Constitution of the Student Government Association of the University of Wisconsin at Rock County

Preamble

Article I: Naming and Mission Statement

Name: The name of this organization shall be the Student Government Association; herein referred to as SGA.

Mission: The mission of SGA shall be to: 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),

Promote and encourage Student activities on and off the UWRC campus, and

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 the benefit of the Student Body.

Article II: Membership

General Membership: All students at UWRC are General Members of SGA, and are therefore welcome to attend any meeting or event planned, implemented, or sponsored by SGA.

Voting Membership: As this document is constructed to be a set of procedural rules and policy, a distinction must be made between General and Voting Membership. While General Membership is granted to all UWRC students, Voting Membership is reserved for those who are elected by the student body to serve as their representation in matters pertaining to the mission of SGA.

Discrimination: No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status. [Wisconsin State statute 36.12(1)]

Eligibility: In order to qualify to be elected as a Voting Member of SGA, one must fulfill the following requirements;

All Voting Members must be tuition paying students who are currently attending UWRC, and

All Voting Members must have at least a 2.0 cumulative grade point average, and can not have had a grade point average of less than 2.0 for two concurrent semesters while attending UWRC. This stipulation does not apply to first year students.
Duties of Voting Members: 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 set forth in Article V.

All Voting Members must attend all SGA meetings,

All Voting Members must attend at least one Standing Committee,

All Voting Members must attend at least one Campus Committee, and

All Voting Members must attend at least one Student Club meeting in every one month period.

Executives

Eligibility: In order to qualify to be elected as an Executive of SGA, one must fulfill the following Requirements;

All Executives must be tuition paying students who are currently attending UWRC,

All Executives must be planning to attend UWRC for the entire term in which they are elected to serve,

All Executives must have at least a 2.5 grade point average, and

All Executives must be in good academic standing.

All Executives shall be paid a stipend at the end of each semester in which they held an Executive position:

President: $350.00 per semester

Vice President: $300.00 per semester

Temp Elect: $175.00 per semester

Secretary: $250.00 per semester

Treasurer: $225.00 per semester

Publicity Coordinator: $225.00 per semester

All stipends are dependent upon execution of duties. Executives are responsible for the performance of their duties. In cases where another individual has to perform an executive’s duties, the executive’s stipend may be reallocated partially or entirely to that individual. The Student Government
Association’s Senate shall vote at the end of each semester to approve or alter the allocation of all elect stipends.

Duties: Executives must fulfill, in addition to all Duties assigned to Voting Members, the following Duties;

President: The President of SGA shall;

Preside over Senate meetings in accordance with the rules laid out in this document (Article IV),

Vote only if there is a tied vote on the Senate floor,

Should the Secretary not be in attendance, appoint a temporary Secretary to take minutes for the duration of the meeting,

Chair the Executive Committee,

Chairing the Executive Committee fulfills the President’s Standing Committee attendance requirement.

Sit as the student representative on the Steering Committee,

Holding a seat on the Steering Committee fulfills the President’s Campus Committee attendance requirement.

Meet with the Campus Dean at least twice in every one month period, and

Meet with the Associate Dean of Student Services at least twice in every one month period.

Vice President: The Vice President shall;

Should the President not be in attendance, preside over Senate meetings in accordance with the rules laid out in this document (Article IV),

Should the President no longer be able to fulfill their duties as 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,

Keep record of attendance, and report any matters of truancy to the Executive Committee,

Hold a Voting Seat at all SGA meetings,

Hold a Voting Seat on the Executive Committee,
Hold a Voting Seat on the Student Affairs and Finance Committee, and

Chair the Constitutional Revision Committee,

Chairing the Constitutional Revision Committee fulfills the Vice President's Standing Committee attendance requirement.

Meet with the Campus Dean at least twice in every one month period, and

Meet with the Associate Dean of Student Services at least twice in every one month period.

Temp-Elect: The Temp-Elect shall;

Should neither the President or Vice President be in attendance, preside over Senate meetings in accordance with the rules laid out in this document (Article IV),

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,

Hold a Voting Seat at all SGA meetings,

Hold a Voting Seat on the executive Committee,

Chair the Campus Club Communication Committee,

Chairing the Campus Club Communication Committee fulfills the Temp-Elect's Standing Committee attendance requirement.

Meet with the Student Activities Coordinator at least once in every one week period, and

Hold record of all Student Organizations on the UWRC campus.

Secretary: The Secretary shall;

Record the minutes for all SGA meetings,

Record the agenda for all SGA meetings,

Distribute the minutes and agenda at least 48 hours prior to the following SGA meeting to all meeting attendees, the Campus Dean, the Associate Dean of Student Services, the Associate Dean of Business Services, and the Student Activities Coordinator,

Hold a Voting Seat at all SGA Meetings,
Hold a Voting Seat on the Executive Committee,
Sit as a nonvoting member on the Constitutional Revision Committee, and

Holding a nonvoting seat on the Constitutional Revision Committee fulfills the Secretary's Standing Committee attendance requirement.

Record and distribute minutes and agendas for the Constitutional Revision Committee.

Treasurer: The Treasurer shall;
Hold a Voting Seat at all SGA Meetings,
Hold a Voting Seat on the Executive Committee,
Chair the Student Activities and Finance Committee,
Chairing the Student Activities and Finance Committee fulfills the Treasurer's Standing Committee attendance requirement.
Meet with the Associate Dean of Administrative Services at least twice in every one month period, and
Distribute minutes and agendas for the Student Activities and Finance Committee.

Publicity Coordinator: The Publicity Coordinator shall;
Hold a Voting Seat at all SGA Meetings,
Hold a Voting Seat on the Executive Committee,
Chair the Publicity Committee,
Chairing the Publicity Committee fulfills the Publicity Coordinator's Standing Committee attendance requirement.
Distribute the minutes and agenda for Publicity Committee meetings, and
Meet with the Student Activities Coordinator at least once in every one month period.
Article III: Committees

Standing Committees: Standing Committees are those Committees charged by SGA to perform necessary Duties to the fulfillment of the Mission of SGA.

Executive Committee:

The Duties of the Execute Committee shall be:

To review and forward recommendations to SGA in regards to all Grievances as laid out in the Grievance Policy,

To creation each SGA Agenda, and

To Meet at least one time during each week that SGA holds a regular meeting.

The Executive Committee shall be composed of:

The President, who shall hold the Chair position within the Executive Committee,

The Vice President, who shall, in the absence of the President, Chair the Executive Committee,

The Temp-Elect,

The Treasurer,

The Secretary, and

The Publicity Coordinator.

Constitutional Revision Committee (CRC):

The Duties of CRC shall be:

To review and forward recommended Constitutional Amendments to SGA, in accordance with the Amendment Policy, and

To hold meetings at least twice in every one month period.

The Constitutional Review Committee shall be comprised of:

The Vice President, who shall hold the Chair position within CRC,
The Secretary, who shall record the minutes, and

The Secretary shall hold a non-voting seat on CRC.

The position of the Secretary shall be counted towards quorum in all CRC Meetings.

Three Voting SGA Members in good standing.

Campus Club Communication Committee (C-4):

The Duties of C-4 shall be:

To plan all SGA events,

To create and maintain a record of all Campus Club Constitutions,

To communicate regularly with Campus Clubs and report Club activities to SGA, and

To hold meetings at least twice in every one month period.

The Campus Club Communication Committee shall be comprised of:

The Temp-Elect, who shall hold the chair position within C-4,

Two Voting SGA Members in good standing, and

Any General Member who wishes to attend.

Only one General Member can act as representation for each club.

Each General Member representative holds a voting seat.

Quorum for C-4 shall be either one-third of all active Campus Clubs or seven, whichever is greater.

Student Activities and Finance Committee (SAFC):

The Duties of SAFC shall be:

To create and recommend a budget for the following Academic year,

To hold meetings at least twice in each one month period, and

To recommend allocations form the previous Academic year’s Reserve Budget.
The student Activities and Finance Committee shall be comprised of:
The Treasurer, who shall hold the chair position within SAFC, 
Four Voting SGA Members in good standing, and
Two General Members.
The two General Members shall hold voting seats on SAFC.

Publicity Committee:
The Duties of the Publicity Committee shall be: 
To create and distribute all information in regards to SGA events,
To remove all outdated information from the Campus, and
To hold meetings at least twice in each one month period.
The Publicity Committee shall be comprised of:
The Publicity Coordinator, who shall hold the Chair position within the Publicity Committee,
Three Voting SGA Members in good standing, and
Any and All General Members who wish to attend.
Attending General Members hold a Voting seat in all Publicity Committee meetings.
Attending General Members shall not be counted for the purposes of quorum.

Campus Committees: Each Campus Committee, and the policies that govern it, are given in the UWRC Campus Constitution. For the purposes of this Constitution, only the number of SGA Voting Members who are allowed to represent the Student Body, as per WI State Statute 36.09(5), are given.

Collegium: Six Members.

Lecture and Performing Arts Committee (LPAC): Five Members.

Information and Instructional Technology Committee (IITC): Two Members.

Divisions: One Member each.
The Divisions are:

Humanities,

Natural Sciences, and

Social Sciences.

Academic Actions: One Member.

Academic Outreach: One Member.

Campus Safety Committee: One Member.

Course and Curriculum Improvement Committee (CCIC): One Member.

Interim Committee: The Interim Committee shall conduct the business in accordance with the mission of SGA during the Summer Session.

The Interim Committee shall consist of the:

President,

Vice President, and

Three Members chosen by SGA.

The Interim Committee shall have all of the rights and responsibilities of the SGA, excluding:

Allocation of funds,

Grievance and Disciplinary powers, and

Constitutional amendments.

Article IV: Meetings

Student Government Association Meetings:

All SGA Meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order, Newly Revised unless contradicted by any clause in this Constitution.
Discretion of the Chair: If, at any time, an issue arises that is not described in either this Constitution or Robert's Rules of Order, Newly Revised, the Officer holding the Chair position shall be responsible for deciding upon a course of action.

Agenda: Every SGA Agenda shall include the following:

Call to Order,

Approval of the Agenda,

Approval of the Minutes,

Old Business,

New Business,

Announcements, and

Adjournment;

Any other items may be placed on the agenda by the Executive Committee, in any order they see fit, or by any Voting Member with at least forty-eight hours’ notice prior to the meeting in which they will be discussed.

Minutes:

Minutes must be taken at all SGA Meetings,

Minutes shall include the following:

A list of all attendees,

A copy of all written reports pertaining to the meeting, at which the minutes were taken,

All written reports shall be submitted to the Executive Committee at least forty-eight hours prior to the SGA Meeting in which they will be discussed,

Record of all motions, as well as the Voting Member who introduced the motion; seconds need not be recorded,

Record of either the passing or failing of all motions, and

In the event of monetary allocations, a hand count of all those voting for, against, and abstaining.
Closed Session:

With the exception of Closed Sessions involving a Grievance, the President may invite any person they see fit to attend, and

Minutes shall not be taken in closed session.

Quorum for all SGA Meetings shall consist of one half of all members plus one; the President shall count towards quorum.

Standing Committee Meetings:

All Standing Committee Meetings shall be conducted in accordance with the most current edition of Robert’s Rules of Order, Newly Revised unless contradicted by any clause in this Constitution.

All persons holding a Chair position within any standing committee is allowed a vote on any issue brought to the Committee.

Quorum for all Standing Committee Meetings shall consist of one half of all members plus one, unless specified as otherwise in this document.

Article V: Grievances/Disciplinary Action

In such a case that a Grievance is brought to SGA, the following policy must be applied before any Disciplinary Action can be taken:

All Grievances must be reported to the Executive Committee within one week’s time from either the occurrence of the action in question, or knowledge of the action in question, whichever is greater, but not to exceed one month’s time.

All Grievances must be reported to the SGA Faculty Advisor within one week’s time from either the occurrence of the action in question, or knowledge of the action in question, whichever is greater, but not to exceed one month’s time.

After reviewing the Grievance, the Executive Committee and SGA Faculty Advisor must hold a meeting to discuss a recommendation to the SGA.
The Executive Committee must complete a recommendation, in writing, within one week's time of the Grievance Report.

Upon completion of a recommendation, the Executive Committee shall present their recommendation to SGA, where it will be deliberated upon in closed session. The SGA Faculty Advisor, as well as any involved parties, shall be the only Non-Voting Members allowed to participate in the deliberation.

Upon completion of deliberation, the SGA session shall be opened and the agreed upon course of action shall be recorded in the minutes.

In such a case that Disciplinary Action must be taken, the following policy shall be followed:

A minimum of two-thirds of the majority must be in agreement before any disciplinary action can be taken.

Quorum for any meeting which includes possible disciplinary action must consist of a minimum of two-thirds of Voting Members plus one.

The SGA Faculty Advisor must be in Attendance at any meeting which includes a decision to take disciplinary action.

The actions that may result in removal of a Voting Member of SGA shall be as follows:

Attendance:

Regular SGA Meeting Absences:

Each Voting Member is allowed three unexcused absences per term.

Three unexcused absences are grounds for dismissal through a SGA Senate vote.

An absence is considered unexcused if notice is not given to any member of the Executive Committee, or the Faculty Advisor, before the meeting from which the Voting Member is going to be absent is called to Order, and

Notice of Absence must be given in writing.

An absence will only be considered excused if the Voting Member gives notice of absence in accordance with the policy described above.

No Voting Member shall be penalized for any absence due to a Required Class Function or Event.
Committee Absences:

Unexcused absences will count toward Regular SGA Meeting Absences.

An absence is considered unexcused if notice is not given to any member of the Executive Committee, before the meeting from which the Voting Member is going to be absent is called to Order, and

Notice of Absence must be given in writing at least twenty-four hours in advance of the Committee Absence.

An absence will only be considered excused if the Voting Member gives notice of absence in accordance with the policy described above.

Discrimination:

Any Voting Member who takes any action which directly conflicts with WI State Statute 36.12(1) may be found in violation of this Constitution and subject to the Grievance and Disciplinary Procedures described in this Constitution.

If Disciplinary Action is taken due to any Voting Member's violation of this clause, a grievance must be filed by SGA with the administration.

Any other action SGA agrees upon as being fit for removal, and passes with a two-thirds majority vote of attending Voting Members.

Any Student Club that is found in violation of WI State Statute 36.12(1), according to the Grievance Policy described in this Constitution, is subject to any or all of the following Disciplinary Actions:

Removal of Club Status:

The student Club found in violation may no longer be afforded the rights granted to all recognized Student Clubs.

Immediate Withholding of Funds:

Any Club found in violation may have an immediate hold placed upon their account until such a time as the Grievance has been rectified.
Immediate Removal of Funding:

Any Club found in violation may immediately have their funding removed from their account and placed in the SGA account.

Article VI: Amendments

This Constitution may be amended, but not replaced.

The procedure for amending this Constitution cannot be amended.

Amendment Procedure:

All amendments shall be passed by a majority of Attending CRC members during a CRC meeting before it can be brought before SGA,

All amendments shall be provided, in writing, to all Voting Members at least forty-eight hours prior to the SGA meeting at which they will be discussed,

All amendments shall be passed by a two thirds majority of attending Voting Members,

All amendments shall be made available to the Student Body at least two weeks prior to their ratification by SGA, and

Each amendment must be posted, in its actual wording, in at least three places in each building, and

Students shall be made aware through their campus e-mail both two weeks prior, and one week prior to their ratification by SGA.

All General Members are allowed a Vote on ratification of new amendments.

A limit of four Constitutional amendments in the form of article changes, can be ratified in each academic year, with a maximum of three amendments ratified in each semester.

All amendment dates shall be posted at the beginning of this document.

A limit of three line changes may be ratified in each semester.
All amendments shall be added to this Constitution under Article VI, Section E.

Ratified Constitutional Amendments:

Article VII: Resolutions

All resolutions must be presented to SGA with at least forty-eight hour’s notice prior to the meeting in which they will be discussed.

Upon approval of a resolution, it shall be attached to this document under Article VII, Section C, as well as the date on which it was approved.

Approved Resolutions:

Article VIII: Elections and Referenda

General Elections:

Election of Voting Members shall take place during the first month of the Fall Semester.

The Interim Committee shall publicize the dates and policies concerning the General Election, at least two weeks before the Election is to take place, within the first week of the semester.

General Election Policy:

The Student Body shall be notified at least two weeks prior to the General Election,

Any interested candidates must have all election materials fully filled out and submitted to Student Services at least one week prior to the General Election.

All candidates shall fulfill the requirements for Voting Members as described in Article II, Section B.

All visual campaign materials shall be removed by 8:00 am on the first day of elections.

All verbal campaigning shall take place at a minimum of fifteen feet from the voting booth on the days of the election.

Any candidate who knowingly violates any policy as described in this document shall be immediately removed from the election and shall be ineligible to hold a Voting position for the remainder of the semester.

No election proctor shall speak to the ability, actions, or opinions of any candidate, nor shall any proctor notify any student of a candidate who is not named on the ballot.
In the case that there are more candidates than open Voting Member seats, the two non-elected candidates with the highest amount of votes, with a minimum of five votes, shall become alternates.

Unless declined by an alternate, any vacant Voting Member seat shall be filled by the remaining alternate with the highest amount of votes.

Presidential and Vice Presidential Elections:

Election of the President and Vice President of SGA shall take place during the second half of the Spring Semester.

SGA shall publicize the dates and policies concerning the Presidential and Vice Presidential Election at least two weeks before the Election is to take place.

Presidential and Vice Presidential Election Policy:

The Student Body shall be notified at least two weeks prior to the General Election Presidential and Vice Presidential Election.

Any interested candidates must have all election materials fully filled out and submitted to Student Services at least one week prior to the Presidential and Vice Presidential Election.

All candidates shall fulfill the requirements for Executives as described in Article II, Section C.

All visual campaign materials shall be removed by 8:00 am on the first day of elections.

All verbal campaigning shall take place at a minimum of fifteen feet from the voting booth on the days of the election.

Any candidate who knowingly violates any policy as described in this document shall be immediately removed from the election.

No election proctor shall speak to the ability, actions, or opinions of any candidate, nor shall any proctor notify any student of a candidate who is not named on the ballot.

Referenda

All Referenda shall take place simultaneously with an election.

SGA shall publicize the dates and policies concerning the Referendum at least two weeks before the Election is to take place.
Referenda Policy:

The Student Body shall be notified at least two weeks prior to the Referendum.

All visual campaign materials shall be removed by 8:00 am on the first day of elections.

All verbal campaigning shall take place at a minimum of fifteen feet from the voting booth on the days of the election.

Any Referenda Grievances shall be brought before SGA no later than the most immediately following SGA meeting.

Executive Elections

The President shall recommend a candidate for each Executive position.

SGA shall either vote to ratify the President's recommendation, or to deny it.

A minimum of two-thirds vote must be obtained to ratify any Voting Member as an Executive.

In the case that SGA denies the President's recommendation, the President shall bring forth another recommendation to the floor.

Suspension of Executive Election policy requires a minimum of a two-thirds vote of the entire SGA. Any vacant seats are to be considered an abstention.