WISCONSIN STUDENT GOVERNMENT

2013-14

By Laws/Governor’s Packet

A Comprehensive Guide to

Wisconsin Student Government

April 12, 2013

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Bylaws

Preamble: We, the student representatives of the Wisconsin Student Government, hereafter referred to as WSG of the Wisconsin Technical College System, hereafter referred to as WTCS, represent and advocate for WSG students at the local, state, and national levels for the purpose of communication and educational involvement and improvement. We shall use our democratic rights through the cooperation of members to further the promotion of the WTCS.

# **MEMBERSHIP**

* 1. The representative student governments of the sixteen (16) WTCS districts of the State of Wisconsin shall be eligible for membership.
  2. Student governments of the WTCS districts shall approve their membership in WSG by vote.
  3. WSG and its members will not discriminate with regard to race, color, national origin, ancestry, religion, creed, sex, age, handicap, or any other protected class status.
  4. Each WTCS district wishing to join WSG of WTCS Colleges will pay a membership fee for membership in WSG. (See Article 11 - Addendum)

# **BOARD OF GOVERNORS**

* 1. The new Board of Governors will be seated at the first meeting after the Legislative Seminar. Each WTCS district will select one Governor as early in the fall semester as possible.
  2. Each WTCS district will select one student who will be a Lieutenant Governor. This person will not be able to vote except in the absence of the Governor. The Governor shall serve from election to election at which time the Lieutenant Governor shall assume the Office of the Governor and serve through the next election of the following year.
  3. The Board of Governors will be made up of sixteen (16) voting Governors with each WTCS district being responsible for one Governor and one Lieutenant Governor.
  4. Governors and Lieutenant Governors must be students of the college they represent.
  5. The Board of Governors will be responsible for the WSG of WTCS College Legislative Seminar to be held once a year in Madison for the purpose of educating the student government leaders on issues and protocol for visits to their members of the state legislature. The Board of Governors will also be responsible for recommendations for appointments to state positions including, but not limited to:

### Higher Education Aids Board,

### The Council on Financial Aids,

### Student Representative to the WTCS State Board. Appointment of office shall be from when appointed to when appointed.

# **OFFICERS**

* 1. All officers of the WSG of WTCS Colleges will be elected at the first meeting after the February Legislative Seminar.
  2. You must be a Governor, Lieutenant Governor or Senate member who has attended a majority of WSG meetings of the current year (determined by that school’s Advisor) to be nominated and elected as President, Vice President, Administrative Finance Officer, or Parliamentarian. If a sitting Governor is elected to the Board, that Governor’s school may appoint a new Governor, so as to not lose the school’s vote. In the case of Lt. Governor or other senate member running for office, the Governor must approve the Lt. Governor’s or other senate member’s decision to run for office and in so doing forfeits his/her right to run for office. There must be four (4) different schools on the board.
  3. There must be four (4) different schools on the board. The Governor has the official vote for their school.
  4. The officers shall be President, Vice President,Administrative Finance Officer and Parliamentarian.
  5. Ex-officio members shall be Student State Board member and Higher Educational Aids Board representative. Ex-officio members do not have a vote in WSG meetings.
  6. The duties of the President will be to preside over all Board of Governors meetings, and to oversee and represent WSG as official spokesperson at any outside function.
  7. The duties of the Vice President will be to:

### Fill the role of the President in the President’s absence.

### Assume the position of President in the event of the President vacating his/her office.

### Attend statewide meetings with the President or in his/her absence.

* 1. Administrative Finance Officer will be second in line to fill the role of the President should the Vice President be unable to assume the role of President. He/she is as an ex-officio member of all standing committees, and will serve as the WSG parliamentarian.
  2. The Parliamentarian shall be third in line to fill the role of the President should the Vice President and Administrative Financial Officer be unable to assume the role of President. The Parliamentarian shall also be responsible for tracking legislation that affects the Technical Colleges and advise WSG on such matters.
  3. The Resource Director will perform the duties of a Treasurer. The Resource Director duties will be:

### To pay all bills pertaining to the operation of WSG.

### To develop the proposed fiscal budget.

### To send out the annual membership dues statements.

### To collect the dues.

### To furnish an account of WSG’s financial standing at each Executive Board meeting for approval.

### To have a student life advisor at each WSG Board of Governors meeting review the WSG’s financial books since the last WSG meeting.

### The Resource Director shall have the authority to havean outside audit conducted upon request of the IRS and DFI funded by WSG. *(Operational year is July 1* *– June 30)*

# **ADVISORS**

* 1. The Local Advisors of WSG will be the student government advisors of the Governors.

# **COMMITTEES**

* 1. The President may appoint all committees and committee chairs.
  2. The Chairpersons may appoint subcommittees with the approval of the President.

# **EXECUTIVE**

* 1. The Executive Board consists of the elected officers of WSG and the Resource Director.
  2. The Executive Board shall function as the administrative body of WSG and is responsible for all business enacted by the Board of Governors.
  3. The chain of command shall be President, Vice President, Administrative Finance Officer and Parliamentarian. In the event the highest-ranking officer is not present, the next in command will act in her/his place in making general decisions and heading meetings as necessary. In the event of an officer vacancy, the remaining officers will share the duties of the vacated position until an election can be held for the vacant position.
  4. The Executive Board with a majority vote shall be able to make expenditures of up to, but not more than, $100 per month between meetings.

# **MEETINGS**

* 1. The Executive Board will meet a minimum of three (3) times per year and will be open to participation of all WTCS districts.

# **DISSOLUTION**

* 1. Upon the Dissolution of the association, the Executive Board shall, after paying or making provisions for payment of all of the debts of WSG shall

### Distribute the remaining assets based on the previous year’s Full-Time Equivalent, hereafter referred to as FTE, count reported in the WTCS Fact Book.

### FTE’s by College among the member WTCS districts from which it came.

# **AMENDMENTS**

* 1. These bylaws may be amended by two-thirds (2/3) vote of the Board of Governors present at the meeting after the amendment is introduced where quorum is present.

# **QUORUM**

* 1. A quorum to conduct business at regular meetings and special meetings shall be five (5) Governors of WSG, including at least two Executive Board members, (President, Vice President, Administrative Finance Officer, or Parliamentarian) and three Governors.
  2. Except as otherwise provided under these Bylaws, or provisions of law, no business shall be considered by the members at any meeting at which the required quorum is not present. A simple majority vote of members present shall carry a motion except on a motion to amend the Bylaws. (See Article 9, Section 1)

# **ADDENDUM**

* 1. **Membership Fee:** Seventeen percent (17%) multiplied by the colleges previous years FTE count as reported in the WTCS Fact Book, FTE’s by College. One year’s membership fee shall be from July 1 - June 30 of each calendar year.
  2. **Duties of the Secretary:** $50 for each meeting to be paid after minutes are approved by the Governors. This will be a contracted position between WSG and the student taking the Secretary position.

### A student involved with WSG must hold the Secretary position.

### The Secretary shall take the minutes at all WSG meetings and disburse the minutes within two weeks to the Executive Board and Resource Director.

### Meals, lodging, copying and printing costs and mileage costs will be reimbursed by WSG to the Secretary with the approval of at least two members of the executive board one of them being the resource director. Expenses will not be extensive and the secretary must work within his/her allotted budget to be determined by the board of governors annually in April.

### The Secretary, in the event of an absence, is required to locate a replacement for her/him to cover the WSG meeting.

* 1. **Duties of the Governors:** Represent their WTCS districts first and foremost and then the state for the students of WTCS. Governors are responsible for completing the duties assigned to them for all WSG functions throughout the year. Governors will be responsible for distributing information from WSG to their respective WTCS districts and organizations. There will be only one vote per member WTCS district (16 votes).
  2. **Duties of the Local Advisors:** Advise the Governors and Lieutenant Governors in their WTCS districts.

### They will be responsible for providing information to local administration.

### They will supervise the elections of the Lieutenant Governor.

### Provide guidance to WSG Governors and Lieutenant Governors when WTCS district issues need to be brought up to state level.

### Set up and publish guidelines for the elections of Lieutenant Governors statewide.

### Should be present (or have a designated representative) and active at all attended WSG meetings.

* 1. **Duties of the Resource Director:** The Resource director will perform the duties as specified in the job description (Art. III, Sect 3.08).

Wisconsin Student Government Governing Document

Standing Rules

**Membership**

Every student in Wisconsin is a member of Wisconsin Student Government (Bylaws, Article I, Section 1.01) but campus membership is voluntary. (Bylaws, Article 1, Section 1.02) Wisconsin Student Government raises funds in four ways: Campus Dues, Seminar fees, Silent auction, Donation. (2005 October Meeting Discussion and Bylaws, Article XI, Membership Fee)

**Campus Dues**

Dues are calculated by multiplying seventeen percent (17%) by the colleges previous years FTE count as reported in the WTCS Fact Book, FTE's by College. One year's membership fee shall be from July 1 - June 30 of each calendar year. FTE figures can be found at http://www.wtcsystem.org. (2005 January Minutes and Bylaws, Article XI, Membership Fee)

**Voting Rights**

There is one vote for each of the sixteen (16) technical college districts.

Colleges that have not paid dues by the due date (November 1) “will not have voting rights until the dues are paid effective at the next meeting in January’. (2005 January Minutes) The Board of Governors will be made up of sixteen (16) voting Governors with each WTCS district being responsible for one Governor and one Lieutenant Governor. The Lieutenant Governor will not be able to vote except in the absence of the Governor (2005 Bylaws, Article II, Section 2.02)

**Dress Code**

Meetings: Casual unless agenda states otherwise.

Legislative Seminar: Business Casual code for Monday and Business Professional code for Tuesday. (2002 October Minutes)

**Reimbursements**

Expense Statements must accompany original receipts. Only original receipts will be accepted for reimbursements. An invoice from your college will not be reimbursed unless the original receipts accompany the invoice or if the service was provide by your college. It is the responsibility of the person requesting reimbursement to fill out the expense statement. (2005 January Minutes)

**Standing Committees**

The President may appoint all committees and committee chairs. (Bylaws, Article **V**, Section 5.01) The Chairpersons may appoint subcommittees with the approval of the President. (Bylaws, Article V, Section 5.02) The Administrative Finance Officer will act as ex-officio member of all standing committees. (Bylaws, Article III, Section 3.07)

**Bylaw Committee** (2005 June Minutes)

Bylaw Committee will periodically review and suggest revisions to the bylaws as needed.

**Legislative Affairs Committee** (2005 October Minutes)

1. Have a system in place to monitor, on a regular basis, state and local legislative and regulatory actions that affect the technical college system

2. Become actively involved in the formulation and development of state and local legislation and regulations at the state and local level.

3. Establish policy positions on behalf of technical college students.

4. Provide regular communication of legislative and regulatory developments to the Executive Board, Board of Governors, and technical college students.

5. Coordinate all communications with state and local policy makers to ensure a unified message is presented to the legislature or other decision-making bodies.

6. Seek to broaden legislative committee involvement to as many members as possible in order to increase committee visibility and effectiveness.

**Academic Affairs Committee** (2005 October Minutes)

The Academic Affairs Committee shall oversee the four specific powers defined in 36.09(5).

1. Students shall be active participants in the immediate governance of and policy development for the district and may participate in all matters affecting student interests

2. Students have primary responsibility for the formulation and review of policies concerning student life and services

3. Students are responsible for the disposition of student activity and incidental fees.

4. The students of each district may organize themselves in a manner that they determine and select their representatives to participate in district governance

**Developing and reviewing policies affecting the student experience.**

Students must be actively involved in the decisions that impact their education and campus environment because they best understand their needs. Their approval is required for policies that effect "student life, services and interests."

**Seminar Committees**

May change from year to year depending on the details of the seminar and are determined by the Executive Board. (2005 Executive Board summer meeting)

**Vote of President**

The President shall not typically have a vote. However, if the vote of the WSG Board of Governors results in a tie, the President may cast a tiebreaking vote.

**Elections**

1. Shall be held at the first meeting after the February Legislative Seminar. (2005 Bylaws, Article III, Section 3.01)
2. Ties - When there is a tie the WSG president shall cast the deciding vote to break the tie.

If there are more than two (2) candidates, the candidate with the most votes shall be elected. In this case, if there is a tie the two candidates with the most votes shall be given the opportunity to restate their qualification, and then voting will take place again between the two (2) candidates. (2004 October Minutes)

**Nominations for President, Vice President, and Administrative Finance Officer**

You must be a Governor or Lieutenant Governor or Senate member who has attended a majority of WSG meetings of the current year (determined by that school’s Advisor) to be nominated and elected as President, Vice President, Administrative Finance Officer, or Parliamentarian. If a sitting Governor is elected to the Board, that Governor’s school may appoint a new Governor, so as to not lose the school’s vote. In the case of Lt. Governor or other senate member running for office, the Governor must approve the Lt. Governor’s or other senate member’s decision to run for office and in so doing forfeits his/her right to run for office. Nominations may be offered from the President, from the floor, by a committee, or by write-in ballot. Nominations may be closed by the President when it appears that no more nominations will be offered, or they may be closed by a two-thirds majority vote of the voting members present. A motion to close nominations is in order only after a reasonable opportunity to make nominations has been given. Voting is done by ballot or by “acclamation (when only one candidate has been nominated). The same procedure is followed for each succeeding office.

**Agreement Positions**

*Resource Director* - There shall be a two-year agreement between WSG and the Resource Director. This contract shall run from July 1 through June 30. This contract shall spell out the duties and responsibilities of the Resource Director and compensation. (ARTICLE XI – ADDENDUM, Duties of the Resource Director) The Executive Board shall be responsible for filling the position from the applications received. The Executive Board may choose to renew the existing contract from year to year with the confirmation vote from the Governors.

*Secretary* - There shall be a contract between WSG and the Secretary. This contract shall run from July 1 through June 30. This contract shall spell out the duties and responsibilities of the Secretary and compensation. (ARTICLE XI – ADDENDUM, Duties of the Secretary) The Executive Board shall be responsible for filling the position from the applications received. The Executive Board may choose to renew the existing contract from year to year.

*Webmaster* - There shall be a contract between WSG and the Webmaster. This contract shall run from July 1 through June 30. This contract shall spell out the duties and responsibilities of the Webmaster and compensation. (2005 June Minutes and 2005 Executive Board meeting summer) The Executive Board shall be responsible for filling the position from the applications received. The Executive Board may choose to renew the existing contract from year to year.

All three positions are funded as part of the fiscal budget.

**Web Page**

GoDaddy is the web hosting service of the WSG web page. Web hosting service is renewed yearly as part of the fiscal budget and is billed quarterly with an automatic withdrawal from the WSG debit card. The domain name is www.wsgtech.org and can be renewed yearly as part of the fiscal budget.

Wisconsin Student Government Governing Document

Past Practices Governing Document

**Order of Business at Regular Meetings**

* Meeting called to order
* Roll call
* Approval of Agenda
* Introductions
* Correspondence
* Reports of Executive Board
* Approval of Minutes
* Report of Resource Director
* Report of committees
* Unfinished business
* New business
* Announcements
* Leadership Program
* Adjournment

**Order of Minutes**

* Name of organization;
* Kind of meeting (regular, special);
* Place of meeting;
* Date and hour called to order;
* Record of the presence or absence of regular officers and members. In the absence of president or secretary, the name of their substitutes is recorded;
* Action on minutes (whether the minutes of the previous meeting were approved, or corrected and then approved);
* Resource Director’s report;
* Reports; Standing Committee: Name of committee, with its chairman, is recorded. Synopsis of reports of standing committee is included. Entire report is placed on file. Special Committees: Entire report of special committee with recommendations is usually entered in minutes. Delegates and Project Leaders: Copies of all reports should be given to secretary.
* Motions and resolutions: All motions and resolutions are recorded, but if withdrawn at the same meeting, they need not be kept in record. Name of maker of motion is recorded. The form of recording motion is as follows: "(college). \_\_\_\_\_\_\_\_\_\_ moved that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Seconded by (college) and adopted or defeated."
* Statements: All-important statements are recorded even though action on them is not taken.
* Brief summary of Leadership Program (include subject of program and by whom.)
* Adjournment (adjourn to the next regular meeting, giving the date, time, and place.)

**Approval of Minutes**

Shall be approved by General Consent. (Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)

**Report of Administrative Finance Officer**

Shall be approved by General Consent. (Administrative Finance Officer’s report is never adopted or voted upon unless it has been audited) RE: *Wisconsin Student Government, Financial Policies and* *Procedures* for more information.

**Fiscal Budget**

Shall be approved by the Board of Governors at the April meeting.

**Steps in Handling a Motion**

* A member addresses the presiding officer.
* The presiding officer recognizes the member.
* The member states the motion.
* Another member seconds the motion.
* The presiding officer restates the motion, thus placing it before the organization for consideration.
* The organization may discuss the motion if it is debatable and amend the motion if it is amendable.
* The presiding officer takes the vote.

**By General Consent** - When a motion is not likely to be opposed, the chairperson says "**If there is no objection**..." Members show their agreement by their silence. If someone says, "I object," the matter must be put to a vote.

**By Voice** - The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.

**By Show Of Hands** - Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for an exact count.

**By Roll Call** - If a record of each person's vote is needed, each member answers "yes," "no," or "abstain" as his or her name is called. Roll call vote is required for any motion that utilizes WSG financial resources.

**By Ballot** - Members write their vote on a slip of paper (when secrecy is desired).

* The presiding officer announces the result.

**Advocacy Guidelines**

WSG is a nonpartisan, not-for-profit organization dedicated to promoting political awareness and stimulating discussion and action among students. We only support, sponsor, or oppose legislation and policies on shared governance and financial and academic issues. (2005 Policy Platform)

The following four (4) positions on issues may be taken by WSG:

1. Support

2. Oppose

3. Undecided

4. Need more information

Positions shall be determined in two (2) ways:

1. Basic Policy
   * Including but not limited to technical college system issues that affect students, faculty, and the system's financial concerns and its existence. These issues will include state expenditures for the system and financial aid, rules and legislation pertaining to academic policy, tuition policy, and student loan programs and repayment policies.
   * Position decisions shall be based on criteria such as educational value, existence of similar programming, availability of other funding sources, populations served, et cetera.
2. Specific Action
   * By Executive Board
   * By Board of Governors

**Seminar Fees**

Are established by the Executive Board and are based on the expenses of the prior year. If the location is changed the difference in fees shall be taken into consideration.

**Silent Auction**

WSG is a non-profit organization and donations to the silent auction are tax deductible. A petty cash fund may be established for the silent auction and shall not exceed $300. Any petty cash will be kept in a locked cash box. The silent auction committee is responsible for accounting for any petty cash and income from the silent auction and shall provide a report to the Resource Director immediately following the completion of the auction. All funds generated by the silent auction shall be immediately deposited in WSG saving account and shall be recorded as a line item deposit on the next Financial Summary.

**Donations to WSG**

WSG is a non-profit organization and donations are tax deductible. Donations of cash, office supplies, and equipment are always welcome.

**Code of Conduct**

A code of conduct shall be signed by each student before the February Legislative Seminar. Failure to abide by the code of conduct will result in the expulsion of the student from WSG.

**Expenses**

**Committees:** Shall be reimbursed for expenses which are budgeted line items or as approved by motion.

**Host College:** Shall be reimbursed for pre-approved expenses only. (See pre-approval procedure)

**Seminar Fee:** Shall be waived for the Resource Director, President, Vice President, AFO, Webmaster and Secretary.

Wisconsin Student Government Governing Document

Financial Policies and Procedures

**Introduction**

Wisconsin Student Government, hereafter referred to as WSG, has been a non-profit organization since 1990. These financial policy and procedure papers shall serve as guidelines for the financial management of WSG, and may be revised at any regular meeting of WSG with the direction of the Executive Board and the approval of the Board of Governors.

**Policy #1: Budget Process**

The fiscal and budget year will run from July 1 to June 30. Article III, Section 3.08(g) The budget will be prepared by the Executive Board and the Resource Director before the first meeting after the February Legislative Seminar and presented to the Board of Governors at the first meeting after the February Legislative Seminar. The budget will take effect on July 1 of that same year.

**Policy #2: Wisconsin Student Government Membership within Organizations**

WSG‘s membership within other organizations shall be reviewed in February of each year that WSG is a member of said organizations. A resolution concerning the membership status of WSG within other organizations shall be discussed by the Executive Board and forwarded to the Board of Governors.

**Policy #3: Financial Position Papers**

A non-profit organization supported by membership dues is subject to careful scrutiny by its membership. In order to facilitate making records accessible to the membership, guidelines have been developed.

A financial summary will be prepared showing expenditures and deposits. Article III, Section 3.08)

**Policy #4: Billing of Campus Dues**

Bills shall be mailed to each technical college on or before August 1 of the current fiscal year. Although campus membership is voluntary dues shall be due no later than the first WSG meeting of the fiscal year.

**Policy #5: Writing Checks**

There needs to be one signature on the check by the Resource Director. But all checks made by the Resource Director must be reported to the Executive Board before signing. Expense Statements must be submitted for all purchases, reimbursements, and/or expenses. All purchases, reimbursements, and/or expenses shall be within a line-item of the budget or approved by motion of the Board of Governors or approved by the Executive Board if the purchase, reimbursement, and/or expense is less than $100.

**Policy #6: Travel Funds**

Any person wishing to use travel funds must get approval from the Executive Board in advance. If a cash advance is requested, it must also be submitted at this time. The Resource Director will forward approvals and any cash advances, by check, no more than two (2) working days prior to the date of departure.

Upon his/her return, the person has thirty (30) days to submit receipts for travel, meal, and accommodation expenses. The Resource Director has ten (10) business days to forward reimbursement by check.

Reimbursable expenses include meals at the state rate, reasonable accommodation expenses (over the state rate requires pre-approval of the Executive Board), parking fees, toll fees, and administrative expenses such as copying. Non-reimbursable expenses include but are not limited to parking tickets and alcoholic beverages.

The mileage rate shall be the state rate. A change in the mileage rate based on inflation may be made by the Executive Board with the approval of the Board of Governors.

**Policy #7: Per Diem**

Maximum per diem is $45.00 per day in-state not including lodging and mileage expenses. A change in the per diem based on inflation may be made by the Executive Board with the approval of the Board of Governors.

Reimbursement for meal expenses incurred on WSG business shall be made by submitting an Expense Statement. All receipts must be turned in with the Expense Statement.

**Policy #8: Request for Line-Item Expenditures**

All expenditures must be approved by the Executive Board and submitted on an Expense Statement to the Resource Director who will process payment and issue a check.

**Policy #9: Petty Cash Fund**

In order to avoid writing checks for cash and/or small expenses, a petty cash fund may be established. The Resource Director may establish a petty cash fund of up to $50.00 cash. Any petty cash will be kept in a locked cash box. Any requested cash will be issued and documented by the Resource Director. All receipts and unused cash will be returned to the Resource Director immediately following expenditure. The Resource Director will report any use of petty cash in the financial summary.

Silent Auction petty cash fund may be established and shall not exceed $300. Any petty cash will be kept in a locked cash box. The silent auction committee is responsible for accounting for any petty cash and income from the silent auction and shall provide a report to the Resource Director immediately following the completion of the auction. All funds generated by the silent auction shall be immediately deposited in WSG saving account and shall be recorded as a line item deposit on the next Financial Summary.

**Policy #10: Contractual Agreements**

The Board of Governors must approve any contract involving the use of WSG funds not in a line item of the budget. Both the President and Resource Director must sign any contracts entered into by WSG. Notification of the signing of the contract must be made in the appropriate report.

**Policy #11: Open Financial Records**

The financial records of WSG are accessible to the membership at any time they request and will be supplied within a thirty (30) day period.

**Policy #12: Monetary Transition:**

Accounts are with Wells Fargo Bank. The Resource Director will continue to use this account from year to year.

**Policy #13: Bank Accounts**

All incoming WSG revenue will be immediately placed in the organizations checking and/ or savings account. Transfer of funds from the checking and/or savings account to a Certificate of Deposit and/or government bonds must be approved by the Executive Board. Transfer of funds from a Certificate of Deposit and/or government bond to the checking and/ or savings account to must be approved by the Executive Board. Any other transfer of funds, except between checking and savings, must be approved by the Executive Board.

**Policy #14: Capital Equipment Purchase**

The Executive Board, who must be given a list of capital equipment options including the cost of each option, must approve any capital equipment purchase. In the event of an emergency that prohibits day-to-day operations of the organization, the Executive Board and Resource Directors shall allocate the necessary funds. The allocated expense will be reviewed by the Board of Governors at its next regular meeting. A capital equipment reserve may be placed in the budget to help offset costs of repairs and replacement of any WSG capital equipment.

This policy excludes any capital equipment donated to WSG or received from WTCS surplus.

**Policy #15 Reserve Funds**

A reserve fund may be included in a budget. Any request for use of reserve funds must be submitted to the Treasurer with thirty (30) days notice and approved by the Executive Board. Reserve funds are to be used for emergencies only and are not for normal operating projects.

**Policy #16 Debit Card Policy**

The WSG Board of Governors authorizes the use of a debit card for paying bills. Said card will be used to pay budgeted WSG bills to vendors for the exact price of the product or service received.

The WSG debit cards shall be in the name of the association with the Resource Director as sole person responsible for its use and care. The Resource Director shall provide documentation for all charges to the card on a monthly basis to the Executive Board.

Any misuse, loss, questionable expenditure, or other unauthorized use of the debit card shall be reported to the financial institution immediately. Failure to resolve any unauthorized use of the cards shall result in reporting the situation to the Board of Governors and, if necessary, the proper legal authorities.

Wisconsin Student Government Governing Document

Policy Platform

***Wisconsin Student Government*** *believes that education is a right.*

***Wisconsin Student Government*** *supports the rights of any person to receive an affordable public education.*

**Shared Governance Issues**

1. **Wisconsin Student Government** opposes any effort to reduce the role that students have been granted in institutional governance as defined by Wisconsin State Statute 38.145.

2. **Wisconsin Student Government** supports the right of students to determine the allocation of all fees that fund student activities without administrative interference.

3. **Wisconsin Student Government** supports the right of student governments to appoint students directly to all institutional committees.

4. **Wisconsin Student Government** supports the absolute right of students to control student fees.

5. **Wisconsin Student Government** supports campus efforts to develop a Student Bill of Rights through the productive and constructive efforts of students, faculty, and academic staff working together.

6. **Wisconsin Student Government** supports the seating of a student representative to District Boards with or without voting rights.

7. **Wisconsin Student Government** opposes attempts by technical college officials to marginalize student governments by claiming that student governments don't represent students.

8. **Wisconsin Student Government** opposes any legislation the purpose of which is to eliminate locally appointed district boards and replaces them with elected boards hence eliminating the proven and non-political governance model.

In regards to student appointments for Committees and the Wisconsin Technical College System Coalition the President of Wisconsin Student Government shall appoint students at the request of the committee or coalition.

**Financial Issues**

1. **Wisconsin Student Government** strongly encourages the technical college and private bookstores to keep their prices in line with student financial aid resources.

2. **Wisconsin Student Government** supports any legislation or system **policy** that would regulate and lower the price of student texts including, but not limited to Tax Exemption.

3. **Wisconsin Student Government** supports college governing boards implement procedures for making available to students in a central location and in a standard format on the relevant institutional website a listing of textbooks required or assigned for particular courses at the institution.

4. **Wisconsin Student Government** supports lists of required or assigned textbooks for each particular course shall include the International Standard Book Number (ISBN) along with other relevant information.

5. **Wisconsin Student Government** supports the right of students to necessary financial aid in an efficient, economical manner.

6. **Wisconsin Student Government** supports annual financial aid increases matching annual tuition increases.

7. **Wisconsin Student Government** supports any faculty member who reduces the number of new editions used in classes, by continuing to use current or past editions, in cases where there is no significant change in the material.

8. **Wisconsin Student Government** supports the right of students to necessary financial aid in an efficient, economical manner.

9. **Wisconsin Student Government** supports annual financial aid increases matching annual tuition increases.

10. **Wisconsin Student Government** supports requiring any budget proposal include a General Purpose Revenue match, rather than 100% student funding.

11. **Wisconsin Student Government** opposes unilateral cuts as a proposal during any budget process.

12. **Wisconsin Student Government** opposes tuition increases in excess of the increase of the Consumer Price Index.

13. **Wisconsin Student Government** opposes Tax Credits replacing Grant Aid.

In order to help meet these requirements, **Wisconsin Student Government** supports student input on the entire budget process.

**Academic Issues**

1. **Wisconsin Student Government** supports all means which make faculty and staff more accountable to students.

2. **Wisconsin Student Government** supports improving the recruitment, retention, and graduation rates of all students.

3. **Wisconsin Student Government** supports requiring technical college system to transfer all credits between technical colleges.

4. **Wisconsin Student Government** supports any programs that will increase transfer between the technical college system and the University of Wisconsin System.

5. **Wisconsin Student Government** supports institutional autonomy.

**Relationships**

Most of the funds which pay for the operation and administration of the technical college system in the State of Wisconsin come from state and local property taxes. Due to the fact that state and local governments determine the amount and the direction of these tax dollars, it is important that WSG be actively involved with these government bodies and their agencies.

1. **Elected State Officials** (i.e., State Senate and Assembly)

All WSG delegates should be familiar with each of the-Senate and Assembly representatives from their districts. A short letter should be written to each of the State Representatives from each WSG delegate's area, requesting information on any bills or legislation being proposed that affects WSG.

When any legislation is proposed that is of special interest to WSG students, an invitation should be sent to the local State Representatives to come to the college and discuss the legislation with students.

It will be the job of the WSG Legislative Affairs Committee to maintain a continual open contact with the Higher Education and Tourism Committee and Joint Committee on Finance.

2. **State Technical College Board**

It will be the responsibility of the Legislative Affairs Committee to maintain an open communication with the Wisconsin Technical College System Board and its director on any new proposals affecting the technical college system and in particular its students. Any information about new developments or proposals that affect technical college students will be given to the Governors of WSG to be sent to their respective colleges.

3. **District Technical College Boards**

It will be the responsibility of each Governor to have a student representative attend District Board meetings and/or otherwise make the views of WSG known to the individual District Boards.

**Involvement**

1. **District Presidents**

The President is the chief administrator in each district and is often the first to receive information on legislation affecting the technical college system. It is important for WSG to have at least one representative in each district establish a regular contact with the President in order to develop an exchange of information and ideas on a face-to-face basis.

2. **Local Political Parties or Organizations**

WSG itself is not a partisan organization, but encourages students to be politically involved. Involvement can be in the form of becoming an active member of a political party or association.

All involvement in politics is on an individual basis. The advantages of belonging to a party or organization are many to the individuals, but WSG can also benefit by the individual members involvement.

Here are some ways individual involvement can benefit WSG:

a. Getting the state political parties to include support for the technical college system in their platforms.

b. Contact with State Legislators.

c. Advanced information on proposed legislation.

d. Opportunities to get legislators to introduce pro-technical college legislation.

NOTE: Since involvement by individuals in the political system involves activities which are not necessarily endorsed by WSG, it must be remembered that this is only a suggestion as it relates to the way the individual can help in promoting the technical college system in the State of Wisconsin.