



SGA

STUDENT GOVERNMENT ASSOCIATION
of UW-STEVENS POINT

Bylaws
of the
Student Government Association
of the
University of Wisconsin-Stevens Point

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Article I – Speaker of the Senate Elections

1. The Speaker of the Senate shall be elected by a majority of the Senators present at the first meeting of that Senate’s session, with elections to be held after the seating of new Senators.
2. If a clear majority is not achieved, then the top two candidates with the most votes shall be voted on separately for a second time.
3. If there are three top candidates and there is a tie for second (Example: there are ten votes and one candidate gets four votes and two other candidates receive three each) the two tied candidates shall be voted on with the majority winner running against the candidate who received the most votes.
4. Voting shall be done by paper ballot, to be collected and tallied by the Executive Director, Head justice, andthe Student Government Association Advisor.
5. In the event that the Speaker of the Senate is unable to complete their term, or is removed by the Senate via a vote of no-confidence, the following shall occur:
 - A. The Speaker Pro Tempore shall assume all responsibilities of the Speaker of the Senate immediately following the Speaker of the Senate resignation or removal.
 - B. New elections shall be held after the official resignation of the Speaker of the Senate at the next General Senate Meeting.

Article II – Senator Appointments

1. Senators may be appointed at any General Senate Meeting during the session for which they are applying.
2. All applicants seeking appointment as a Senator must complete a Senator Application including all questions answered aswell as obtain the required number of signatures.
3. Applicants must be submitted to and verified by the Speaker of the Senate.
4. Senators will be approved by a majority vote in the affirmative of those present andvoting.
5. Voting will be conducted by blind ballot and be counted by the Executive Director, Head Justice, and StudentGovernment Association Advisor.
6. All Senators seeking appointment must be present at the meeting at which they are scheduled to be approved.
7. Newly appointed Senators will take office and be granted all rights and responsibilities, for example voting rights, following the adjournment of the meeting at which they were appointed unless earlier determined by the Speaker of the Senate.
8. Viewpoint Neutrality Training must be completed prior to any Senator voting on financial matters.

Article III – Resignations

1. Senators must submit either physical or electronic written resignation to the Speaker of the Senate.
2. The President, Vice-President, Speaker of the Senate, Executive Director, or Head Justice must submit writtennonotification to the remaining three parties of their intent to resign.
3. Associate Justices must submit a written resignation to the Head Justice and President.
4. Executive Officers must submit a written resignation to the Executive Director and President.
5. Resignations will be considered binding upon receipt.

Article IV – Ethics

1. Persons holding Student Government Association offices shall act in accordance with this constitution, all state, federal, and local laws, and University policy, and shall behave in an ethical manner while acting in their official capacity.
2. No Officer of the Student Government Association shall be limited in regard to activities or affiliations outside of their official capacity.
3. No Officer of the Student Government Association shall use his or her position to speak on behalf of the organization unless given that authority in the Student Government Association Constitution or Bylaws.
4. Officers of the Student Government Association shall not use their position for personal gain in an unethical manner and shall abstain from casting votes in any case involving a potential conflict of interest on their part including, but not limited to: organization affiliation, personal relationships, and/or financial gain.
5. Officers of Student Government Association shall be expected to treat all persons with respect regardless of personal disagreements, are equally available to all students without regard to age, ancestry, color, creed, ability, ethnicity, gender identity, marital status, military and veteran status, national origin, parentage, political affiliation, pregnancy, race, religion, or sexual orientation.
6. Officers alleged to have committed minor violations of these ethics may be subject to disciplinary actions.
7. Officers alleged to have committed egregious violations of these actions may be subject to removal from office or impeachment.

Article V – Oaths of Office

1. SGA Officers, including the President, Vice President, Speaker of the Senate, Senators, and Executive Team, will take an Oath of office upon their approval from the Senate.
 - a. All SGA Officers will take an Oath of office upon their approval from the Senate
2. The President will take an oath, as administered by the previous president or Head Justice.
 - a. The oath will read as follows: “I (name), do solemnly swear that I will support and defend the constitution and bylaws of the Student Government Association to the best of my ability, and will faithfully and impartially discharge the duties of the office of the President to the best of my ability.”
3. The Vice President will take an oath, as administered by the previous Vice President or Head Justice.
 - a. The oath will read as follows: “I (name), do solemnly swear that I will support and defend the constitution and bylaws of the Student Government Association to the best of my ability, and will faithfully and impartially discharge the duties of the office of the Vice President to the best of my ability.”
4. Senators will take an oath, administered by the Speaker of the Senate or the Head Justice.
 - a. The oath will read as follows: “I (name), do solemnly swear that I will

- uphold the constitution and bylaws of the Student Government Association and will impartially defend the interest of the student body to the best of my ability.”
- b. At the first meeting of the previous Speaker will administer the oath to senators prior to the speaker elections.
5. Executives will take an oath, as administered by the President or the Head Justice.
 - a. The oath will read as follows: “I (name), do solemnly swear that I will uphold the constitution and bylaws of the Student Government Association and will impartially defend the interest of the student body to the best of my ability.”
 6. The Head Justice will take an oath as administered by the outgoing Head Justice or the President.
 - a. The oath will read as follows: “I (name), do solemnly swear that I will uphold and defend the constitution and bylaws of the Student Government Association and I will impartially interpret, facilitate, and administer equal justice to all parties and perform the duties incumbent upon me as the Head Justice of the Student Body.”
 7. The Justices will take an oath as administered by the Head Justice
 - a. The oath will read as follows: “I (name), do solemnly swear that I will uphold and defend the constitution and bylaws of the Student Government Association and will faithfully and impartially deliver justice with equal respect to all parties while so acting in my capacity as a Justice.”

Article VI – Disciplinary Actions

1. Senator
 - A. In a case of senator misconduct, a letter containing grounds for disciplinary action and the type of action requested may be submitted by any student. This letter should be submitted to the President, Vice President, the Speaker of the Senate and the Student Government Association Advisor.
 - i. In the case the Speaker of the Senate is the accused, the Speaker Pro Tempore shall assume all responsibilities of the Speaker of the Senate for the disciplinary process.
 - B. The Speaker will first attempt to mediate the issue between parties.
 - C. In the event that mediation fails, the Speaker of the Senate shall present the letter at the next meeting of the Rules Committee, in closed session. This closed session shall include all members of the Rules Committee, the author of the letter, the accused and the Student Government Association Advisor.
 - D. The accuser and the accused will both have the right to speak before the committee.
 - E. If an amicable agreement cannot be met, the Rules Committee shall vote on an action to be taken.
 - F. If the Rules Committee sides with the senator, the case is dismissed. If the

Rules Committee sides with the author, they may assign an appropriate sanction at their discretion.

G. No senator may be removed through the disciplinary process.

2. Judicial

A. In a case of justice misconduct, a letter containing grounds for disciplinary action and the type of action requested may be submitted by any student. This letter should be submitted to the Head Justice, President, and Student Government Association Advisor.

i. In the case that the Head Justice is the accused, the President shall assume the responsibilities of the Head Justice for the disciplinary process.

B. The Head Justice will attempt to mediate the issue between parties.

C. In the event that mediation fails, the Head Justice shall present the letter at the next meeting of the Justices, in closed session. This closed session shall include all members of the Judicial Branch, the President, the author of the letter, and the Student Government Association Advisor.

D. The accuser and the accused will both have the right to speak before the committee.

E. If an amicable agreement cannot be met, the remaining members of the Judicial Branch shall vote on an action to be taken.

i. In the case of a tie, the Chair of the disciplinary process committee will break the tie whether or not they have previously voted.

F. If the Judicial Branch sides with the Justice, the case is dismissed. If the Judicial Branch sides with the author, the Judicial Branch may assign an appropriate disciplinary sanction at their discretion.

G. No Justice may be removed through the disciplinary process.

3. Executive

A. In a case of executive misconduct, a letter containing grounds for disciplinary action and the type of action requested may be submitted by any student. This letter should be submitted to Executive Director, President, and Student Government Association Advisor.

i. In the case that the Budget Director or Executive Director is the accused, the President shall assume all responsibilities of the Executive Director for the disciplinary process.

B. The Executive Director will attempt to mediate the issues between parties.

C. If the Executive Director cannot mediate the situation, the President will decide the final action to be taken.

Article VII – Impeachment

1. Any elected Officer of the Student Government Association may be impeached.

2. The grounds for impeachment must be related to their duties assigned to the position in the Student Government Association Constitution or Bylaws or conduct unbecoming of a Student Government Association Officer.

3. Submission of Resolution for Impeachment

- A. A Resolution for Impeachment authored and sponsored by Student Government Association Senators must be submitted to the Special Judicial Committee and contain the grounds and reasoning for the Resolution.
 - B. If a member of the Special Judicial Committee is the individual named in the Resolution, they will recuse themselves.
 - C. If the Head Justice is the individual named in the Resolution, the court will select a Chair from their members who will serve as Chair for the discussion of the resolution.
 - D. The Special Judicial Committee will enter closed session to discuss if the grounds outlined in the Resolution meet the required standard.
 - E. If the Special Judicial Committee deems the Resolution lacks merit, it will be immediately dismissed.
 - F. If the Special Judicial Committee deems the Resolution to have merit, it will be referred to the Rules Committee to be added to the agenda for the next General Assembly General Meeting as a special agenda item.
 - G. Upon the Resolution's addition to the agenda, the head justice in consultation with the Special Judicial Committee Rules will appoint an Independent Investigator to investigate the alleged misconduct.
4. Senate Meeting for Resolution for Impeachment
- A. The Heading of the Agenda Item shall be "Resolution of Impeachment – Closed Session"
 - B. For the Resolution for Impeachment agenda item, the Head Justice will assume the duties of the Chair.
 - i. In the event that the Head Justice is the individual named in the Resolution, the Speaker of the Senate will serve as chair.
 - a. If the Speaker of the Senate is unavailable, the Senate will elect another member of the Special Judicial Committee to serve as Chair.
 - C. All Executives will be asked to leave the meeting.
 - D. The Student Government Association Advisor may remain in the meeting at the request of the chair.
 - E. The Senate will enter closed session to discuss the Resolution.
 - F. A majority vote of the seated Senate is needed to pass the Resolution and an Impeachment Hearing will be scheduled as a special agenda item for the following seated Senate Meeting.
 - G. A vote less than a majority of the seated Senate will result in the individual retaining their position with full rights and responsibilities.
5. Senate Impeachment Hearing
- A. The Heading of the Agenda Item shall be "Impeachment Hearing – Closed Session"
 - B. For the Impeachment Hearing agenda item, the Head Justice will assume the duties of the Chair.
 - i. In the event that the Head Justice is the individual named in the Hearing, the Speaker of the Senate will serve as chair.
 - a. If the Speaker Pro Tempore is unavailable, the Senate will

elect another member of the Special Judicial Committee to serve as Chair.

- C. All Executives will be asked to leave the meeting.
- D. The Student Government Association Advisor may remain in the meeting at the request of the chair.
- E. The Senate will enter closed session to discuss the Hearing.
- F. The Independent Investigator will read the Resolution aloud in its entirety.
- G. The individual named in the Impeachment proceedings will be given the opportunity to speak for ten minutes in their own defense.
- H. Any questions from the Senate may be directed exclusively to the individual who has been impeached or the Independent Investigator.
- I. The Questioning Portion of the Impeachment Hearing will last no more than thirty minutes.
- J. A vote of two thirds of the seated Senate in the affirmative will result in immediate removal
- K. A vote of less than two thirds of the seated Senate will result in the individual retaining their position with full rights and responsibilities.

Article VIII – Administrative Removal of a Senator

- 1. If a Senator accumulates enough points as enumerated in the Rules Committee Bylaws (as shown in Article 22 section 13), the Speaker of the Senate will bring the issue to the Rules Committee for resolution and possible removal of the offending Senator, and bring verbal notice to the Senate.
- 2. Senators will be removed from the office by the Speaker of the Senate upon notice of insufficient GPA from the Student Government Association Advisor. A notice shall be sent to the removed Senator via email, and verbal notice shall be given to the Rules Committee. The Speaker of the Senate and the members of the Rules Committee shall take care to not publicly disclose the reason for removal in these cases.

Article IX – Administrative Removal of Justices

- 1. Justices will be removed from the office by the President upon notice of insufficient GPA from the Student Government Association Advisor. A notice shall be sent to the removed justice via email, and verbal notice shall be given to the Rules Committee. The Advisor and the members of the Rules Committee shall take care to not publicly disclose the reason for removal in these cases.

Article X – Removal of an Executive

- 1. All Executives serve at the discretion of the President.
- 2. Gross misconduct of an illegal or unethical nature will result in immediate dismissal.
- 3. The President, in consultation with the Vice President and the Executive Director, may dismiss any executive for non-performance of duties.

Article XI – Removal of a Justice

- 1. Any Justice of the Student Government Association Judicial Branch may be removed

2. The grounds for removal must be related to their duties assigned to the position in the Student Government Association Constitution or Bylaws, or conduct unbecoming of a Student Government Association Justice.
3. Submission of Resolution for Removal
 - A. A Resolution for Removal authored by and sponsored by at minimum five Student Government Association Officers must be submitted to Rules Committee and contain the grounds and reasoning for the Resolution.
 - B. The Rules Committee will enter closed session to discuss if the grounds outlined in the Resolution meet the required standard.
 - C. If the Rules Committee deems that the Resolution lacks merit, it will be immediately dismissed.
 - D. If the Rules Committee deems the Resolution to have merit, it will be added to the agenda for the next General Assembly General Meeting as a special agenda item.
 - i. The Heading of the Agenda Item shall be “Justice Review – Closed Session”
 - E. Upon the Resolution’s addition to the agenda, the Rules Committee will appoint an Independent Investigator to investigate the alleged misconduct.
4. Senate Meeting for Resolution for Removal
 - A. The Senate will enter closed session to discuss the Resolution.
 - B. A two thirds majority vote of the General Assembly is needed to pass the Resolution and a Removal Hearing will be scheduled as a special agenda item for the following General Assembly General Meeting.
5. Senate Removal Hearing
 - A. The Senate will enter closed session to conduct the Removal Hearing.
 - B. The Independent Investigator will read the Resolution aloud in its entirety.
 - C. The individual named in the Removal proceedings will be given the opportunity to speak for ten minutes in their own defense.
 - D. Any questions from the Senate may be directed exclusively to the individual who may be removed or the Independent Investigator.
 - E. The Questioning Portion of the Removal Hearing will last no more than thirty minutes.
 - F. A vote of three fourths majority of the seated Senate in the affirmative will result in immediate removal from office.
 - G. A vote of less than three fourths of the seated Senate will result in the individual retaining their position with full rights and responsibilities.

Article XII – Legislative Process

1. Any student or student organization may author any legislation.
2. The four types of bills are statutes, letters, resolutions, and amendments.
3. Statutes, resolutions, and amendments must be placed before the SGA General Assembly as New Business by the Rules Committee, following sponsorship by an SGA sanctioned committee.
4. Statutes are bills that set policy.

- A. Statutes remain in effect until overturned by a resolution to repeal or a secondary statute affecting the first.
 - B. Statutes require two thirds vote in favor by those present and voting.
5. Letters are statements or requests in the form of an official letter, issued on Student Government Association letterhead, signed by the President, “on behalf of the Student Government Association of the University of Wisconsin-Stevens Point.”
- A. Letters must be brought forward to the Senate floor sponsored by a Senator.
 - B. Letters must be sent out to the SGA officers at the earliest time possible before the General Assembly.
 - C. Letters require a majority vote in favor by those present and voting.
6. Resolutions are bills requiring action.
- A. Resolutions remain in effect until the legislative session in which they are passed ends, or until overturned.
 - B. Resolutions require a majority vote in favor by those present and voting.
7. Amendments are bills that alter the governing documents.
- A. An amendment to the Student Government Association Constitution requires a two thirds majority vote of the fully seated Senate to be advanced on to the Student Body for referendum.
 - B. A proposed Constitutional Amendment shall remain on New Business of the Student Government Association Senate Agenda for two weeks before the amendment is moved to Old Business and subsequently up for a vote.
 - C. An amendment to any other governing document requires a two thirds majority of the present and voting members.
 - D. All amendments to governing documents must be reviewed by Constitutional Review Committee prior to being sent to Rules Committee.
8. Legislation must not contradict any higher governing documents.
9. All legislation must be sponsored by a voting member of the General Assembly.
10. The author of any legislation may not also be the sponsor.
11. Legislation Submission to a Student Government Association Committee
- A. All legislation must first be submitted to the most relevant of the Student Government Association committees for an initial hearing.
 - B. All legislation proposed shall be given at least one hearing in a Student Government Association committee, regardless of authorship or sponsorship.
 - C. The initial hearing for any legislation will take place no more than two weeks after the submission of the bill to the committee.
 - D. The committee shall have the right to vote down any legislation it deems not in the best interest of the student body.
 - E. The committee shall have the right to return the legislation to the original author for revision.

- F. The Committee shall have the right to make any amendments to the legislation the committee deems appropriate.
 - G. If the bill is changed in any way, the author shall be notified before the bill advances to the Rules Committee with the exception of clerical errors.
 - H. Once the legislation is approved by the Student Government Association standing committee, the chair of the committee will complete a legislative cover sheet.
 - I. The legislation will then be advanced to the Rules Committee.
12. Function of the Rules Committee in the Legislative Process.
- A. The Rules Committee shall have the authority to review all legislation with the exception of letters for legality, adherence to all governing documents, and adherence to all legislative processes
 - B. The Rules Committee shall either refer the legislation to committee or place it on the next Student Government Association Senate General Meeting agenda under New Business section.
 - C. A majority vote is sufficient for all Rules Committee Action.
13. Senate General Meeting Legislation Process
- A. Bills under New Business shall be introduced for discussion.
 - B. Bills shall advance to the following Senate General Meeting agenda under the Old Business section.
 - C. Discussion for items under New Business shall receive no more than ten minutes unless a motion to extend time is passed
 - D. Bills under Old Business shall be introduced by the Chair and are eligible for both discussion and as the object of motions, which include a vote.
 - E. If a Bill is carried, an official copy shall be prepared by the Speaker of the Senate and be submitted to the President within one academic week of the date it is passed.
 - F. The President must either sign the Bill or veto it within two academic weeks of the date it is passed.
 - G. If a Bill is neither signed nor vetoed within the allotted academic week period, it shall be enacted and kept on file by the Speaker of the Senate in the Student Government Association Office.
 - H. In the event that a Bill is not submitted to the President for signing, the President retains the right to veto the Bill until one week after it is officially submitted to the President.
14. Presidential Veto
- A. If a Bill is vetoed, it shall be treated as if it were failed, thus halting all actions proposed by the Bill.
 - B. The President must provide a verbal justification of the veto in his report for the next Senate Meeting.
 - C. The President must also provide a brief written explanation to be included in the legislation records.
 - D. The Senate may override the President's veto within one academic week of the President's report.

- E. A two thirds vote of those present and voting is required to override a veto.
 - F. The extent of the Presidential veto power shall be limited to the entirety of the Bill.
 - i. Under no circumstances shall the President have the power to alter or veto any word, line, or section of the Bill.
15. Maintenance of Statutes and Letters
- A. Statutes and letters that are enacted shall be filed in hard copy form in the Legislative records of the Student Government Association.
 - B. The Legislative records shall be organized in chronological order and shall be maintained by the Speaker of the Senate.
 - C. A publicly accessible online archive will also be maintained.
16. Maintenance of Resolutions
- A. Resolutions will be kept on file by the Speaker of the Senate for the duration of the session in which they are passed.

Article XIII – Sessions

- 1. The first meeting of a new session will occur on the last available Thursday prior to the week of spring semester finals; thus the final full meeting of the previous session will occur on a Thursday prior to the first meeting of the new session.
- 2. On the date of the first meeting of the new session, the old session will Call to Order at 6:15pm in order to formally transfer powers to the new session.
 - A. It will be at the discretion of the Rules Committee to determine if there will be any business at this Transfer of Powers meeting.
 - B. There will be no action items, approvals, reports, or updates at this Transfer of Powers meeting
- 3. The first meeting of a new session will Call to Order immediately following the adjournment of the Transfer of Powers meeting.
- 4. All sessions will be numbered sequentially beginning with the ratification of the Student Governance Association Constitution by the Student Body during the 1969-1970 academic year.

Article XIV – Bill Numbering

- 1. All Bills enacted by the Student Government Association shall be assigned a number by the Speaker of the Senate prior to submission to the Rules Committee.
- 2. The Bill number shall consist of the:
 - A. The four digit year
 - B. The session number
 - C. The first letter of the Bill type
 - D. Sequential Bill number for that session
 - E. Each item shall be separated by a period.

Article XV – Voting in Absence

- 1. A Senator who is unable to attend a General Senate Meeting may submit an absentee vote to the Speaker of the Senate.
- 2. Absentee votes may only be submitted for legislation appearing on the General

Senate Meeting agenda.

3. Senators must use the official Absentee Voting Form found in the Appendix of the Student Government Association Bylaws.
4. The Speaker of the Senate will submit all Absentee Voting Forms to the Chair of the Senate with a recommendation of action at the time of the vote on that agenda item.
5. At the end of any vote the Chair will read the absentee votes along with the action taken and this will be recorded in the meeting minutes.
6. Recognized absentee votes will be included in members present when determining the result of the vote but shall not count towards quorum.
7. The Speaker of the Senate shall archive all submitted Absentee Voting Forms for the duration of the session which they are cast.

Article XVI – Proxy Voting

1. Proxy voting shall only be permitted in Student Government Association Committee Meetings.
2. No member may cast more than one vote during any individual vote.
3. Enumerated rights allowing a voting member to designate a replacement shall not be restricted by this article.
4. Any currently enrolled student looking to serve as a proxy must be approved by a majority of the Senate, except for Rules Committee.

Article XVII – Quorum

1. Quorum for meetings of the Senate shall be a majority of the voting members.
2. The Chair shall make an official count to establish quorum at the beginning of each meeting.
3. A voting member must use a point of personal privilege to add themselves to or remove themselves from quorum without a formal call for quorum.
 - A. A limit of removal from quorum without return shall be set at four unexcused removals per semester. Any more than four removals shall be assessed three points per meeting, unless excused by Rules Committee.
 - B. After two unexcused removals from quorum of the General Senate meeting, a Caucus Chair is responsible for following up with the Senator to ensure they are aware of the four removal limit.
 - C. Senators surpassing the removal from quorum limit without being excused by Rules Committee shall be assessed three points.
4. Unless otherwise defined in a committee's bylaws, quorum for committees shall be set as a minimum of three voting members.
 - A. There must be at least one Senator present in order for a committee to vote on or amend any Bill unless otherwise stipulated.

Article XVIII – Conducting a Senate Meeting

1. All meetings will be held in accordance with the Wisconsin Open Meeting Law and Wisconsin Open Records Law.
2. The agenda of each Senate meeting shall be set by the Rules Committee and Published at least 24 hours prior to the meeting.
3. The Senate shall meet Thursdays at 6:15 PM during the academic year in any room in the

Dreyfus University Center.

4. The General Senate shall meet no less than ten times each semester.
5. The Speaker of the Senate has the discretion to call a special session with the majority approval of the Rules Committee.
6. Meetings of the Senate shall be conducted according to Robert's Rules of Order, Newly Revised, as they appear in the official copy to be maintained and selected by the Speaker of the Senate and as modified by this document.
7. Meetings of the Senate shall be chaired by the Vice President.
 - A. The Speaker of the Senate shall chair in the absence of the Vice President or when the Vice President is called upon to take the floor.
 - B. If the Speaker of the Senate is not present, the Speaker Pro Tempore will take their place as chair.
 - C. If neither the Vice President, Speaker of the Senate, or Speaker Pro Tempore are not present to chair a meeting, the Senate shall appoint someone else in their place.

Article XIX – Delegation of Powers during Summer and Winter Recess

1. During the Summer and Winter Recess, the President and Vice President together shall have the authority to act on behalf of the Student Government Association.
 - A. This power shall not extend to passing resolutions, statutes, or letters; amending any governing documents of the Student Government Association or any budgets requiring Senate approval.
2. Any actions taken by the President and Vice President on behalf of the Student Government Association during a recess must be reported to the General Assembly verbally and in writing at one of the first three Senate General meetings following the break.
 - A. Any action taken during a recess may be overturned by the Senate with a two thirds majority vote within two weeks of it being reported.

Article XX – Ad-hoc Committees of the Student Government Association Senate

1. The Speaker of the Senate, President, and Vice President shall each individually have the authority to create an Ad-hoc committee without the consent of Senate.
2. Any Senator or student not holding any other SGA officer position that is not within the legislative branch or the President or Vice President, may petition the Senate to create an Ad-hoc committee that shall be approved by a majority vote of those present and voting at the next Senate general meeting.
3. The Chair of the Ad-hoc committee shall be the Senator who originally petitioned the Senate unless that seat is given up by that Senator. The Senate shall elect a new chair.
4. In the case of an Ad-hoc committee formed by the Speaker of the Senate, President, or Vice President the individual who created the Ad-hoc committee may chair the committee or may yield the Chair to the Senate, which shall appoint a designee by a majority vote.
5. Nominations for committee membership shall be opened at the next opportunity at a Senate general meeting following the creation of the committee.

6. At least three members besides the Chair must be appointed to the committee.
7. Members must be approved by a majority vote.
8. At the Senate general meeting where members are confirmed by the Senate, a specific written charge must also be given to the Ad-hoc committee.
 - A. The charge must define the purpose and timeline for the committee's work.
9. Ad-hoc committees shall report their activities to the Student Governance Senate during committee reports.
10. Ad-hoc committees shall have the authority to review and suggest any actions to the Student Government Association Senate in regards to their original task.

- A. Ad-hoc committees do not have the power to alter any legislation without the approval of the Student Government Association Senate.
 - B. All recommendations shall be made to the Student Government Association Senate which may choose to take further action.
11. An Ad-hoc committee shall be dissolved once it presents its final findings or by a two-thirds majority vote of the Senate at any time.

Article XXI – Senate Reports

- 1. The President, Vice President, Speaker of the Senate, Executive Director, and Budget Director shall each give an oral report at every meeting of the Senate where they are able to be in attendance.
- 2. All Executives and Senators will be provided the opportunity to give an oral report at each Senate general meeting.
- 3. A copy of each Executive member’s report shall be sent to the Executive Director prior to the Senate meeting.
- 4. The Head Justice shall give a report at least once per semester at a General Assembly meeting, or at the request of the Speaker of the Senate.
- 5. The auxiliary fee funded organizations (Residence Hall Association, Dining Advisory Board, Parking Advisory Board) shall have a weekly report during the Senate meeting under Auxiliary Organization Reports.
- 6. Each shared governance body within the institution will be provided the opportunity to give an oral report at each Senate general meeting.
 - A. These bodies include, but are not limited to RHA, SAAC and IGC.

Article XXII – Student Government Association Sponsorship

- 1. All Organizations seeking Student Government Association sponsorship (for events, posters, etc.) shall be made to fill out an application and submit it to the Executive Director.
- 2. The Executive Director shall be responsible for designing the application and making the application available for organizations.
- 3. The Executive Director shall be responsible for delivering the request under their weekly report for approval of the Senate.
- 4. A representative from the organization may be present at the meeting to present the organization’s request and answer questions.
- 5. Upon passage, the Executive Director and Communications and Public Relations Director shall oversee the implementation and usage of the sponsorship.

Article XXIII – Student Government Association Standing Committee Bylaws

- 1. All meetings of the Student Government Association Senate Standing Committees shall be held in accordance with Wisconsin Open Meeting laws.
- 2. If the Chair of a committee is unable to attend a meeting of the committee that they chair, the Chair will appoint an alternate and notify the committee members of this change.
- 3. The Chair of each committee shall post an agenda for each meeting in the windows of the Student Government Association office at least 24 hours before the meeting is to take place.

4. The Chair or their designee shall take minutes at each meeting.
5. The Chair of each committee shall submit an attendance sheet to the Speaker of the Senate before the following Rules Committee.
6. A faculty or staff seat shall be held on each standing committee excepting the Rules Committee, the Segregated University Fee Allocation Committee, the Green Fund Steering Committee, and the Constitutional Review Committee.
 - A. The Executive Committee of the Faculty Senate shall be responsible for identifying faculty and staff members to sit on appropriate Student Government Association Standing Committees.
7. All legislation passed through standing committees must follow the legislative process unless otherwise explicitly stipulated.
8. Constitution Review Committee
 - A. Membership
 - i. The Constitution Review Committee shall consist of the President, the Speaker of the Senate, the Executive Director, the Head Justice and one Senator from each College.
 - ii. The Executive Director shall chair the committee unless they decline, in which case another chair will be selected from the remaining members.
 - iii. The Executive Director shall not have a vote, except in the case of a tie.
 - iv. The Committee will act as an open Senate committee and any Senator attending is granted speaking rights and may vote in the event that the designated Senator from their college on the committee is unable to attend.
 - B. Duties
 - i. The Constitution Review Committee shall be convened every year and perform passive review duties for any bylaw or constitution revisions.
 - ii. The Constitution Review Committee shall actively review all governing documents of the Student Governance Senate in each academic year where the fall semester is an odd year.
9. Environmental and Sustainability Affairs Committee
 - A. Membership
 - i. The Environmental and Sustainability Affairs Committee shall consist of the Environmental and Sustainability Affairs Director, any Senator, any Student Interest Representative approved by the Student Government Association Senate to sit on said committee.
 - ii. The Environmental and Sustainability Affairs Director shall chair the committee.
 - iii. The Environmental and Sustainability Affairs Director shall not have a vote on the committee except in the case of a tie.
 - B. Duties
 - i. Review and create policy dealing with environmental and sustainability policy.

- ii. Support the Environmental and Sustainability Affairs Director in planning and hosting events related to environment and sustainability.
 - iii. Other duties as determined by the Chair and Committee.

- 10. Inclusivity Affairs Committee
 - A. Membership
 - i. The Inclusivity Affairs Committee shall consist of the Inclusivity Director, any Senator, any Student Interest Representative approved by the Student Government Association Senate to sit on said committee.
 - ii. The Inclusivity Director shall chair the committee.
 - iii. The Inclusivity Director shall not have a vote on the committee except in the case of a tie.

 - B. Duties
 - i. Review and create policy dealing with equity, diversity, and inclusivity.
 - ii. Review and advise University of Wisconsin-Stevens Point administration, faculty, and student body on any changes needed to policy or practices to foster a more inclusive campus.
 - iii. Other duties as determined by the Chair and Committee.

- 11. Legislative Affairs Committee
 - A. Membership
 - i. The Legislative Affairs Committee shall consist of the Legislative Affairs Director, any Senator, any Student Interest Representative approved by the Student Government Association Senate to sit on said committee.
 - ii. The Legislative Affairs Director shall chair the committee.
 - iii. The Legislative Affairs Director shall not have a vote on the committee except in the case of a tie.

 - B. Duties
 - i. Assist the Legislative Affairs Director in researching legislation at the local, state, and federal levels.
 - ii. Review and draft Student Government Association positions in the form of resolutions or letters on any legislation of concern to the Student Body of the University of Wisconsin-Stevens Point.
 - iii. Assist the Legislative Affairs Director in promoting all elections, Student Government Association, local, state, and federal.
 - iv. Serve as the Get Out The Vote committee in election years.
 - v. Other duties as determined by the Chair and Committee.

- 12. Rules Committee
 - A. Membership
 - i. The Rules Committee shall consist of the Speaker of the Senate,

the Speaker Pro Tempore, the Caucus Chair of each College, and the Executive Director.

- ii. Should a Caucus Chair be unable to attend a Rules Committee meeting, they shall, to the best of their ability, appoint another Senator to go in their place with preference given to members of their own caucus.
- iii. Should any Caucus Chair fail to attend two consecutive Rules Committee meetings or three meetings total without a valid excuse and fail to appoint another Senator to go in their place, the Rules Committee shall notify the caucus so that the caucus may take appropriate action, up to and including removal.
- iv. The Executive Director shall not have a vote on the committee.
- v. The Speaker Pro Tempore shall vote solely in the event that the committee fails to meet quorum.
- vi. The Speaker of the Senate shall chair the Rules Committee and vote only in the case of a tie.
 - 1. In the absence of the Speaker of the Senate, the Speaker Pro Tempore will chair Rules Committee.
 - 2. Should the Speaker of the Senate and the Speaker Pro Tempore be absent, the Speaker of the Senate will appoint a caucus chair to chair in their stead.

B. Duties assigned to the Rules Committee

- i. Set and publish the agenda for the Senate meetings 24 hours prior to each meeting.
- ii. Preliminary hearings of all disciplinary actions and impeachment with the explicit exception of Executive Staff issues.
- iii. Handle the administrative removal of Senators.
- iv. Review all applications for Senators, Segregated University fee Allocation Committee, Non-Allocable University Fee Allocation Subcommittee, Differential Tuition Steering Committee, Green Fund Steering Committee, and Student Interest Representatives seeking appointment.
- v. Review all legislation by standing committees and have the authority to decide whether the Bill shall be returned to the author, the committee, or placed on New Business.
- vi. All amendments to governing documents approved by Rules Committee shall be brought to Constitutional Review Committee as an informational item.

C. Attendance Policy for Senators

- i. The Rules Committee shall administer the Attendance Policy for Senators.
- ii. Senators must submit an Excused Absence Form to the Speaker of the Senate prior to the meeting that will be missed. Any form submitted after the missed meeting will not be accepted.
- iii. Senators who wish to be excused for committee meetings shall notify

- the chair in writing before the meeting.
- iv. Excused absences shall be permitted for conflicting exam times, other academic obligations, serious illness, death of a family member, and other reasons at the discretion of the Rules Committee.
 - v. Senators shall be assessed attendance points for any unexcused absence.
 - 1. Senators failing to fulfill outreach hours shall be assigned one point per hour.
 - 2. Senators failing to attend any of their caucus meetings without an excused absence shall be assessed one point.
 - 3. Senators failing to sign up and commit to at least one SGA Committee, four weeks into session, will be assessed one point per week they do not sit on a committee, unless excused by Rules Committee.
 - 4. Senators failing to sign up and commit to at least one University Committee, four weeks into session, will be assessed one point per week they do not sit on a committee, unless excused by Rules Committee.
 - 5. Senators failing to attend any committee meetings to which they are committed without an excused absence shall be assessed two points.
 - 6. Senators failing to attend training sessions organized by the Speaker of the Senate without an excused absence shall be assessed two points.
 - 7. Senators failing to attend any General Senate Meetings without an excused absence shall be assessed three points.
 - vi. Senators assessed attendance points shall be notified by the Speaker of the Senate.
 - vii. Senators accumulating six points shall receive a warning letter for the Speaker of the Senate and be asked if they intend to step down.
 - viii. Senators accumulating twelve points in a single session will be administratively removed.
 - ix. Senators wishing to appeal the assessment of points may petition the Rules Committee for removal of assessed points.
 - x. Caucus Chairs accumulating four points shall receive a warning letter for the Speaker of the Senate and be asked if they intend to step down.
 - xi. Caucus Chairs accumulating six points in a single session will be administratively removed from their position as Caucus Chair.
 - xii. The Speaker of the Senate shall have the authority to assess points to Senators for miscellaneous disciplinary actions.
 - 1. Rules Committee shall have the final approval over any points assigned under miscellaneous points section.

13. Student Health Advisory Committee

A. Membership

- i. The Student Health Advisory Committee shall consist of the Health Services Student Director, any Senator, any Student Interest Representative approved by the Student Government Association

- Senate to sit on said committee.
- ii. The Director of Health Services or their designee, the Director of the Counseling Center or their designee, and the Assistant Director of the Allen Center for Health and Wellness or their designee shall serve as non-voting members of the committee
- iii. The Health Services Student Director shall chair the committee.
- iv. The Health Services Student Director shall not have a vote on the committee except in the case of a tie.

B. Duties

- i. The voting body of the Student Health Advisory Committee is the official representative body for the University of Wisconsin-Stevens Point students on all matters concerning student health and wellness.
- ii. Serve as an advisory committee to all relevant departments on matters concerning the seven dimensions of wellness: Physical, Emotional, Intellectual, Social-Cultural, Career/Financial, Environment, and Spiritual.
- iii. Represent students' interests in health and wellness policy-making to ensure the highest quality possible.
- iv. Conduct a Survey of the Student Body as needed to assess knowledge of health and wellness and/or the services offered by the University.
- v. Promote the seven dimensions of wellness on campus and the departments that support these departments.
- vi. Other duties as determined by the Chair and Committee.

14. Student Life Affairs Committee

A. Membership

- i. The Student Life Affairs Committee shall consist of the Student Life Affairs Director, any Senator, any Student Interest Representative approved by the Student Government Association Senate to sit on said committee.
- ii. The Student Life Affairs Director shall chair the committee.
- iii. The Student Life Affairs Director shall not have a vote on the committee except in the case of a tie.

B. Duties

- i. Review and create student life policy
- ii. Frequently connect with stakeholders across the Division of Student Affairs and address their needs as much as possible. Review and create policy dealing with student academic concerns and any further academic policy.
- iii. Help coordinate the "Off-Campus Housing Fair" in the Fall and Spring Semesters
- iv. Other duties as determined by the Chair and Committee.

15. Student Academic Affairs Committee

- A.** Membership
 - i.** The Student Academic Affairs Committee shall consist of the Academic Affairs Student Director, any Senator, any Student Interest Representative approved by the Student Government Association Senate to sit on said committee.
 - ii.** The Academic Affairs Student Director shall chair the committee.
 - iii.** The Academic Affairs Student Director shall not have a vote on the committee except in the case of a tie.
 - B.** Duties
 - i.** Review and create policy with student academic concerns and any further academic policy.
 - ii.** Review Course Evaluations for student reference as needed.
 - iii.** Assist the Academic Affairs Student Director with coordinating the Faculty and Staff Appreciation Week each Spring Semester.
 - iv.** Other duties as determined by the Chair and Committee.
- 16. University Centers Advisory Student Organization Policy Board**
- A.** Membership
 - i.** the University Centers Advisory Student Organization Policy Board shall consist of stakeholders in University Centers areas as follows:
 - 1.** SGA Student Life Affairs Director will Co-Chair the committee with the CASE Student Manager
 - 2.** A maximum of two Student Government Association Senators
 - 3.** One Residence Hall Association Student Representative
 - 4.** One Diversity and College Access Student Representative
 - 5.** One Student Organization Student Representative
 - 6.** One Special Interest Representative
 - 7.** One Full-Time University Centers Staff Member
 - 8.** University Centers Student Employment Coordinator
 - 9.** The University Centers Director will serve as an ex-official member on the committee
 - ii.** Student Life Affairs Director, who shall have a vote only in the case of a tie.
 - iii.** Quorum will be a majority of seated members.
 - B.** Duties
 - i.** Advise and create University Centers policies.
 - ii.** If the Director of the University Centers does not implement the actions of the committee, the committee may then seek approval from the Vice Chancellor of Student Affairs.
 - iii.** If the action is approved by the Vice Chancellor of Student Affairs, the University Centers must implement the action.
 - 1.** Work with the University Centers community to address all stakeholders' needs as much as is possible.
 - 2.** After passing through the legislative process, all policy decisions to be implemented are to be distributed to all

members, areas directly affected, the Director of the University Centers, and to the Vice Chancellor of Student Affairs.

- iv. The Committee shall facilitate the office allocation and cabinet allocation process for the Dreyfus University Center Student Organization Complex.
- v. The Committee shall act as an advocate on behalf of student organizations regarding campus policy.
- vi. The Committee shall enforce the policies and regulations governing student organizations of the University of Wisconsin-Stevens Point campus.
- vii. The Committee shall develop policies on Dreyfus University Center building use on Segregated Fees;
- viii. The Committee shall forward all actions taken with meeting minutes to the Senate for approval during the Student Life Affairs Director's report at General Senate meetings.
- ix. The Committee shall act as an advocate on behalf of student organizations regarding campus police.

C. Co-Chair Duties

- i. SGA The Student Life Affairs Director and CASE Student Manager shall co-chair the committee.
- ii. The Co-Chairs shall disseminate and enforce the policies, procedures, and laws governing student organizations and the Student Involvement Complex.
- iii. The Co-Chairs shall ensure that minutes are taken at each meeting.
- iv. The Co-Chairs shall be responsible for reserving rooms for meetings.
- v. The Co-Chairs, shall be responsible for contacting and educating student organizations about all conduct actions involving their organizations.

Article XXIV – Special Committees

1. Dining Advisory Board

a. Membership

- i. The Dining Advisory Board will consist of the Student Life Affairs Director, the President of RHA, three Senators, three members of RHA, and any Student Interest Representatives approved by the Student Government Association Senate to sit on said board.
- ii. The Student Life Affairs Director and the RHA President shall co-chair the board.
- iii. The Student Life Affairs Director and the RHA President shall not have a vote on the board.
- iv. Dining and Summer Conferences Leadership shall serve as ex-official members of the board

b. Duties

- i Gather and review student feedback on dining operations and services.
 - ii Review and evaluate dining operations and services.
 - iii Advise Dining and Summer Conferences Leadership and UWSP Administration on innovations and improvements to the dining program
 - c. Miscellaneous
 - i Anything passed through the Dining Advisory Board must then go to both the SGA Senate and RHA Assembly for approval.
 - ii The Dining Advisory Board structure and effectiveness shall be reviewed annually by the members of the board.
2. Scholarship Review Committee
- a. Membership
 - i The Scholarship Review Committee shall consist of three students appointed by the Student Government Association, one student appointed by Residence Hall Association, and one student appointed by the Dean of Students Office.
 - ii Voting rights shall be limited to the appointed student members on the committee.
 - iii The Dean of Students, or their designee, shall chair the meetings of the Scholarship Review Committee.
 - iv. The chair shall not have a vote in the committee.
 - b. Scholarships
 - i There shall be three scholarship categories: Inclusivity, University Service, and Academic Achievement.
 - ii The President and Vice President of the Student Government Association are responsible for reviewing the SGA Scholarship account and determining the scholarship amount which can be awarded sustainable from the fund.
 - iii Every year the Scholarship Review Committee will review and approve the criteria for each of the three scholarships and create a corresponding application and rubric on which to evaluate applications.
 - iv. Students may apply for all scholarships, but no student can be awarded more than one scholarship in a given year.
 - c. Timeline
 - i The Committee shall meet within the first three weeks of the Spring Semester to determine the timeline and criteria of the scholarships.
 - ii Once approved by the committee, the criteria and rubric shall be sent to the Student Government Association Senate for consideration as an Action Item.
 - iii Scholarships applications shall be due in the week following Spring

Break.

- iv. The Committee shall be given at least two weeks to review the applications.
- v. The Committee shall meet at least two weeks prior to the University Leadership Awards to select the finalists.
- vi. All applicants shall be notified of their selection status at least one week prior to the University Leadership Awards.
 - a. Finalists shall be emailed asking to RSVP and for the phonetic pronunciation for their name.
- vii. The Office of Dean of Students shall complete all Certificates for finalists prior to the University Awards Ceremony
- viii. Awarded scholarships shall be presented at the University Awards Ceremony at the end of the Spring Semester.

d. Duties

- i. The Scholarship Review Committee shall be responsible for awarding the Student Government Association/US Bank scholarships every year.
- ii. The Scholarship Review Committee shall select the criteria and create the application and an individual rubric for applications for the three scholarship categories: Inclusivity, University Service, and Academic Achievement.
- iii. The Student Government Association marketing team will work with the Office of Dean of Students to promote and advertise the Student Government Association Scholarship.
 - a. The Student Government Association will be responsible for creating and maintaining a website containing all necessary information for applications about the scholarship, its criteria, and its due dates.
 - b. The Student Government Association will be responsible for designing all advertisement of the scholarship, including posters, flyers, and any other promotional items.
- iv. The Office of Dean of Students shall be responsible for collecting all scholarship applications and providing the Committee with all applications for a blind review.
- v. The Office of Dean of Students shall collect all completed rubrics and shall have at least one week to rank the applicants based off the completed rubrics for the committee's review and final selection.
- vi. Finalists must be selected by a majority consensus of the committee

3. Pointers After Dark Committee

a. Membership:

- i. The Pointers After Dark committee shall consist of the SGA Associate Budget Director, two Student Government Association student seats, two Residence Hall Association student seats, two Campus Activities and Student Engagement student seats, two Diversity and College Access student seats; and

the SGA Student Engagement Director, only in the event of a tie. Non-voting seats of the committee shall consist of the SGA Advisor, RHA Advisor, professional staff member from CASE, professional staff member from DCA, one representative from the Center for Prevention, and one representative from University Dining.

b. Student Engagement Director:

- i. The SGA Student Engagement Director will lead the committee as the Chairperson by planning, promoting, and executing Pointers After Dark events.

c. Associate Budget Director:

- i. The SGA Associate Budget Director will serve the committee as the Student Budget Manager by maintaining, organizing, and communicating committee budget.

d. Duties:

- i. Implement student-focused weekend, late-night programming in the interest of all students at the University of Wisconsin-Stevens Point to promote student involvement.
- ii. Campus Activities and Student Engagement (CASE), Student Government Association (SGA), Residence Hall Association (RHA), and Diversity and College Access (DCA) should each be expected to plan, promote, and execute at minimum two events each academic semester.
- iii. Campus Activities and Student Engagement (CASE), Student Government Association (SGA), Residence Hall Association (RHA), and Diversity and College Access (DCA) shall each be expected to collaborate on the planning, promotion, and execution of one event each semester together.
- iv. Promote alcohol-free alternative student engagement

Article XXV – Student Government Association Public Relation and Marketing Team

1. Membership:

- A. The Student Government Association Marketing Team shall consist of the Communication and Public Relations Director, the Executive Director, the Speaker of the Senator, and at minimum, one Senator seat.”

2. Communication and Public Relations Director

- A. The Communication and Public Relations Director will lead the team in promoting the Student Government Association, Student Government Association programs, events, elections, and services. The Communication and Public Relations Director will direct the intern and graphic designer to ensure timely delivery of all media and communications.

3. Duties:

- A. Create and execute the overall Student Government Association marketing plan.
- B. Attend Student Government Association Committee meetings as needed

to make marketing plans for Student Government Association events and programs.

- C. Execute the marketing of Student Government Association programs, events, elections, and services.
- D. Promote the Student Government Association through all forms of media including web, social media, press releases, newsletters, posters, Student Message of the Day, and any others.
- E. Other duties as determined by the Chair and Committee

Article XXVI – Position Descriptions

- 1. President of the Student Body
 - A. Reports to the Student Body
 - B. Hire, train, and supervise all Executive Staff
 - i. Attend Executive Staff meetings
 - C. Serve as the Student Body representative, and speak for the students, on local, state, and national issues
 - D. Provide Administrative direction and guidance for the Student Government Association
 - E. Actively attend and represent the students at University events and meetings
 - F. Co-Chair and act as a non-voting member for the Differential Tuition Steering Committee with the SGA Budget Director
 - G. Create and refine student life policies to ensure the best possible experience for students
 - H. Actively communicate and build partnerships with students, faculty, staff, administration, legislators (local, state, national), and the media
 - I. Sign or veto all legislative actions by the Student Government Association Senate
 - J. Appoint all Justices of the Judicial Branch
 - K. Make all shared governance decisions for the organization and serve as the joint contact for all University shared governance groups.
 - L. Present a State of the Student Body address within the first three weeks of the Spring Semester
 - M. Organize the internal Student Government Association awards at the end of each year with the Vice President, Speaker of the Senate, Executive Director, and the Advisor
 - N. The President shall hold at minimum 10 office hours each week throughout the fall and spring semesters and post them accordingly so that the public may access them.
 - O. Meet at a minimum of once near the end of each semester with the Vice President to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the President, Vice President, and Student Government Association's email accounts, as well as handed over for the next person in the role. Transitional materials must also

include an updated list of contacts at the last meeting of the executive's term.

2. Vice President of the Student Body
 - A. Reports to the Student Body
 - B. Serve as the interim president in the President's absence
 - C. Assist the President in the hiring, training, and supervising of all Executive Staff
 - D. Appoint students to all University committees, work groups, and task forces
 - i. Manage a list of all University committees, work groups, and task forces
 - ii. Inform the Rules Committee of any Senator's unexcused absences at their assigned University committee, work group, or task force.
 - E. Chair all the Student Government Association Senate meetings
 - F. Actively attend and represent the student at University events and meetings
 - G. Actively communicate and build partnerships with students, faculty, staff, administration, legislators (local, state, national), and the media
 - H. Serve as the joint contact for all internal University shared governance groups.
 - I. Serve as a voting member on the Segregated University Fee Allocation Committee
 - J. Serve as a voting member of the Non-allocable University Fee Allocation Subcommittee.
 - K. Serve on other high-level University Committees that have a strategic role in the University or are pertinent to large Student Government Association initiatives.
 - L. Attend all Executive Staff, Common Council, and Executive Committee meetings.
 - M. Organize the internal Student Government Association awards at the end of each year with the President, Speaker of the Senate, Executive Director, and the Advisor
 - N. The Vice President shall hold at minimum 10 office hours each week throughout fall and spring semesters and post them accordingly so that the public may access them.
 - O. Meet at a minimum of once near the end of each semester with the President to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the President, Vice President, and Student Government Association's email accounts, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.

3. Executive Director
 - A. Reports to the President and Vice President
 - B. Facilitates the Student Government Association operations by managing and arranging: executive staff workload, reservations for rooms and tables for all events, transportation arrangements, lodging arrangements, office supplies, scheduling (including office hours of the staff), and any other logistical matters
 - C. Serve as the Student Government Association treasurer by managing the Student Government Association internal budget and SFO account, payroll, and to write and submit to the Segregated University Fee Allocation Committee each fiscal year's budget
 - D. Chair the Constitution Review Committee, and update the Student Government Association Constitution and Bylaws as directed by that committee and the Student Government Association Senate.
 - E. Serve as a member of the SGA Elections Committee.
 - F. Serve as a member of the SGA Marketing Team
 - G. Serve as a resource to all Executives in the fulfillment of their respective job duties and responsibilities.
 - H. Ensure that tasks and projects assigned to the Executive Staff are completed efficiently and in a manner that best represents the SGA.
 - I. Conduct Executive Staff performance evaluations with assistance from the President
 - J. Meet regularly one-on-one with the Executive Staff to address any needs.
 - K. Manage the SGA Office
 - i. Greet and assist students who enter the SGA Office
 - ii. Order and maintain office supplies
 - iii. Organize and arrange the office that best suits all officers and personal visiting the office
 - L. Chair and set the agenda for Executive Staff meetings, attend Rules committee, and the SGA General Assembly.
 - M. Serve a minimum of 12 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
 - N. Meet at a minimum of once near the end of each semester with the President and/or Vice President to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the President, Vice President, and Student Government Association's email accounts, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
 - O. Meets with the Speaker of the Senate and Administrative Assistant at least once a month.
 - P. Serve as the facilitator for the annual SGA recognition and superlative awards at the end of the current session
 - Q. Other duties as assigned

4. Budget Director
 - A. Reports to the President and Vice President, with additional duties assigned by the SGA Financial Specialist
 - B. Chair the Segregated University Fee Allocation Committee
 - i. Recruit and train the Segregated University Fee Allocation Committee members
 - C. Chair the Non-allocable University Fee Allocation Committee
 - i. Recruit and train the Non-allocable University Fee Allocation Committee members
 - D. Co-Chair the Differential Tuition Steering Committee along with the President of the Student Body
 - E. Implement and enforce Student Government Association fiscal policy
 - F. Responsible for overseeing all Student Government Association funded accounts
 - G. Train and assist student organization treasurers on the budget process
 - i. Provide any further educational sessions on segregated fees as requested
 - H. Train and supervise the SGA Associate Budget Director.
 - I. Serve, in conjunction with the Student Governance Association Financial Specialist as the comptroller for segregated fees.
 - J. Serve as the interpreter of financial decisions made by the Student Government Association Senate and President
 - K. Form a working relationship with the Division of Business Affairs and Division of Student Affairs.
 - L. Manage the budget office, including making sure any financial forms and information are readily available.
 - M. Attend the Student Government Association Senate and the Executive Staff meetings.
 - N. Serve a minimum of 12 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
 - O. Meet at a minimum of once near the end of each semester with the President and/or Vice President to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the President, Vice President, and Budget Director's email accounts, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
 - P. Other duties as assigned

5. Communication and Public Relations Director
 - A. Reports to the Executive Director
 - B. Lead the Public Relation and Marketing Team
 - C. Actively promote student understanding of, and participation in the Student Government Association
 - D. Serve as the Student Government Association's media relations coordinator
 - i. Inform campus and local media concerning the Student

- Government Association events, news, decisions, and policy
- E.** Manage and create all the Student Government Association graphic designing, images, and promotional materials.
 - F.** Plan and run the Student Government Association's radio show
 - G.** Facilitate the Directors' programming and outreach
 - H.** Coordinate, develop, and maintain the Student Government Association's social media presence
 - i.** Produce a regular newsletter
 - I.** Form a working relationship with the Office of University Relations and Communications
 - J.** Manage and create al of the Student Government Association's graphic designing, images, and promotional material
 - K.** Develop, update, and manage the Student Government Association website
 - L.** Create and upload Bright Sign Presentations.
 - M.** Collaborate with fellow directors to plan events regarding campuswide observation days.
 - N.** Attend the Student Government Association Senate and the Executive Staff meetings
 - O.** Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
 - P.** Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation mustbe typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
 - Q.** Other duties as assigned

6. Student Engagement Director

- A.** Reports to the Executive Director
- B.** Lead the Student Engagement Team
- C.** Work to involve Student Government Association in the planning and implementation of student events
- D.** Facilitate programming and outreach of Student Government Association related events and programs
- E.** Coordinate a monthly program for the student body focused to drive student engagement, campus identity, and involvement.
- F.** Collaborate with fellow directors to plan events regarding campuswide observation days
- G.** Attend Student Government Association related events and programs
- H.** Actively promote student understanding of, and participation in the Student Government Association
- I.** Form a working relationship with CASE and other event planning groups on campus
- J.** Attend the Student Government Association Senate and the Executive Staff meetings
- K.** Serve a minimum of 8 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate

- L. Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
- M. Other duties as assigned

7. Environmental and Sustainability Director

- A. Reports to the Executive Director
- B. Chair the Environmental and Sustainability Affairs Committee and the Green Fund Steering Committee
- C. Proactively address environmental and sustainability concerns and policy issues
- D. Develop relationships with and meet regularly with the Campus Sustainability Coordinator, environmental and sustainability Student Organizations, and other environmental and sustainability representatives.
- E. Outreach to and recruit students to participate in environmental and sustainability issues and the Green Fund process
- F. Manage the Green Fund, as outlined in the Green Fund bylaws
- G. Attend, as often as possible, environmental and sustainability student organization's events, meetings, and programs
- H. When delegated, serve as the Vice President's appointee on University environmental and sustainability committees, task forces, or work groups
- I. Collaborate with fellow directors to plan events regarding campuswide observation days.
- J. Attend the Student Government Association Senate and the Executive Staff meetings.
- K. Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
- L. Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
- M. Other duties as assigned

8. Health Services Student Director

- A. Reports to the Executive Director
- B. Chair the Student Health Advisory Committee
- C. Develop relationships with and meet regularly with leaders from all the health and wellness related student organizations

- D. Develop a working relationship with the Director of Student Health Services, Director of Counseling Services, Reproductive Health Peer Educator, and other health and wellness related professional staff.
- E. Actively promote a healthy lifestyle through the seven dimensions of wellness
- F. Proactively address health and wellness concerns and policy issues
- G. Direct students to the proper outlets to obtain assistance with questions related to health, counseling, wellness, prevention, and safety
- H. Work on all Alcohol and Other Drug (AODA) projects and policy
- I. Work on projects and programming to address student health and wellness needs
- J. Attend, as often as possible, health and wellness student organization's events, meetings, and programs
- K. When delegated, serve as the Vice President's appointee on University health and wellness committees, task forces, and work groups
- L. Actively recruit students to get involved in the Student Health Advisory Committee
- M. Serve as an ex-officio on the Non-allocable University Fee Allocation Committee
- N. Collaborate with fellow directors to plan events regarding campuswide observation days.
- O. Attend the Student Government Association Senate and the Executive Staff meetings.
- P. Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
- Q. Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term
- R. Other duties as assigned

9. Inclusivity Director

- A. Reports to the Executive Director
- B. Chair the Inclusivity Committee
- C. Proactively address inclusivity and diversity concerns, policy issues, or legal issues
- D. Serve as a resource for students with civil rights concerns and incident reports
- E. Develop relationships with and meet regularly with leaders from all the inclusivity and diversity related student organizations
- F. Work in collaboration with Diversity and College Access in developing a retention plan for the retention of students of color and LGBTQ+ students
- G. Provide leadership to ensure an open and positive environment for all

- people to flourish in the University and community
- H.** Attend and develop inclusivity and diversity events, meetings, and programs as a representative of the Student Government Association
- I.** Coordinate, provide and promote inclusivity and diversity training for the Student Government Association and students
- J.** When delegated, serve as the Vice President's appointee on University inclusivity and diversity committees, task forces, and work groups.
- K.** Collaborate with fellow directors to plan events regarding campuswide observation days.
- L.** Attend the Student Government Association Senate and the Executive Staff meetings.
- M.** Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
- N.** Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
- O.** Other duties as assigned

10. Legislative Affairs Director

- A.** Reports to the Executive Director
- B.** Chair the Legislative Affairs Committee
- C.** Serve as the University of Wisconsin-Stevens Point delegation leader to all state- wide and national-wide student association conventions and conferences
- D.** Actively promote student involvement in, and understanding of, campus, local, state, and federal legislation
- E.** Advocate on behalf of students at the local, state, and federal level
- F.** Form working relationships with local and state representatives (e.g. alder people, state assemblyperson, etc.) and stay in constant contact with them regarding issues that affect University of Wisconsin-Stevens Point
- G.** Form a working relationship with the University of Wisconsin-Stevens Point Legislative Liaison
- H.** Manage and promote the Student Government Association Lawyer services
- I.** Organize and promote elections of any kind to the student body: Student Government Association, local, state, and federal
- J.** Monitor the news daily about legislative issues and brief the President
- K.** Collaborate with fellow directors to plan events regarding campuswide observation days.
- L.** Attend the Student Government Association Senate and the Executive Staff meetings.
- M.** Serve a minimum of 10 hours per week in the SGA Office or related

- work meeting on campus, with the exception of Student Senate.
 - N. Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
 - O. Other duties as assigned
11. Academic Affairs Student Director
- A. Reports to the Executive Director
 - B. Chairs the Academic Affairs Student Committee
 - C. Co-Chair the Text Rental Policy Review Committee with the University Bookstore/Text Rental Staff
 - D. Serve as an ex-officio member on the Differential Tuition Steering Committee
 - E. Work with students to address academic concerns and direct them to appropriate resources
 - F. Proactively address policy issues for academics
 - G. Proactively address opportunities for students to get academically involved through internships, research opportunities, hands-on experience, etc.
 - H. Coordinate Faculty and Staff Appreciation Week each spring semester
 - I. Develop a working relationship with the Provost & Vice Chancellor of Academic Affairs as well as the Academic Affairs and University College leadership
 - J. Collaborate with fellow directors to plan events regarding campuswide observation days.
 - K. Attend the Student Government Association Senate and the Executive Staff meetings.
 - L. Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
 - M. Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
 - N. Other duties as assigned
12. Student Life Affairs Director
- A. Reports to the Executive Director
 - B. Chair the Student Life Affairs Committee and Parking Advisory Board on a regular basis
 - i. If unable to do so, the SLAD may delegate the duty of Parking Advisory Board Chair to another officer.
 - C. The Co-Chairs, University Centers Student Organization Policy Board as needed

- i. If unable to do so, the SLAD may delegate this duty to another officer.
 - D. Co-chair the Dining Advisory Board with the Residence Hall Association on a regular basis
 - i. If unable to do so, the SLAD may delegate this duty to another officer.
 - E. Work with the College Pads, the Old Main Neighborhood Association, local landlords, city officials, and other 32 parties to organize a tenant education campaign each fall semester
 - i. Organize “Off-Campus Housing Fair” in the Fall and Spring Semester
 - ii. Serve as a resource for students with off campus housing questions/concerns
 - F. Proactively work on student life policies and concerns that do not fall into the categories of the other Executives
 - G. Develop a working relationship with the Dean of Students Office and other Student Affairs leadership
 - H. Attend the Student Government Association Senate and the Executive Staff meetings.
 - I. Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
 - J. Meet at a minimum of once near the end of each semester with the Executive Director to specifically discuss and document transitional material including semester accomplishments and helpful tips. Documentation must be typed, emailed, and stored in the Student Government Association email account, as well as handed over for the next person in the role. Transitional materials must also include an updated list of contacts at the last meeting of the executive's term.
 - K. Other duties as assigned
- 13. Administrative Assistant
 - A. Take full, complete and accurate minutes at all weekly senate meetings
 - i. Attend and act as parliamentary recording secretary for all meetings of the full Student Senate
 - ii. Compose and send to the Speaker of the Senate the General Assembly meeting minutes including any supporting documentation to be included with the next meeting’s agenda
 - B. Create and maintain archiving processes to ensure institutional memory
 - i. Maintain an in-office physical archive of Student Government Association meeting minutes, legislation, and other official documentation of the past seven years
 - ii. Work with University Archives to maintain a process for sending all appropriate Student Government Association files to the archives after seven years
 - iii. Work with Archives to retrieve information as requested
 - iv. Send entire academic year binder of Student Government Association documents to the archives annually
 - v. Honor open records request submitted to the Student Government

- Association
 - vi. Assist in maintaining a digital copy of the archived documents on MySGA Intranet
 - C. Meet with the Executive Director and Speaker of the Senate at least once a month
 - D. Other duties as assigned

- 14. Sergeant-at-Arms
 - A. Position occupied by the Executive Director
 - B. Maintain order and decorum during each Senate meeting
 - C. Be responsible for ensuring the security and safety of Student Government Association Senators, Executives, and Justices
 - D. Develop an annual Emergency Management Plan, in consult with the Campus Director of Risk Management.

- 15. Associate Budget Director
 - A. Reports to the SGA Budget Director.
 - B. Coordinate with SGA Budget Director to set Segregated University Fee Allocation Committee, Non-Allocable University Fee Subcommittee, and Differential Tuition Steering Committee Meetings.
 - C. Take minutes at all Segregated University Fee Allocation Committee and Non-Allocable University Fee Subcommittee Meetings.
 - D. Take minutes at all Differential Tuition Steering Committee meetings.
 - E. Assist the SGA Budget Director in implementing and enforcing SGA fiscal policy, including but not limited to segregated fee policy.
 - F. Assist the SGA Budget Director in processing SGA budget forms and requests.
 - G. Assist in the training of student organization treasurers on segregated fee policy and the budget process.
 - H. Assist in the balancing of student organization segregated fee accounts.
 - I. Form a working relationship with the Division of Business Affairs and the Division of Student Affairs.
 - J. Assist in management of the budget office, including making sure any financial forms and information are readily available.
 - K. Attend the Student Government Association Senate and Executive Staff meetings.
 - L. Serve a minimum of 6 hours per week in the SGA Office or related work meetings on campus, with the exception of Student Senate.
 - M. Other duties as assigned by the SGA Budget Director.

- 16. Deputy Sergeant-at-Arms
 - A. Occupied by one Caucus Chair, jointly with their other duties.
 - B. Chosen by the Executive Director and approved by the Senate during the Executive Director report
 - C. Reports to the Sergeant-at-Arms
 - D. Assists the Sergeant-at-Arms in maintaining parliamentary order and decorum, as well as, ensuring the security of Senators, Executives, and Justices

- E.** Serve as the Sergeant-at-Arms in their absence
 - F.** Assist the Sergeant-at-Arms in the development of the Emergency Management Plan
- 17.** Student Government Association Advisor
- A.** Reports to all Student Government Association Officers
 - B.** Serve as a resource for questions related to governance, policy, procedures, University matters, and other needs when consulted
 - C.** Have a clear understanding of the Student Government Association policies and procedures
 - D.** Attend all Student Government Association Senate, Executive Staff, and Segregated University Fee Allocation Committee meetings

- E. Must be a professional faculty or staff member of the University
- F. Shall be nominated annually by the President, and approved by a majority of all Officers
- G. Approve any logged work hours
- H. The Student Government Association Advisor shall not exert influence over a member of the Student Government Association while acting in capacity as Advisor
- I. Meet regularly with leadership of the three branches, and, meet as needed with any other member of the Student Government Association

18. Student Senators

- A. Is responsible for representing the student body and student interests.
- B. Be accessible to students and seek student input.
- C. Actively engage in shared governance; be familiar with all University, System, and Finance policies and be proficient in Roberts Rules of Order.
- D. Attend and commit to the following:
 - i. The weekly Senate meeting
 - ii. All scheduled meetings of at least one standing committee
 - iii. All scheduled meetings of at least one University committee
 - iv. All scheduled Caucus Meetings
 - v. Attend one Student Government Association Event or Program
 - vi. Training Sessions
 - vii. Complete outreach hours assigned by the Speaker of the Senate
- E. Bring issues and ideas to committee meetings to discuss and write legislation addressing those issues.
- F. Assure committees are focusing on issues the Senate and students want addressed.
- G. Provide a report on their University Committee to Senate when appropriate.

19. Speaker of the Senate

- A. Reports to the General Assembly, and shall work office hours throughout the fall and spring Semesters.
- B. Be available to Senators to provide resources and University Connection.
- C. Act as the link between the Senate and the Executive Branch.
- D. Assist Senators in developing a thorough understanding of: University, System, and Finance policies; Shared Governance; Gaining confidence within the organization; and Robert's Rules of Order, by conducting a training session at the beginning of each semester.
 - i. A training session is only necessary at the beginning of Spring semester if there are new Senators who have not completed the training previously;
- E. Chair Rules Committee and coordinate Senate Agendas and Minutes.
- F. Post the agenda and make it available to the student body in accordance with Wisconsin Open Meeting Laws.
- G. Create a welcoming environment at the weekly Senate meeting.
- H. Serve as Parliamentarian for Student Government Association.
- I. Nominate a Speaker Pro Tempore and Deputy Sergeant-at-Arms to be

approved through Senate by a simple majority vote during the Speaker's report.

- J.** Attend all Senate and Executive Board Meetings.
- K.** Work with the Speaker Pro Tempore to develop a Student Senator Handbook.
- L.** Organize Bills passed the General Assembly through maintenance of a Bill Binder and continue the Bill numbering system.
- M.** Meet with the Executive Director at least once a month.
- N.** Help the President, Vice President, Executive Director and the Advisor to organize the internal Student Government Association awards at the end of the year.

20. Speaker Pro Tempore

- A.** Take full, complete and accurate minutes at all weekly senate meetings.
 - i.** Attend and act as parliamentary recording secretary for all meetings of the full Student Senate.
 - ii.** Compose and send to the Speaker of the Senate the General Assembly meeting minutes including any supporting documentation to be included with the next meeting's agenda.
- B.** Act as the Speaker of the Senate when the Speaker of the Senate is not available.
- C.** Train new Senators on Parliamentary Procedure and other meeting procedures.
- D.** Assist the Speaker of the Senate and the Executive Director in planning and executing the Student Government Association retreat.
- E.** Assist the Speaker of the Senate in organizing and implementing outreach activities.
- F.** Responsible for coordinating ongoing training opportunities for Senators.
- G.** Reach out to student organizations and have them utilize student organization announcement line on the agenda;
- H.** Other duties as assigned by the Speaker of the Senate.

21. Caucus Chair

- A.** Serve as a resource to all members of their Caucus
- B.** Attend all Rules Committee meetings. Should a Caucus Chair be unable to attend a Rules Committee meeting they shall, to the best of their ability, appoint another senator to go in their place with preference given to members of their own caucus.
- C.** Be responsible for documenting and establishing Senator Outreach Hours
- D.** Be responsible for documenting senator volunteer hours.
- E.** Report to the Speaker of the Senate with issues pertaining to SGA
- F.** Hold informal monthly caucus meetings and send out the minutes to those who are unable to attend and inform them of what is missed.
- G.** Establish and lead outreach to constituents
- H.** Meet with new senators within their caucus and conduct short informal training as one sees fit.
- I.** Designate one hour for office hours per week in the SGA Office.

- J.** Establish relationships with Administrators from their respective Colleges.
 - K.** Attend SGA Executive Committees when possible.
 - L.** Chairs shall be elected by a majority vote of their caucus members.
 - M.** In the event that the members of a caucus feel that their Caucus Chair is not performing their duties, a caucus may vote to remove the current Caucus Chair by a two-thirds vote and replace them at a caucus meeting or a senate meeting.
- 22. Student Interest Representatives**
- A.** Students interested in providing input or learning more about specific issues or areas of interest may apply to become a Student Interest Representative
 - B.** Student Interest Representatives may have voting rights for the committee for which they applied.
 - C.** Student Interest Representatives may apply to any committee for which it is expressly allowed in committee bylaws.
 - D.** The applicant must be present at the Student Government Association Senate meeting in which their approval is up for deliberation. If the applicant cannot attend the meeting due to extraneous circumstances, the applicant is requested to submit a letter of intent to the Senate floor.
 - E.** Student Interest Representatives must fill out an application form and be approved by a majority vote of the Senate.
 - F.** Student Interest Representatives may be removed from their role by a majority vote of the General Assembly.

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