



**SGA**

STUDENT GOVERNMENT ASSOCIATION  
of UW-STEVEN'S 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 Chief of Staff and the 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 one week 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 as well 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 simple majority vote in the affirmative of those present and voting.
5. Voting will be conducted by blind ballot and be counted by the Chief of Staff and Student Government 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.

## **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, or Chief Justice must submit written notification to the remaining three parties of their intent to resign.
3. Associate Justices must submit a written resignation to the Chief Justice and President.
4. Executive Officers must submit a written resignation to the Chief of Staff 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 Governance Association shall not use his or her position to speak on behalf of the organization unless given that authority in the Student Governance Association Constitution or Bylaws.
4. Officers of the Student Governance 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 Governance 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, disability, ethnicity, gender, 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 – 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 Governance 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 member of the Rules Committee, the author of the letter, the accused and the Student Governance 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 Chief Justice, President, and Student Governance Association Advisor.
  - i.** In the case that the Chief Justice is the accused, the President shall assume the responsibilities of the Chief Justice for the disciplinary process.
- B.** The Chief Justice will attempt to mediate the issue between parties.
- C.** In the event that mediation fails, the Chief 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 Governance 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 Chief of Staff, President, and Student Governance Association Advisor.
  - i.** In the case that the Chief of Staff is the accused, the President shall assume all responsibilities of the Chief of Staff for the disciplinary process.
- B.** The Chief of Staff will attempt to mediate the issues between parties.
- C.** If the Chief of Staff cannot mediate the situation, the President will decide the final action to be taken.

**Article VI – Impeachment**

- 1.** Any elected Officer of the Student Governance Association may be impeached.
- 2.** The grounds for impeachment must be related to their duties assigned to the position in the Student Governance Association Constitution or Bylaws, or conduct unbecoming of a Student Governance Association Officer.
- 3. Submission of Resolution for Impeachment**
  - A.** A Resolution for Impeachment authored and sponsored by Student Governance Association Senators must be submitted to the Rules Committee and contain the grounds and reasoning for the Resolution.
  - B.** If a member of the Rules Committee is the individual named in the Resolution, they will recuse themselves and, if available, another Senator from their College will sit in their place.
  - C.** If the Speaker of the Senate is the individual named in the Resolution, the Speaker Pro Tempore will serve as Chair for the discussion of the Resolution.
    - i.** In the event that the Speaker Pro Tempore is unavailable, the Rules

Committee will elect another member to serve as Chair.

- D.** The Rules Committee will enter closed session to discuss if the grounds outlined in the Resolution meet the required standard.
  - E.** If the Rules Committee deems that Resolution lacks merit, it will be immediately dismissed.
  - F.** 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.
  - G.** 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 Impeachment**
- A.** The Heading of the Agenda Item shall be "Resolution of Impeachment – Closed Session"
  - B.** For the Resolution for Impeachment agenda item, the Speaker of the Senate will assume the duties of the Chair.
    - i.** In the event that the Speaker of the Senate is the individual named in the Resolution, the Speaker Pro Tempore will serve as chair.
      - a.** If the Speaker Pro Tempore is unavailable, the Senate will elect another Senator to serve as Chair.
  - C.** All Executives will be asked to leave the meeting.
  - D.** The Student Governance 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 General Assembly is needed to pass the Resolution and an Impeachment Hearing will be scheduled as a special agenda item for the following General Assembly Meeting.
- 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 Speaker of the Senate will assume the duties of the Chair.
    - i.** In the event that the Speaker of the Senate is the individual named in the Hearing, the Speaker Pro Tempore will serve as chair.
      - a.** If the Speaker Pro Tempore is unavailable, the Senate will elect another member to serve as Chair.
  - C.** All Executives will be asked to leave the meeting.
  - D.** The Student Governance 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 from office.

- 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 VII – 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 Governance 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 VIII – Administrative Removal of Justices**

1. Justices will be removed from the office by the President upon notice of insufficient GPA from the Student Governance 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 IX – 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 Chief of Staff, may dismiss any executive for non-performance of duties.

#### **Article X – Removal of a Justice**

1. Any Justice of the Student Governance Association Judicial Branch may be removed
2. The grounds for impeachment must be related to their duties assigned to the position in the Student Governance Association Constitution or Bylaws, or conduct unbecoming of a Student Governance Association Justice.
3. Submission of Resolution for Removal
  - A. A Resolution for Removal authored by and sponsored by at minimum five Student Governance 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 XI – 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 a 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 Governance Association letterhead, signed by the President, “on behalf of the Student Governance Association of the University of Wisconsin-Stevens Point.”
  - A. Letters require a majority vote in favor by those present and voting.
  - B. Letters are the only form of legislation that may be submitted directly to the floor for immediate consideration.
  
6. Resolutions are bills requiring action.
  - A. Resolutions remain in effect until the legislative session in which they are passed, 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 Governance 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 Governance 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 Governance Association Committee
  - A.** All legislation must first be submitted to the most relevant of the Student Governance Association committees for an initial hearing.
  - B.** All legislation proposed shall be given at least one hearing in a Student Governance 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 the Student Governance 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 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 Governance Association Senate General Meeting agenda under New Business section.
  - C.** A majority 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 Governance 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 Governance 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 XII – Sessions**

- 1. The first meeting of a new session will occur immediately following the adjournment of the final meeting of the previous session.
- 2. 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 XIII – Bill Numbering**

1. All Bills enacted by the Student Governance 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 XIV – 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 Governance 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 XV – Proxy Voting**

1. Proxy voting shall only be permitted in Student Governance Association Committee Meetings.
2. Only currently enrolled University of Wisconsin-Stevens Point students who are otherwise eligible to serve the Student Governance Association may act as proxy voters, unless otherwise specified in the Bylaws.
3. No member may cast more than one vote during any individual vote.
4. Enumerated rights allowing a voting member to designate a replacement shall not be restricted by this article.

**Article XVI – 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 XVII – Conducting a Senate Meeting**

1. All meetings will be held in accordance with the Wisconsin Open Meeting 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.
4. The General Senate shall meet no less than twelve times each semester.
5. 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.
6. 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 neither the Vice President or Speaker is present to chair a meeting, the Vice President shall appoint someone else in their place.

**Article XVIII – 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 Governance Association.
  - A. This power shall not extend to passing resolutions, statutes, or letters; amending any governing documents of the Student Governance Association or any budgets requiring Senate approval.
2. Any actions taken by the President and Vice President on behalf of the Student Governance 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.
3. 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 XIX – 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 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.
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 Governance 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 Governance Association Senate.
  - B. All recommendations shall be made to the Student Governance 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 XX – Senate Reports**

1. The President, Vice President, Speaker of the Senate, Chief of Staff, 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 Chief of Staff prior to the Senate meeting.
4. The Chief Justice shall give an oral report monthly at meetings 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.

#### **Article XXI – 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 Chief of Staff.
2. The Chief of Staff shall be responsible for designing the application and making the application available for organizations.

3. The Chief of Staff 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 Chief of Staff and Communications and Public Relations Director shall oversee the implementation and usage of the sponsorship.

**Article XXII – Student Government Association Standing Committee Bylaws**

1. All meetings of the Student Governance 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 Governance 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 and submit those minutes to the Chief of Staff and the Speaker of the Senate.
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 Governance 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 Chief of Staff, the Chief Justice and one Senator from each College.
    - ii. The Chief of Staff shall chair the committee unless they decline, in which case another chair will be selected from the remaining members.
    - iii. The Chief of Staff 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, at minimum three senators, and any Student Interest Representatives approved by the Student Governance Association Senate.
- 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 managing the Student Governance Association Bike Rental Program.
- 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, at minimum three senators, any Student Interest Representatives approved by the Student Governance Association Senate, and designated voting seats will be made available for one representative from each of the recognized student organization working on issues of inclusivity.
- 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 inclusivity policy.
- 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, at minimum three senators, and any Student Interest Representatives approved by the Student Governance Association Senate.
  - 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 Governance 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 Governance 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 Chief of Staff.
  - 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 Chief of Staff 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.
- 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 or Student Interest



Representatives seeking appointment. Be available to answer any questions an applicant may have prior to the applicant coming up for approval by the Senate.

- 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 who wish to be excused from attendance at a General Senate meeting shall submit a request to the Speaker of the Senate, who shall present it for the approval by the Rules Committee.
- 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.
  - a. Senators failing to fulfill outreach hours shall be assigned one point per hour.
  - b. Senators failing to attend any of their caucus meetings without an excused absence shall be assessed one point.
  - c. Senators failing to sign up and commit to at least one SGA Committee, five weeks into session, will be assessed one point per week they do not sit on a committee, unless excused by Rules Committee.
  - d. Senators failing to sign up and commit to at least one University Committee, five weeks into session, will be assessed one point per week they do not sit on a committee, unless excused by Rules Committee.
  - e. Senators failing to attend any committee meetings to which they are committed without an excused absence shall be assessed two points.
  - f. Senators failing to attend training sessions organized by the Speaker of the Senate without an excused absence shall be assessed two points.
  - g. 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.

**13. Student Health Advisory Committee**

**A. Membership**

- i.** The Student Health Advisory Committee shall consist of the Health Services Student Director, at minimum three senators, and any Student Interest Representatives approved by the Student Governance Association Senate.
- 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 and Academic Affairs Committee**

**A. Membership**

- i.** The Student Life and Academic Affairs Committee shall consist of the Student Life and Academic Affairs Director, at minimum three Senators, and any Student Interest Representatives approved by the Student Governance Association Senate.
- ii.** The Student Life and Academic Affairs Director shall chair the

committee.

- iii. The Student Life and Academic 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. Review and create policy dealing with student academic concerns and any further academic policy.
- iii. Review Course Evaluations for student reference as needed.
- iv. Other duties as determined by the Chair and Committee.
- v. Review and advise the non-allocable portion of the Athletics Department annual budget, along with the Director of Athletics

**15. University Centers Advisory and Policy Board**

**A. Membership**

- i. the University Centers Advisory and Policy Board shall consist of stakeholders in University Centers areas as follows:
  - a. University Centers Student Director
  - b. At minimum three Student Governance Association Senators
  - c. One Residence Hall Association representative
  - d. One Diversity and College Access representative
  - e. The University Centers Student Employment Coordinator
  - f. One University Centers student employee from the Dreyfus University Center
  - g. One University Centers student employee from the Allen Center
  - h. One Non-Traditional Student representative
  - i. One Disability Services student representative
  - j. Two Student Interest Representatives
  - k. One representative from the University of Wisconsin-Stevens Point Alumni Association
  - l. One representative representing Full-time University Centers Staff
  - m. One University Centers student employee from the Health Enhancement Center
- ii. The University Centers Student Director will chair the committee.
- iii. The USCD shall not have a vote except in the case of a tie.
- iv. The Director of the Centers or their designee will serve as the advisor for the University Centers Advisory and Policy Board
- v. Quorum will be a majority of seated voting members

**B. Duties**

- i. Review and create University Centers policies
  - a. 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



Wisconsin-Stevens Point campus.

- iii.** The Committee shall facilitate the office allocation and cabinet allocation process for the Dreyfus University Center Student Organization Complex.
- iv.** The Committee shall handle office space and cabinet space appeals.
- v.** The Committee shall determine and advertise the student organization annual recognition awards.
- vi.** The Committee shall forward all actions taken with meeting minutes to the Senate for approval during the University Centers Student Director's report at General Senate meetings.
- vii.** No legislation may be presented to the General Assembly via Action Item, and must go through New Business and Old Business in front of the body.
- viii.** The Committee shall act as an advocate on behalf of student organizations regarding campus policy.

## 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 US Bank 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 Dean of Students office 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 Dean of Students office to promote and advertise the Student Government Association/US Bank 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 Dean of Students Office shall be responsible for collecting all scholarship applications and providing the Committee with all applications for a blind review.
- v.** The Dean of Students Office 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.

## **Article XXIV – Student Government Association Communication Public Relation and Marketing Team**

1. Membership:
  - A. The Student Government Association Marketing Team shall consist of the Communication and Public Relations Director, the Graphic Designer and Web Weaver, and the Chief of Staff.
  
2. Communication and Public Relations Director
  - A. The Communication and Public Relations Director will lead the team in promoting the Student Governance Association, Student Governance 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. Graphic Designer and Web Weaver
  - A. The Graphic Designer and Web Weaver will create the digital media needed to promote the Student Governance Association, Student Governance Association programs, events, elections, and services. The Graphic Designer will work with the Communication and Public Relations Director and the Chief of Staff to prioritize projects.
  
4. Duties:
  - A. Create and execute the overall Student Governance Association marketing plan.
  - B. Attend Student Governance Association Committee meetings as needed to make  
marketing plans for Student Governance Association events and programs.
  - C. Execute the marketing of Student Governance Association programs, events, elections, and services.
  - D. Promote the Student Governance Association through all forms of media including web, social media, press releases, newsletters, posters, Student Message of the Day, and any others.
  - E. Promote the University Awards by soliciting and collecting student nominations.

## **Article XXV – Position Descriptions**

1. President of the Student Body
  - A. Reports to the Student Body
  - B. Hire, train, and supervise all Executive Staff
    - i. Chair Executive Staff meetings and set the agenda
  - 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

Governance Association

- E.** Actively attend and represent the students at University events and meetings
  - F.** Create and refine student life policies to ensure the best possible experience for students
  - G.** Actively communicate and build partnerships with students, faculty, staff, administration, legislators (local, state, national), and the media
  - H.** Sign or veto all legislative actions by the Student Governance Association Senate
  - I.** Appoint all Justices of the Judicial Branch
  - J.** Make all shared governance decisions for the organization, and be the contact person for internal University shared governance groups.
  - K.** Present a State of the University address within the first three weeks of the Spring Semester
  - L.** Organize the internal Student Government Association awards at the end of each year with the Vice President, Speaker of the Senate, Chief of Staff, and the Advisor
- 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 and actively communicate what these groups are working on to the Student Governance Association
    - 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 Governance 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.** Maintain correspondence with, and organize any materials for, the UW System, other UW Student Governments, any state-wide student organization, and/or any nation-wide student organization
  - 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 Governance Association initiatives.
  - L.** Attend all Executive Staff meetings
  - M.** Organize the internal Student Government Association awards at the end



of each year with the President, Speaker of the Senate, Chief of Staff, and the Advisor

- 3. Chief of Staff**
  - 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
  - L.** Attend Rules Committee, the SGA General Assembly, and the Executive Staff meetings
  - 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.
- 4. Budget Director**
  - A.** Reports to the President and Vice President, with additional duties assigned by the SGA Accountant
  - 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 Pointer Partnership Advisory Board along with the SGA University Centers Student Director
  - E.** Implement and enforce Student Governance Association fiscal policy

- F.** Responsible for overseeing all Student Governance 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.** Serve, in conjunction with the Student Governance Association Accountant as the comptroller for segregated fees.
  - I.** Serve as the interpreter of financial decisions made by the Student Governance Association Senate and President
  - J.** Form a working relationship with the Division of Business Affairs
  - K.** Manage the budget office, including making sure any financial forms and information are readily available
  - L.** Attend the Student Governance Association Senate and the Executive Staff meetings
  - 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.
- 5.** Communication and Public Relations Director
- A.** Reports to the Chief of Staff
  - B.** Leads the Communication and Public Relations Marketing Team
  - C.** Actively promote student understanding of, and participation in the Student Governance Association
  - D.** Serve as the Student Governance Association’s media relations coordinator
    - i.** Inform campus and local media concerning the Student Governance Association events, news, decisions, and policy
  - E.** Plan and run the Student Governance Association radio show
  - F.** Facilitate the Directors’ programming and outreach
  - G.** Coordinate, develop, and maintain the Student Governance Association’s social media presence
  - I.** Form a working relationship with the Office of University Relations and Communications
  - J.** Be a part of a communications team with the Graphic Designer & Web Weaver and Chief of Staff
    - i.** Develop an annual marketing plan
    - ii.** Manage the Student Governance Association brand
  - K.** Produce a regular newsletter
  - L.** Attend the Student Governance 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.
- 6.** Environmental and Sustainability Director
- A.** Reports to the Chief of Staff
  - 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 leaders from all the environmental and sustainability related student organizations
  - E.** Develop a working relationship with the Campus Sustainability Coordinator, and other related environmental and sustainability offices
  - F.** Outreach to and recruit students to participate in environmental and sustainability issues and the Green Fund process
  - G.** Manage the Green Fund, as outlined in the Green Fund bylaws
  - H.** Attend, as often as possible, environmental and sustainability student organization's events, meetings, and programs
  - I.** Manage the Student Governance Association bike rental program
  - J.** When delegated, serve as the Vice President's appointee on University environmental and sustainability committees, task forces, or work groups
  - K.** Attend the Student Governance 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.
- 7. Graphic Designer & Web Weaver**
- A.** Reports to the Chief of Staff
  - B.** Be a part of the Communication and Public Relations Marketing Team with the Communication and Public Relations Director and intern
    - i.** Develop an annual marketing plan
  - C.** Manage and create all of the Student Governance Association's graphic designing, images, and promotional material
  - D.** Develop, update, and manage the Student Governance Association website
  - E.** Attend the Communication and Public Relations Marketing Team and the Executive Staff meeting
  - F.** Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
- 8. Health Services Student Director**
- A.** Reports to the Chief of Staff
  - 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, and other health and wellness 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.** Work with the Director of Student Health Services and the Student Governance Association Budget Director in compiling the annual non-allocable budget for Student Health Services
  - H.** Direct students to the proper outlets to obtain assistance with questions

- related to health, counseling, wellness, prevention, and safety
  - I.** Work on all Alcohol and Other Drug (AODA) projects and policy
  - J.** Work on projects and programming to address student health and wellness needs
  - K.** Attend, as often as possible, health and wellness student organization's events, meetings, and programs
  - L.** When delegated, serve as the Vice President's appointee on University health and wellness committees, task forces, and work groups
  - M.** Actively recruit students to get involved in the Student Health Advisory Committee
  - N.** Serve as a voting member on the Non-allocable University Fee Allocation Committee
  - O.** Attend the Student Governance 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.
- 9.** Inclusion Director
- A.** Reports to the Chief of Staff
  - B.** Chair the IC
  - 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.** Promote a broad definition of inclusivity and diversity, to include but limit to race, ethnicity, religion, sexual orientation, gender, non-traditional students, veterans, and more
  - G.** Develop a working relationship with the department of Diversity and College Access
  - H.** Provide leadership to ensure an open and positive environment for all people to flourish in the University and community
  - I.** Attend and develop inclusivity and diversity events, meetings, and programs as a representative of the Student Government Association
  - J.** Coordinate, provide and promote inclusivity and diversity training for the Student Governance Association and students
  - K.** When delegated, serve as the Vice President's appointee on University inclusivity and diversity committees, task forces, and work groups.
  - L.** Attend the Student Governance 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.
- 10.** Legislative Affairs Director
- A.** Reports to the Chief of Staff

- 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 Governance Association Lawyer services
  - I.** Organize and promote elections of any kind to the student body: Student Governance Association, local, state, and federal
  - J.** Monitor the news daily about legislative issues and brief the President
  - K.** Attend the Student Governance 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.
- 11. Student Life and Academic Affairs Director**
- A.** Reports to the Chief of Staff
  - B.** Chairs the Student Life and Academic Affairs Committee and the Parking Advisory Board
  - C.** Work with students to address academic and student life concerns and direct them to appropriate resources
  - D.** Proactively address policy issues for academics
  - E.** Work with the Residence Hall Association and Dining Advisory Board
  - F.** Develop a working relationship with the Division of Academic Affairs leadership
  - G.** Monitor any differential tuition proposal
  - H.** Work with the Central Wisconsin Apartment Association, the Old Main Neighborhood Association, local landlords, city officials, and other 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
  - I.** Proactively work on student life policies and concerns that do not necessarily fall into the categories of the other Executives
  - J.** Work collaboratively with all the Executives
  - K.** Coordinate Faculty and Staff Appreciation Week each spring semester
  - L.** Develop a working relationship with the Dean of Students Office, and other Division of Student Affairs leadership
  - M.** When delegated, serve as the Vice President’s appointee on University academic and student life related committees, task forces, and work

- groups
  - N. Attend the Student Governance 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.
- 12. University Centers Student Director**
- A. Reports to the Chief of Staff
  - B. Chair the University Centers Advisory and Policy Board, serve as a non-voting ex- officio member of Text Rental Joint Committee, and Co-Chairs the Policy and Advisory Committee for Student Organizations
  - C. Develop a working relationship with University Centers leadership
  - D. Responsible for addressing concerns related to the University Centers policy and procedures
  - E. Work with the Director of the University Centers and the Student Governance Association Budget Director in compiling the annual non-allocable budget for the University Centers
  - F. Serve as a voting member of the Non-allocable University Fee Allocation Committee
  - G. Work on all student organization policy and procedures
    - i. Serve as the main Student Governance Association contact person for student organizations’ concerns and questions
    - ii. Actively recruit students to get involved in the University Centers Advisory and Policy Board and the Policy and Advisory Committee for Student Organizations
    - iii. Report on the actions of the University Centers Advisory and Policy Board and Policy and Advisory Committee for Student Organizations to the General Senate meetings
  - H. Attend the Student Governance Association Senate and the Executive Staff meetings.
  - I. Co-Chair and act as a non voting member for the Pointer Partnership Advisory Board with the SGA Budget Director
  - J. Serve a minimum of 10 hours per week in the SGA Office or related work meeting on campus, with the exception of Student Senate.
- 13. Sergeant-at-Arms**
- A. Position occupied by the Chief of Staff
  - B. Maintain order and decorum during each Senate meeting
  - C. Be responsible for ensuring the security and safety of Student Governance Association Senators, Executives, and Justices
  - D. Develop an annual Emergency Management Plan, in consult with the Campus Director of Risk Management
- 14. Deputy Sergeant-at-Arms**
- A. Occupied by one Senator, jointly with their Senate Duties
  - B. Nominated by the Speaker of the Senate and appointed by the Senate with a simple majority vote

- 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
15. Student Governance Association Advisor
- A. Reports to all Student Governance 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 Governance Association policies and procedures
  - D. Attend all Student Governance 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 Governance Association Advisor shall not exert influence over a member of the Student Governance 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 Governance Association
16. 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
  - 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.
17. 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.** Develop a thorough understanding of, and train Senators in: University, System, and Finance policies; Shared Governance; and Robert's Rules of Order.
- 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 Governance 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.** Meet regularly with the Student Governance Association Staffer for an update on reports.
- L.** Work with the staffer to develop a Student Senator Handbook.
- M.** Organize Bills passed the General Assembly through maintenance of a Bill Binder, and continue the Bill numbering system.
- N.** Help the President, Vice President, Chief of Staff and the Advisor to organize the internal Student Government Association awards at the end of the year.

**18.** Speaker Pro Tempore

- A.** Act as the Speaker of the Senate when the Speaker of the Senate is not available.
- B.** Responsible for coordinating ongoing training opportunities for Senators.
- C.** Other duties as assigned by the Speaker of the Senate.

**19.** 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.

**20.** 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.