice-President, and Senators will immediately take place.

Article XI

Elections

Section 1: Elections of Senators

1. Elections of Senators shall take place during the first month of the fall semester unless necessitated by a dissolution of the SGA.
2. The voting booth must be open on two consecutive days.
3. The student body shall be notified of the elections at least three weeks before the election takes place.
4. 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.
5. All visual campaign materials must be removed no later than the day before elections.
6. All verbal campaigning must take place at a minimum of fifteen feet from the voting booth on the days of the election.
7. 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.
8. No election proctor shall speak to the ability, actions, or opinions of any candidate.
9. 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.
10. 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.

Section 2: Presidential and Vice-Presidential Elections:

1. Election of the President and Vice-President shall take place during the month of April, unless necessitated by the dissolution of the SGA.

2. 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.
3. Any interested candidates must have all election materials completed and submitted to the director of student life at least one week prior to the election.
4. All visual campaign materials shall be removed no later than the day before the elections.
5. All verbal campaigning must take place at a minimum of fifteen feet from the voting booth on the days of the election.
6. 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.
7. No election proctor shall speak to the ability, actions, or opinions of any candidate.
8. 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.