

# United Council of University of Wisconsin Students

## Standing Rules

Amended August 22, 2004

### **Rule #1: General Provisions**

1.1 Standing Rules: Under authority of Article X, Section 1 of the bylaws, these standing rules shall govern the conduct of this organization's internal affairs and shall set forth the various procedures of the organization.

1.2 Definitions: All terms and words in this and/or any other governing document shall be defined by Webster's Unabridged Dictionary, the first definition controlling, except for legal terms, which shall be defined by the latest edition of Black's Law Dictionary, first definition controlling and except for any term defined in the bylaws of this organization.

1.3 Interpretations: The President of this organization, subject to appeal pursuant to standard parliamentary law, shall interpret all provisions of these standing rules and any other documents of this organization.

1.4 Amendment: These standing rules may be amended by the General Assembly during any regular or special session by a two-thirds vote, provided that all members receive ten days written notice of any such amendment.

### **Rule #2: Administration**

2.1 Administration: The day-to-day management and operation of this organization shall be the responsibility of the President.

2.2 Board of Directors: The General Assembly shall function in every regard as the board of directors of this organization.

### **Rule #3: Membership**

3.1 Voting Members: Every voting member of this organization shall be entitled to all the rights and subject to all the responsibilities of members of non-profit corporations pursuant to the laws of the State of Wisconsin.

3.2 Rights and Duties: All Associate and Affiliate members shall be entitled to attend all General Assembly meetings and standing committee meetings, and to participate as non-voting members. Associate or Affiliate members may also be appointed to serve on special committees and when so appointed shall be entitled to participate as non-voting members. Associate or Affiliate members shall be entitled to one-half the number of representatives to which a voting member would otherwise be entitled.

3.3 Dues: The General Assembly may establish and require the payment of a membership fee by all associate members as stated in the Financial Policies and Procedures.

3.4 Removal/Suspension: Any voting member and/or Associate/Affiliate member shall be subject to charges of misconduct, unethical conduct, illegal activity, unexplainable negligence, or other wrongdoing, made by any other voting members, provided that any such charges shall always be made in writing and shall set forth the specific nature of the charges and all facts known to support the charges. Such charges shall be filed with the secretary of the organization and shall be resolved by the General Assembly in judicial session.

3.5 Definition of Zero Tolerance Policy: Acts of discrimination or harassment based on race, ethnicity, creed, gender, gender identity, sexual orientation, gender expression, gender characteristics, religious belief or lack thereof, veteran status, marital/familial/parental status, age, physical appearance, disability, political affiliation, national origin, income level or source, residency status, or geographic disadvantage will not be tolerated. Harassment and discrimination can be defined as verbal, emotional, physical, sexual, and psychological abuse. If a person believes that they have been harassed or discriminated against they must file a grievance before the Judicial Committee. Persons found in violation of such acts by the United Council Judicial Committee will have all rights, privileges, and attendance at United Council suspended. The accused will also be required to undergo sensitivity training within one month of the ruling. Upon completion of sensitivity training all rights and privileges of membership to United Council will be restored with a probationary period of six months. If consensus can not be reached within the Judicial Committee, parties can be asked to participate in a mediation session, to work out problems. If the Judicial Committee finds the person in violation of the Zero-Tolerance Policy a second time all rights, privileges, and attendance at all United Council events shall be terminated.

**Rule #4: General Assembly Rules of Order**

The following are adopted as rules of order for the General Assembly, subject to the Corporate Bylaws, and may not be suspended during a meeting. Any amendments to these rules of order shall take effect seventy-two hours after the conclusion of the meeting in which they were adopted. When in conflict with any provision of *Robert's Rules of Order*, these rules of order shall take precedence.

- I. (Presiding officer.) The President shall preside over meetings of the General Assembly. If he or she is unable to preside for any reason, one of the Vice Presidents, chosen if necessary by the flip of a coin, shall preside. If both Vice Presidents are unable to preside for any reason, the General Assembly shall elect a donor member present to preside as President pro tempore for the duration of the meeting. No person seeking an office or compensated position with United Council may preside over a meeting in which that office or position is to be decided upon.
- II. (Agenda.) The agenda for each regular meeting shall be: Call to Order, Roll Call, Approval of Credentials, Approval of the Agenda, Approval of the Minutes, Introduction and Comments of Guests, Reports of Directors and Officers, Unfinished Business, New Business, and Announcements.

- III. (Minutes.) The minutes of each meeting of the General Assembly shall be available via fax, e-mail and World Wide Web within ten days of its conclusion.
- IV. (Resolutions.) A resolution approved or drafted by one or more committees shall automatically be placed on the agenda for the subsequent meeting of the General Assembly. A resolution proposed without committee review or rejected by a committee may be added to the agenda by a two-thirds vote of the General Assembly.
- V. (Debate procedure.) Delegates wishing to debate on a question must indicate to the chair whether they are “for” or “against” the question in order to be recognized and, when applicable, placed on a speaker's list. Delegates wishing to speak neutrally shall be considered “against” for the purpose of recognition. The chair shall alternate between those “for” and “against” whenever possible. If there are no speakers waiting to speak on one side but at least one speaking and one waiting on the other, and a delegate indicates that he or she wishes to speak on that side, he or she shall have priority in recognition and may speak next. This rule shall not apply to the maker of a motion if he or she has not yet spoken to his or her motion. Seconding a motion shall not grant any priority of recognition.
- VI. (Time limits.) A delegate shall be limited to five minutes when speaking to a motion for the first time and three minutes the second time.
- VII. (Motions during debate.) A delegate wishing to make a subsidiary motion (*Postpone Indefinitely, Amend, Commit* [refer to a committee], *Postpone to a Certain Time, Limit or Extend Debate, [Call the] Previous Question* or *Lay on the Table*) during debate must do so immediately upon receiving the floor; he or she may make any other motion at any time without reserving the right to do so, provided it is in order.
- VIII. (Conflict of interest.) No delegate may vote on any question in which he or she has a direct personal interest or other interest not common to other delegates.
- IX. (*ROLL CALL.*) *A ROLL CALL VOTE SHALL BE HELD AT THE REQUEST OF ANY THREE DELEGATIONS OR ANY FIVE DELEGATES, OR WHEN THE CHAIR DEEMS APPROPRIATE. THE CHAIR SHALL CALL OFF EACH DELEGATION IN TURN, AND THE LEADER OF EACH DELEGATION (OR, IF ABSENT, ANOTHER MEMBER OF THE DELEGATION) SHALL ANNOUNCE THEIR VOTE BY VOTES FOR, VOTES AGAINST, ABSTENTIONS, AND DELEGATES ABSENT. DELEGATES NOT PRESENT ON THE FLOOR AT THE TIME THEIR DELEGATION LEADER ANNOUNCES THEIR VOTE MUST BE RECORDED AS ABSENT. A DELEGATION MAY PASS ONCE WHEN THEY ARE FIRST CALLED; IF THEY ARE NOT PREPARED TO VOTE WHEN CALLED A SECOND TIME, AFTER THE OTHER DELEGATIONS PRESENT HAVE BEEN CALLED, ALL OF THEIR VOTES SHALL BE RECORDED AS ABSENT.*
- X. (*MOTION TO PACKAGE.*) *THE MOTION TO PACKAGE ALLOWS THE GENERAL ASSEMBLY*

*TO ADOPT ONE OR MORE NON-CONTROVERSIAL RESOLUTIONS WITHOUT DEBATE, AND REQUIRES UNANIMOUS CONSENT. IT CAN ONLY BE APPLIED TO RESOLUTIONS THAT ARE IN ORDER TO BE MOVED AT THE TIME OF THE MOTION (FOR EXAMPLE, A PACKAGE MAY NOT CONTAIN BOTH UNFINISHED AND NEW BUSINESS) AND MAY NOT BE APPLIED TO ANY RESOLUTION THAT HAS ALREADY BEEN ACTED UPON AT THE SAME GENERAL ASSEMBLY.*

A. (STANDARD DESCRIPTIVE CHARACTERISTICS.) *THE INCIDENTAL MAIN MOTION TO PACKAGE:*

- 1) Takes precedence over any original main motion. It yields to all privileged motions and to all applicable incidental motions.
- 2) Can be applied to no other motion. No subsidiary motions can be applied to it.
- 3) Is not in order when another has the floor.
- 4) Does not require a second.
- 5) Is not debatable.
- 6) Is amendable, in that one or more resolution(s) may be removed at the request of any voting delegate.
- 7) Requires the unanimous consent of all delegates present.
- 8) Cannot be reconsidered by itself, but individual resolutions so adopted can be reconsidered normally.

B. (Form.) The form of a motion to *Package* is as follows:

*THE DELEGATE MAKING THE MOTION SAYS, "I REQUEST UNANIMOUS CONSENT TO MOVE AND ADOPT ITEMS X, Y AND Z ON THE AGENDA AS A PACKAGE."*

*THE CHAIR RE-STATES THE MOTION AND ASKS, "ARE THERE OBJECTIONS TO ANY ITEM WITHIN THE PACKAGE?" ANY ITEM OBJECTED TO BY A VOTING DELEGATE IS AUTOMATICALLY REMOVED. PROVIDED THERE IS AT LEAST ONE ITEM REMAINING, THE CHAIR ASKS, "IS THERE ANY OBJECTION TO THE PACKAGE CONTAINING ITEMS X, Y AND Z?" IF THERE ARE NO OBJECTIONS, THE MOTION CARRIES, AND ALL ITEMS REMAINING IN THE PACKAGE ARE APPROVED.*

C. (FURTHER EXPLANATION.) *THE BEST WAY TO DESCRIBE PACKAGE IS AS A REQUEST FOR UNANIMOUS CONSENT TO MOVE ONE OR MORE RESOLUTIONS TO THE FLOOR AND ADOPT THEM SIMULTANEOUSLY AS A SINGLE "PACKAGE." IT IS, ESSENTIALLY, A MODIFIED APPLICATION OF SUSPEND THE RULES, MADE WHEN NO OTHER BUSINESS IS PENDING, AND AS SUCH IS CONSIDERED AN INCIDENTAL MAIN MOTION. IMPLIED WITHIN THE MOTION ARE BOTH THE MOVING AND THE ADOPTION OF THE RESOLUTIONS CONTAINED WITHIN THE PACKAGE. SINCE ANY DELEGATE MAY REMOVE ANY RESOLUTION FOR ANY REASON, IT FOLLOWS THAT RESOLUTIONS LEFT WITHIN ALREADY HAVE THE UNANIMOUS APPROVAL OF THE BODY, THUS ELIMINATING THE NEED FOR A SEPARATE VOTE ON ADOPTION.*

- XI. (Notice.) Notice shall be provided to each member campus of every meeting of the General Assembly, under Article IV, Section 11 of the Corporate Bylaws. Notices shall include the tentative agenda for the meeting, minutes of the last meeting, and all available supporting documentation pertaining to business to be considered during the meeting.
- XII. *(ACCESSIBILITY.) ALL MEETINGS OF COMMITTEES AND THE GENERAL ASSEMBLY SHALL BE ACCESSIBLE TO THOSE WITH DISABILITIES. A MEMBER CAMPUS PROPOSING TO HOST THE GENERAL ASSEMBLY MUST CERTIFY THAT ITS FACILITIES ARE WHEELCHAIR-ACCESSIBLE AND THAT AUDIO AMPLIFICATION EQUIPMENT IS OR CAN BE MADE AVAILABLE FOR THE GENERAL ASSEMBLY. BY PRIOR REQUEST, THE PRESIDENT SHALL ARRANGE TO ACCOMMODATE FOR THE SPECIFIC NEEDS OF A DELEGATE, SUCH AS A SIGN INTERPRETER, LARGE-PRINT DOCUMENTATION, AND OTHER ACCESSIBILITY AIDS.*
- XIII. (Conduct and removal of delegates.) Delegates shall conduct themselves in a manner respectful of themselves, their fellow delegates, and the General Assembly as a whole. The presiding officer may order a delegate removed from committee meetings and/or a meeting of the General Assembly for: gross disruption of committee meetings or the General Assembly; abusiveness or harassment, sexual or otherwise, toward other delegates, United Council staff, students or employees of a host campus, or employees or guests of lodging facilities; or the illegal use, solicitation or sale of controlled substances at any time during or connected with the General Assembly. The leader of the delegation of which a delegate ordered removed is a member may appeal the order of the presiding officer to the General Assembly as an *Appeal of the Decision of the Chair*; the General Assembly may, by a majority vote, overturn the order.

**Rule #5: General Assembly Delegates**

5.1 Delegate Credentials: Before a delegate may assume office, the appropriate authority of the member school which the delegate represents must certify to the secretary of the corporation that the delegate has been a duly admitted student within 150 days of his or her selection and that the delegate is a donor member

5.2 Verification/Rejection of Credentials: All delegates shall be considered verified unless a motion is made to reject the credentials of a certain delegate. This motion must take place prior to the approval of the agenda. Rejection of a delegate's credentials as required by Section 1 of this rule shall be made by a majority vote.

5.3 Challenges to Credentials: Once a delegate has formally assumed office, no challenges to the delegate's credentials, except those made by the member school that the delegate represents, may be made.

5.4 Voting Credentials: Each delegation shall meet the requirements set forth in Article IV, Section 4 (a) and Article VIII, Section 5 of the United Council bylaws.

5.5 Verification of Voting Credentials: Roll call shall be taken on Friday night, prior to committee meetings, to determine individual delegation representation. Delegates will be expected to designate which committee meeting they plan to attend. The delegation leader will be required to sign the roll call sheet ensuring that her or his delegation meets the voting requirements. If a delegation does not meet voting credentials, it has a right to appeal. The delegation leader shall appear before the appeals committee pursuant to Article IV, Section 4 (b) of the United Council Bylaws.

**Rule #6: General Assembly Judicial Sessions**

6.0 Belief: It is the statement of belief and the philosophy of this rule that all persons who may be charged with an infraction hereby set forth in this rule are innocent, until proven guilty beyond a reasonable doubt within the structure of the Judiciary Committee.

6.1 Authority, Judicial Session: The General Assembly shall conduct a judicial session when any officer or delegate/member of the organization has been formally accused of misconduct, unethical conduct, illegal activity, unexplainable negligence, violation of the zero-tolerance policy, or other wrongdoing related to her or his official capacity in the organization. Judicial sessions shall not occur during regular sessions. Judicial sessions shall occur at the next regularly scheduled General Assembly at time to be decided at the General Assembly at which the charges are filed. All judicial sessions shall be conducted under the rule of the most current edition of Robert's Rules of Order for rules not delineated within this rule.

6.2 Limited Purpose: The purpose of any judicial session shall be to determine the validity of any charge made against an officer or delegate/member or the organization. Delegates may not utilize judicial sessions for any other purpose. If charges against a delegate/member or officer are found to be fraudulently filed, the judicial committee shall be the only body that can determine fraudulent claims. Fraudulent will be defined by Black's Legal Dictionary.

6.3 Notice: Notice shall include a copy of charges, all available supporting documentation provided by the accuser, and notification as to whether the accuser or defendant shall challenge pursuant to Section 9 of this rule, any delegate at the time of judicial session.

6.4 Notice of Charges being Filed. All charges that are being filed against staff should be sent to the Vice Presidents of the Organization, all of those that are against member/delegate should be sent to the President, if both the President and the Vice Presidents are part of the charges then the charges should be presented to the Executive Director.

6.5 Statute of Limitations: Members/delegates/officers shall have to file charges in accordance with this document within one regularly scheduled meeting of the General Assembly of United Council, and by the adjournment of the GA following the occurrence of the alleged infraction. In an infraction occurs, for examples, at the September GA the member/delegate/officer shall have to file charges by the adjournment of the October GA

if it is the next regularly scheduled GA. If an infraction occurs at a retreat, seminar, or other special event sponsored in whole by United Council the member/delegate/officer shall have to file charges in accordance with this document by the adjournment of the next regularly scheduled GA.

6.6 Presiding Officer. A judicial session shall be chaired by the President in charges brought against students, and the Vice Presidents in the charges brought against staff unless she or he is the subject of the charge or has an interest in the outcome of the matter before the Assembly, or in her or his absence, a president pro tempore elected by the General Assembly, who is not the subject of the charge and has no interest in the outcome of the matter before the Assembly will preside.

6.7 Minutes: Minutes shall be made available to any delegate or officer who makes a written request.

6.8 Open/Closed Sessions: Judicial sessions shall be closed sessions.

6.9 Committee Make-up. The Committee will be made up of a representative of each member campus, who will be chosen through the following process:

a) Schools submit two applications for representatives to the Judicial Committee in September of each Academic Year to the President of United Council before the convening of the President's Committee Meeting. One of them must be a male and the other a female, as one of them must be a self-identified member of a traditionally underrepresented group as defined in Article IV, Section 4, Subsection A.

b) The President shall randomly select by drawing two sets of twelve names of the delegates nominated. He/she shall then choose seven delegates from each set to be consistent with Article IV, Section 4, Subsection A, of the United Council Corporate Bylaws. One set shall be named the Primary Committee and the other the Appeals Committee.

c) The remaining nominations will comprise a list of alternates in the event that a sitting member of either Judicial Committee is unable to fulfill their duties due to:

1. Inability to attend the GA at which the case is to be heard.
2. Status as a party to the case (plaintiff or defendant) before the Judicial Committee.
3. Witness for either party engaged in the dispute.
4. Status as a delegate/member from the same campus as either party in the dispute.
5. Personal conflict that results in the inability to act in an impartial manner in the adjudicating the matter at hand.

d) In the event that more than one case is presented to the Judicial Committee within one Fiscal Year, the Primary and Appeals committee will exchange

responsibilities for the second case, and continue this exchange for any additional cases.

6.10 Representation: The accuser and the accused shall be allowed to be represented during the proceedings by either a fellow delegate/member/officer or by legal counsel.

6.11 Challenges to Delegates: Before any judicial hearing commences, the accuser and defendant shall be given an opportunity to challenge the ability of any delegate to hear and vote on the charge. Any delegate so challenged shall be entitled to so address the challenge and rebut any arguments presented by the challenger before the vote on the challenge is taken. In the event of a challenge by both the accuser and the defendant, the General Assembly may terminate their right to challenge any further delegate by majority vote. No delegate may be challenged more than once for each offense.

6.12 Procedure: At any judicial hearing, the required procedure shall be:

- a) opening statements by the accuser and then the defendant;
- b) testimony of witnesses for the accuser;
- c) cross-examination of said witnesses by the defendant;
- d) testimony of witnesses for the defendant;
- e) cross-examination of said witnesses by the accuser;
- f) rebuttal witnesses for the accuser and then the defendant;
- g) closing arguments by the accuser and then the defendant; and
- h) a vote by the qualified delegates.

6.13 Findings and Sanctions: A finding of guilt as to any charge brought forth in a judicial hearing shall be based on evidence that has been proven beyond a reasonable doubt, and shall be by the prescribed vote requirement set forth in the bylaws of this organization, or in the absence of such a requirement, shall be by two-thirds vote of the General Assembly. Upon a finding of guilt, sanctions shall be declared, except that in the case of delegates, the sanctions which the General Assembly seeks to impose shall be in the form of a recommendation to the appropriate authority of the member which the delegate represents.

6.14 Recommended Sanctions: Upon receipt of a recommendation from any judicial session, the member shall notify the secretary of the organization, within 30 days, if the recommendation shall be complied with, not be complied with or only complied with in part. The Judicial Committee shall again meet in judicial session and by a four-fifths vote take the action set forth in the recommendation, or any other action set forth in the recommendation or any other action authorized by law or in the bylaws.

6.15 Accuser Liability: Upon a finding of innocence, the General Assembly may, by majority vote, conclude that any or each charge was frivolous, wholly unfounded, brought for political reasons and/or otherwise untenable, and may find that the accuser, in bringing the charge, engaged in misconduct or unexplainable negligence. Upon such a conclusion, the General Assembly shall appoint a delegate to bring said charges against the accuser and shall convene a separate judicial session for that purpose.



6.16 Appeals: Any member who is found guilty of charges filed against him/her, or member who has filed charges on which a member has been found innocent, shall have the right to appeal the decision no less than three times. The order of appeal shall be the following:

- a) The first appeal shall be to the Appeals Committee which has not heard the charge.
- b) The second and final appeal shall be to the General Assembly as a whole, acting in the capacity of the "Committee of the Whole." The decision of the General Assembly's appeal shall be final.
- c) The procedure for each appeal shall follow the steps set forth in Section 10 of this rule. The only exception shall be that members of the Judiciary Committee shall not be allowed to be a witness for either the accuser or defendant and they may not participate in active debate on the question.

#### **Rule #7 USSA Agenda Setting and Delegation Selection**

##### 7.1 Process:

- a) Every standing committee of United Council at the June General Assembly meeting shall put together a list of three to five suggested national priorities that they see fit to support at the upcoming USSA National Student Congress
- b) All lists will then be forwarded to the United Council President who will compile all priorities and send them with the United Council USSA Delegation
- c) If issues arise at USSA National Student Congress that are not covered in the priorities list, then the United Council delegates shall vote according to United Council's policy platform
- d) A delegation of students for USSA National Congress shall be selected at the June General Assembly, and for USSA National Legislative Conference at the February General Assembly, by the campus delegation leaders
- e) Applications for students to attend USSA National Congress or USSA National Legislative Conference shall be made available no later than ten days prior to the June General Assembly and the February General Assembly respectively
- f) Applications must be turned into the President or Executive Director no later than midnight the Friday of the General Assembly in which the selection takes place
- g) The number of students and accompanying staff sent to USSA events shall be decided by the President
- h) The delegation selected must meet USSA diversity credentials
- i) The President or another member of the United Council USSA Delegation that the President designates shall run for a position on the USSA Board of Directors and serve as the official United Council representative to USSA.

#### **Rule #8: General Assembly Veto Override Session**

8.1 Presidential Veto Override Session: Under the authority of and pursuant to Article IV, Section 5 (f) and Article V, Section V of the bylaws, whenever the President shall veto any enactment of the General Assembly, the General Assembly shall, at the next regular meeting thereof, or at a special meeting called for this purpose, conduct a veto override session as the first item of business. A veto override session may only occur at the beginning of a regular session or in the form of a special session called for this specific purpose. Veto override sessions shall be considered special sessions of the General Assembly.

8.2 Limited Purpose: Delegates may not utilize veto override sessions for any other purpose than to override a veto of the President.

8.3 Notice: Notice of any veto override session shall be received by all delegates at least 10 days prior to the date of the session.

8.4 Presiding Officer: A veto override session of the General Assembly shall be chaired by a president pro tempore, elected by the General Assembly.

8.5 Minutes: Minutes of all such sessions shall be included in the minutes of the General Assembly.

8.6 Procedure: At any veto override session, the General Assembly shall first elect a presiding officer. The presiding officer shall inquire whether any delegate shall offer a motion to override the veto of the President, and when such a motion is offered and properly seconded, said motion shall be treated as a main motion under parliamentary law and shall be considered by the General Assembly accordingly, provided that debate may not be properly closed until the President has an opportunity to speak to the motion to override at least once. Should no delegate offer such a motion, or should such a motion fail to receive a proper second, the veto override session shall end.

8.7 Veto Override Effective Date: If at any veto override session a presidential veto is successfully overridden, the override shall take effect upon adjournment of the session.

### **Rule #9: Committees, General Provisions**

9.1 Authority: Whenever possible, a committee shall first consider and make a recommendation regarding any legislative action taken by the General Assembly.

9.2 Composition: The standing committees shall be composed of an equal number of voting representatives from each member. The appropriate authority of each member will have the responsibility for making committee assignments. Special committees shall be composed of members appointed to a committee by the General Assembly, without regard for equal membership from each member upon a two-thirds vote of the General Assembly. Those serving on special committees shall be appointed by the General Assembly.

9.3 Chairpersons: Every standing committee shall be chaired by the member of the executive staff who has principal responsibility for the committee's subject matter. Special committees shall be chaired initially by a convener appointed by the President. However, at the committee's discretion, it may elect a chairperson other than the convener.

9.4 Meetings: Every standing committee shall meet on the same or previous day and at the same place as regular sessions of the General Assembly, and may hold special meetings on any date and at any location. Special committees shall meet on such dates and at such places and times as the General Assembly directs or the membership elects.

9.5 Notice: Written notice of the date, time, place and order of business of every committee meeting shall be sent by the UC Directors two full weeks before any General Assembly by email via the Delegation Leader and committee members. Amendments to the agenda by member schools or UC Staff shall be submitted one week prior to any General Assembly via fax and email. Any changes to the agenda shall be distributed three day prior to the General Assembly via fax or email.

9.6 Quorum: When the UW System is in fall or spring session, quorum at any meeting of any standing committee shall consist of representation from at least three members of the organization. When the UW System is not in fall or spring session, quorum at any meeting of any standing committee shall consist of representation from at least two members of the organization.

9.7 Action by Written Consent in Lieu of Meeting: Any action required or permitted to be taken at any meeting of any committee may be taken without a meeting if consent in writing, setting forth the action so taken, is signed by all authorized representatives entitled to vote. Such consent shall have the same force and effect as a unanimous vote.

9.8 Rules of Procedure: The rules of procedure within any committee shall be Robert's Rules of Order, Newly Revised, which shall govern in all instances to which applicable and where not inconsistent with these standing rules, the bylaws, or other governing documents.

9.9 Open Meetings: All committee meetings shall be held pursuant to the requirements of the Wisconsin Open Meetings Law.

9.10 Minutes: The general proceedings of all committee meetings shall be recorded by whatever method prescribed by the committee, and shall be made available to all committee members and the secretary of the organization 10 days after each meeting.

9.11 Annual Report: Each standing committee chairperson and any special committee chairperson shall submit a complete written report with regard to the activities of the

committee during the year or the committee's tenure to the General Assembly. Annual Reports shall be completed at the conclusion of the President's term of office.

**Rule #10: Standing Committees**

10.1 Standing Committees: The standing committees of this organization shall be Presidents, Executive Directors, Multicultural Issues, Women's Issues, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Issues, Academic Affairs, Legislative Affairs, and Shared Governance.

10.2 Members: Members of standing committees must be delegates to the General Assembly.

10.3 Academic Affairs Committee: The authority and duties of this committee include but are not limited to: a) assisting and coordinating members in initiating academic reform on the various campuses; b) studying and making recommendations to the General Assembly as to the academic direction of the University of Wisconsin System; c) making recommendations to the General Assembly as to United Council position on academic matters coming before the Board of Regents; d) receiving reports from the Academic Affairs Office of the University of Wisconsin System Administration; and e) making policy recommendations to the General Assembly.

10.4 Executive Directors Committee: The authority and duties of this committee shall include but are not limited to: a) implementing inter-member communication through maintenance of regular and continuous contact with the Executive Director; b) considering amendments to governing documents such as the bylaws, articles of incorporation, financial policies and procedures, personnel policies and procedures, and these standing rules; c) preparing an annual budget for approval by the General Assembly; d) preparing a schedule of proposed meeting sites and dates for consideration by the General Assembly.

10.5 Legislative Affairs Committee: The authority and duties of this committee shall include but are not limited to: a) receiving reports from the Legislative Affairs Director on the activities of the State Legislature, the executive branch of the state government, and the federal government, and to make appropriate recommendations to the General Assembly and to members; b) studying and making recommendations to the General Assembly on regarding adoption of a legislative program; c) providing assistance to members in pursuing legislative goals of particular interest to them; and d) developing and recommending programs to stimulate interest in appropriate legislative activity among students of the University of Wisconsin System.

10.6 Multicultural Issues Committee: The authority and duties of this committee shall include but are not limited to: a) establishing a network among various individual associations which have a multicultural interest or focus similar to that of United Council; b) communicating, researching and investigating various forms of discrimination against students of color; lesbian, gay, bisexual, transgender, queer, and questioning students; and students with disabilities; c) providing assistance to members in

pursuing multicultural program goals; and d) monitoring governmental activity at the federal, state and local levels, as well as activity by the University of Wisconsin System with regard to students of color; lesbian, gay, bisexual, transgender, queer, and questioning students; and students with disabilities.

10.7 Presidents Committee: The authority and duties of this committee shall include but are not limited to: a) facilitating the coordination of United Council activities; b) considering amendments to the bylaws, articles of incorporation and other governing documents and making recommendations to the General Assembly; c) advising and providing guidance to the President on United Council policy; and d) advising the General Assembly on matters not covered by any other standing committee.

10.8 Women's Issues Committee: The authority and duties of this committee shall include but are not limited to: a) establishing a network among various individual associations which are of interest to women or have a focus similar to that of United Council; b) communicating, researching and investigating various issues of interest to women and women's rights; c) providing assistance to members in pursuing women's programs and goals; and d) monitoring governmental activity at the federal, state, and local levels, as well as by the University of Wisconsin System with regard to women, which impact students of the University of Wisconsin.

10.9 Shared Governance Committee: The authority and duties of this committee shall include but are not limited to: a) establishing a network among various individual campus and state organizations, b) communicating, researching and investigating various issues involving student rights on a campus, system and state level; c) disseminating information and knowledge to members in pursuing increased involvement in institutional governance; and d) monitoring governmental activity at the federal, state, and local levels, as well as by the University of Wisconsin System with regard to student rights and student governance, which impact students of the University of Wisconsin System.

10.10 Lesbian Gay Bisexual Transgender Queer and Questioning Issues Committee: The authority and duties of this committee shall include but are not limited to a) establishing a network among various individual associations which have LGBTQ interests or focus similar to that of United Council; b) communicating, researching and investigating various issues of interests to LGBTQ individuals and LGBTQ rights; c) pursuing assistance to members in pursuing LGBTQ programming and goals; and d) monitoring governmental activity at the federal, state, and local levels, as well as the University of Wisconsin System with regard to LGBTQ individuals, which impact students of the University of Wisconsin.

### **Rule #11: Elections**

11.1 Elective Office: The elective office of this organization shall be that of the President.

11.2 Nomination: An individual intending to seek the office of President shall become an official candidate by filing a statement of candidacy with the secretary of the organization

no less than three and no more than six weeks prior to the date selected for the election of the President.

11.3 Campaigns: All candidates must conduct responsible, truthful, ethical, and honest campaigns. Campaigns shall operate under the following guidelines:

a) Candidate Responsibility: By filing a statement of candidacy or otherwise being a candidate for President, candidates shall agree to these guidelines and be responsible for their own actions and the actions of those actively supporting or working for their campaigns.

b) Campaign Conduct: The following actions by any candidate or agent of a candidate shall be prohibited:

1) Use of any equipment, resources or supplies owned or paid for by United Council, including (but not limited to) office space, office equipment, paper, telephones and computers, but specifically excluding the use of a United Council computer for checking personal e-mail, provided it does not interfere with the duties of any staff member (including the candidate, if applicable);

2) Use of any United Council funds to support campaign activities;

3) Campaigning by any United Council staff member while at work, including committee meetings, General Assemblies and conferences, but specifically excluding the time between the April committee meetings and the General Assembly, as well as any United Council-sponsored forums or debates;

4) Making any false or misleading statement, written or spoken, which is intended to distort the ability, character, experience or qualifications of a candidate (including oneself); and

5) Campaigning before filing a statement of candidacy or, if intending to run from the floor, within 24 hours of the start of the election.

11.4 Election: The election for President shall occur during the annual meeting in April.

11.5 Presiding Officer: On the date chosen for the election of the President, the President shall preside. If she or he is a candidate or has a direct interest in the election, the Vice Presidents shall preside. If the Vice Presidents are similarly affected, a chairperson pro tempore elected by the General Assembly shall preside.

11.6 Debate Forum: Prior to the election, each official candidate may participate in a debate for the benefit of the delegates. Each candidate may appear before the General Assembly and present a timed statement. Candidates shall then respond to questions posed by the General Assembly. A non-partisan moderator shall be chosen prior to the debate. The moderator shall be a donor member without interest in the election. The debate shall take place the day of the election. Each school shall submit two questions (one primary and one secondary).

11.7 New Candidates: Prior to any particular ballot, the General Assembly may, by a two-thirds vote, accept the candidacy of any individual, provided that the individual is otherwise qualified and eligible to hold that office.

11.8 Tellers: Ballots shall be distributed, collected, and tabulated only by tellers. The presiding officer shall appoint two tellers for this purpose. Tellers may not be delegates or members of the executive staff, and need not be students. Any teller may be challenged by any two delegates with regard to ability and/or objectivity, and the General Assembly shall immediately resolve any such challenges by a majority vote. A delegate may challenge no more than two tellers during the course of any election.

11.9 Election Procedure: The requirement for election shall be a majority vote at the General Assembly, unless there is only one candidate, in which case he or she shall win by default. The election shall be conducted by secret ballot. Ballots shall be arranged with the candidates' names listed in alphabetical order, by last name, and a blank next to each name. Voting shall take place in an area separate from any campus delegation and accessible to all delegates. Each delegation shall vote separately, in turn, and may have as many voting delegates present as votes it has on the floor at the time of the election. Only voting delegates and tellers may be present in the voting area. The tellers shall distribute one ballot to each delegate present. Each delegate must cast his or her own ballot. A delegation may not leave the voting area until all of its delegates have cast their ballots.

If there are only two candidates running, delegates shall make a mark in the blank next to the name of their choice of either candidate. The candidate that receives a majority of votes shall be elected. If there is a tie, the election will be decided by a flip of the coin. If there are more than two candidates running, the election will follow an instant-runoff procedure. Delegates shall mark their first choice of candidate with a "1" in the blank next to that candidate's name and, if they choose, may mark their second choice with a "2", third choice with a "3", and so on. Any ballot incorrectly marked (i.e., with both a "1" and a "2" next to the same name) will be invalidated. The ballots shall then be counted by number of first-choice votes. If no one candidate receives a majority of first-choice votes, then the candidate with the lowest total shall be eliminated and the second-choice votes on those ballots shall be distributed to their respective candidates. If there continues to be no one candidate with a majority, then counting shall continue into subsequent rounds. In each round of counting the candidate with the lowest total shall be eliminated, and the votes on those ballots for the next-highest choice (including ballots that have already had one or more choices eliminated) shall be distributed to their respective candidates. If, in any round, two candidates are tied with the lowest totals, both shall be eliminated and the votes on those ballots distributed normally. If a ballot has all of its choices eliminated, it shall not be counted against the final total. The counting procedure shall continue until one candidate has a majority of votes; that candidate shall be elected. If there is a tie and only two candidates remain, the candidate that received the most first-choice votes shall be elected. If both received the same number of first-choice votes, the election will be decided by a flip of the coin.

11.10 Election Requirement: The vote requirement for election shall be a majority vote of the delegates of the General Assembly.

11.11 Runoff Election: In the event that no candidate receives a majority vote on the first ballot, the two candidates receiving the highest number of votes shall be subject to a runoff election. The procedures for a runoff election shall be the same as those for any regular election.

**Rule #12: Executive Staff**

12.1 Executive Staff: The executive staff of this organization shall be under the direction and supervision of the President.

12.2 Composition: The executive staff shall be composed of an executive director, academic affairs director, legislative affairs director, multicultural issues director, women's issues director, lesbian, gay, bisexual, transgender, queer, and questioning issues director, shared governance director, organizing and communications director, support staff, and other employees as are deemed necessary and proper.

12.3 Selection/Term: Each member of the executive staff shall be appointed by the President of the organization, pursuant to Article VII, Section 1 of the bylaws, pursuant to all requisite procedures.

12.4 Executive Director: The duties and responsibilities of the Executive Director include but are not limited to: a) chairing, directing and coordinating the activities of the Executive Directors Committee; b) working with the President and other United Council committees to ensure the coordination, efficiency and continuity of all United Council activities; c) serving as secretary of the organization; d) serving as treasurer; e) proposing an annual budget as specified in the financial policies and procedures; f) facilitating the day-to-day operations of the central office; g) scheduling logistics for General Assemblies, conferences and other United Council events; and f) taking on other duties as directed by the President and/or the Executive Directors Committee.

12.5 Academic Affairs Director: The duties and responsibilities of the Academic Affairs Director include but are not limited to: a) chairing, directing and coordinating the activities of the Academic Affairs Committee; b) actively monitoring and lobbying the Higher Educational Aids Board on Financial Aid; c) monitoring and lobbying on federal legislation among the Wisconsin congressional delegation regarding matters pertinent to academic affairs; d) monitoring the University of Wisconsin System office of academic affairs and other bodies as necessary; e) serving as an information source for members; f) serving as chief academic researcher and policy analyst for the organization; g) lobbying the Board of Regents and UW System Administration on behalf of students.

12.6 Legislative Affairs Director: The duties and responsibilities of the Legislative Affairs Director include but are not limited to: a) chairing, directing and coordinating the activities of the Legislative Affairs committee; b) acting, under the direction of the President, as the lobbyist for the organization with the State Legislature, the Executive



Branch of state government, and other bodies as necessary; c) actively monitoring activities of the state and federal governments, and reporting findings to the President, General Assembly and Legislative Affairs Committee; d) implementing and pursuing the legislative program of the organization; e) coordinating and directing any political action or political education programs the organization may establish.

12.7 Multicultural Issues Director: The duties and responsibilities of the Multicultural Issues Director include but are not limited to: a) chairing, directing and coordinating the activities of the Multicultural Issues Committee; b) assisting student associations and others with regard to multicultural issues and programs; c) attending local, regional and national conferences and meetings regarding multicultural issues; d) advising the President on policy making for United Council; e) monitoring the proceedings of the appropriate Board of Regents committees; and f) advising the President on Affirmative Action.

12.8 Organizing and Communications Director. The duties and responsibilities of the Organizing and Communications Director include but are not limited to: a) actively organizing students on their own behalf in running campaigns, organizing students on campuses to support student activities, and generating media support; b) developing and implementing training sessions relating to grassroots organizing, strategic thinking, organizational priority issues, and running effective campaigns; c) actively work to encourage increased participation in UC by students from traditionally underrepresented groups; and d) actively recruit Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students of color and women in the Student Government Associations and United Council delegations.

12.9 Shared Governance Director: The duties and responsibilities of the Shared Governance Director include but are not limited to: a) chairing, directing and coordinating the activities of the Shared Governance Committee; b) provide assistance on how to be proactive on university governance issues including a Shared Governance Symposium; c) represent students and student governments to UW System Administration and the Board of Regents; and d) monitor governmental activities on all levels regarding issues of student fee autonomy.

12.10 Women's Issues Director: The duties and responsibilities of the Women's Issues Director include but are not limited to: a) chairing, directing and coordinating the activities of the Women's Issues committee; b) aiding and assisting all U.C. staff in planning and coordinating all U.C. events; c) acting under the direction of the President, as the liaison between United Council staff, all UW students, and the University of Wisconsin System Office of Women; d) actively monitoring the sexual harassment and affirmative action policies of the University of Wisconsin System and other issues affecting women; e) actively monitoring proceedings of the appropriate Board of Regents committees; f) serving as an information source to the members through proactive contact with campuses; g) serving as lead coordinator of the United Council Women's Leadership Conference and Women's Retreat; and h) setting the date for Campus Safety Awareness week.

12.11 Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Issues Director: The duties and responsibilities of the LGBTQ Issues Director include but are not limited to: a) discuss, research and investigate various issues of interest to lesbian, gay, bisexual, transgender, queer, and questioning students; b) provide assistance to campuses in pursuing LGBTQ program goals and development of resources; c) monitor governmental activity-at the federal, state and local levels, as well as by the University of Wisconsin System-with regard to LGBTQ persons, which impact students of the University of Wisconsin, such as domestic partnership benefits and hate crimes legislation; d) chair, direct and coordinate the activities of the LGBTQ Network, which is composed of United Council

delegates with an interest in LGBTQ issues; e) conduct trainings for residence halls, student government associations, student organizations, and others concerning LGBTQ issues and sensitivity; f) work to ensure that UW System campuses are welcoming and comfortable environments for students within the LGBTQ community; g) prepare agendas, minutes, position papers, testimony, and special projects as directed by the committee and the President; h) support other staff projects as directed by the President, including but not limited to United Council conferences, publications, campus visits, organizing, campaigning, etc.

12.12 Support Staff: A sufficient support staff shall be employed by this organization to ensure the efficient administration of the organization, operation of the organization's office, and production of work.

12.13 Consultants/Professional Services: The President shall be authorized to retain such consultants and to contract for such professional services as are deemed necessary and proper by the President and/or the General Assembly. All consultants and professional services shall be retained under contract.

12.14 Affirmative Action: This organization shall be required to have an affirmative action program in effect at all times. An affirmative action program plan shall be submitted and approved by the General Assembly annually.

12.15 Grievance Procedure: This organization shall be required to have an employee grievance procedure in the Personnel Policies and Procedures in effect at all times.

12.16 Employee Manual: The Executive Director shall develop and distribute to each employee a manual which contains all employment regulations of this organization. Any employee manual shall include all governing documents, job descriptions, office procedures, and any information pertinent to the employee's work environment.

12.15 Monthly Reports: Each staff member shall submit a monthly report including, but not limited to, a brief outline of meetings attended and the subject matter of each meeting.

### **Rule #13: Finance**

13.1 Treasurer: The treasurer of this organization shall have principal responsibility for matters relating to finance.

13.2 Annual Budget: The General Assembly shall adopt annually a line item budget together with a budget narrative. The General Assembly shall adopt a budget no later than June of each year for the next fiscal year.

13.3 Financial Records: The treasurer of this organization shall ensure that accurate records of financial data and transactions are kept in accordance with generally accepted accounting principles.

13.4 Audit: The treasurer shall ensure that an annual audit of the financial records of this organization is performed.

13.5 Compliance: The treasurer shall ensure that the organization shall always be in compliance with the financial reporting requirements of the State of Wisconsin and the federal government.

**Rule #14: Diversity Development Trainings**

United Council will provide equal opportunities for women, people of color, gays, lesbians, bisexuals, transgender individuals, students with disabilities, non-traditional students, and other traditionally under-represented groups and/or disenfranchised students. For this reason, United Council Staff and the United Council General Assembly will participate in diversity development trainings to be given during at least three General Assemblies per year to be held before the commencement of committee meetings; with an understanding of one in the fall, one in the spring and one that floats. The Directors in charge of these trainings shall submit their dates to the Executive Committee for final approval.