

United Council of UW Students, Inc.

Corporate By-Laws

Amended August 22, 2004

Article I. Name

Section 1 Name. The name of this organization shall be the "United Council of UW Students, Inc."

Section 2 Name Not To Be Lent. The name of this organization shall not be lent to any political candidate, campaign or political organization, or to any commercial enterprise.

Article II. Purpose

Section 1 Purpose. The purpose of this organization shall be to:

- a) protect and defend the quality of education of the University of Wisconsin for all students and to endeavor to maintain and enhance the accessibility of that quality education to the people of the State of Wisconsin;
- b) serve as the liaison between the students of Wisconsin and other State Student Associations and governmental and private groups, and to inform students of the significant occurrences within those groups; and
- c) promote and encourage the free and spirited interchange of ideas and methods of operations between the student governments of the state and the students of the state, and to serve the students of each campus.
- d) represent the interests of the students of the University of Wisconsin by communicating the students' position on issues of importance to the Board of Regents, the state legislature, the Governor, the United States Congress, the President and such other governmental and private agencies as shall be deemed necessary to effect this purpose;
- e) serve as an institutional governance group within the University of Wisconsin System to facilitate communication between and among campuses on systemwide issues and policies;
- f) provide leadership training and skills-building opportunities for students in UW System in campus community organizing, media and public relations, grassroots and face-to-face lobbying techniques, coalition building and conflict resolution
- g) distribute information to campus student governments, student groups, student media and the general campus body on local, state and federal issues of concern to students

Article III. Membership

Section 1 Classes. Membership in this organization shall be composed of four classes: voting, associate, affiliate and donor.

Section 2 Voting Members. Voting members shall be the bona fide student governments of the University of Wisconsin System campuses whose student bodies have adopted the funding referendum.

Section 3 Associate Members.

a) Associate membership shall be open to any bona fide student government of the University of Wisconsin whose student body fails to adopt the funding referendum referenced in Section 2 of this article, provided that any such associate member shall first be approved for membership by a majority of the General Assembly. Associate members shall not be entitled to vote. A limitation of two years will be applied to all UW associate memberships if a referendum is not conducted within this two year period.

b) Associate membership shall be open to any bona fide, non-UW student government at any post-secondary institution in the State of Wisconsin, provided that any such associate member shall first be approved for membership by a majority of the General Assembly. Associate members shall not be entitled to vote.

c) Renewal of associate membership shall be considered by the General Assembly on an annual basis.

Section 4 Misconduct. Any member who intentionally engages in an act 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.

Section 5 Affiliate Members. Affiliate membership shall be open to any UW student group whose student body failed to adopt the funding referendum referenced in Section 2 of this article, provided that any such affiliate member shall first be approved for membership by a majority of the General Assembly. Affiliate members shall not be entitled to vote.

Section 6 Donor Members. Donor members shall be those students of a University of Wisconsin System campus which has adopted the funding referendum referenced in Section 2 of this article. Donor members not selected as delegates as referenced in Article IV, Section 3, shall not be entitled to vote.

Article IV. General Assembly

Section 1 Legislative Authority. There shall be a General Assembly which shall hold and exercise the legislative authority of this organization.

Section 2 Composition. The General Assembly shall be composed of delegates representing the voting members of this organization. The number of delegates for each voting member is as follows:

DELEGATES ENROLLMENT

5 0-2,000

6 2,001-4,000

7 4,001-10,000

8 10,001-20,000

9 20,001-35,000

12 35,001+

Section 3 Delegates. Delegates shall be selected in whatever manner and to such terms of office as the appropriate voting member sees fit, except that all delegates shall be duly admitted students of the voting member she or he represents. If this is not the case, delegates shall have been duly admitted students within 150 days of selection and/or service as a delegate, and shall be a donor member of the organization. The student government president of each voting member should always be a delegate. No staff member of this organization shall serve as a delegate.

Section 4 Delegation Requirements. To properly reflect the diversity of students, delegates are to be selected with a view toward representation of those groups in society, which traditionally have been denied representation. The groups include, in no particular order, people of color; women; gay, lesbian, bisexual and transgender people; people with a disability; non traditional students as defined as someone who is 24 years or older, a veteran of the US armed forces, is married, is an orphan and ward of the court, has legal dependents other than a spouse or is an international or graduate student. Each year each member campus is to create a plan for enhancing diversity within their delegations to United Council. When recruiting delegates to fulfill your campus' plan, each delegate, while possibly identifying with more than one traditionally underrepresented group, should not be expected to solely fulfill the multiple representations required by the plan.

Each campuses' plan is to:

- a) Provide for investigating the resources available on each campus to further the goals of diversity.
- b) Take into account the size and demographics of the campus.
- c) Include provisions for outreaching to the various student organizations on their campus that involve traditionally underrepresented groups.

d) Require feedback from the campus' Student Government Association.

The plan will be reviewed by the Equal Access Accountability Board on the first day of the General Assembly held in August. The Board shall consist of one representative of each delegation. The President of UC or a designee shall chair the Board, who will not vote. Once reviewed, each campus is responsible for meeting the goals outlined in the plan at each General Assembly. Prior to the start of the General Assembly, the Equal Access Accountability Board will review delegation makeup.

Members in violation of Article IV, Section 4 (a) and (b) and/or Article VIII, Section 5 for the first time shall receive a warning. If a campus is in violation and has a warning, they shall lose one vote for that General Assembly. However, when a school fails to meet their goals they will be afforded the opportunity to explain the reason for that failure to the Equal Access Accountability Board and to discuss the amount of effort they put into reaching their goals. If the Board feels that the school has put in sufficient work on their plan, the Board can revoke the warning. Similarly, if a school that has a warning is in violation, the Board can decide to not take away one of their votes. The Board shall report its decisions immediately to those delegations that appealed and to the General Assembly during Roll Call.

Section 5 Legislative Powers Defined. The legislative powers of the General Assembly shall be:

- a) to enact all appropriate legislation to effect the purposes of this organization;
- b) to approve or modify, by a two-thirds proportional vote, the policy platform of this organization;
- c) to approve and modify all budgetary provisions of this organization;
- d) to establish and review all organizational programs;
- e) to provide direction to the officers;
- f) to override vetoes of the President by a three-fifths vote at the meeting following the notice of the veto by the President;
- g) to remove any officer for cause, pursuant to requisite procedures, by a three-fourths vote of all delegates, present or not;
- h) to approve, pursuant to requisite procedures, all amendments to these bylaws and other governance documents established by the General Assembly; and
- i) to uphold the decisions of the President against any and all action that in any way involves or is related to the organization.

Section 6 Legislative Powers Denied. The General Assembly shall be denied the

following legislative powers. This section may be amended only by a three-fourths vote of all delegates, present or not:

a) to alter the delegate representation of a particular voting member or delegate apportionment except as provided by Section 2 of this article;

b) to adopt legislation applicable to one voting member alone without its consent, or to interfere with local student governance, except that noncompulsory statewide actions shall not be barred;

c) to endorse or in any way assist factions or parties on a campus in a student government election;

d) to censure or reprimand in any way staff members of this organization for political activities or beliefs espoused or advocated on their own time, at their own expense and in their own name;

e) to take any action which directly or indirectly discriminates against any student on the basis of 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;

f) to discriminate with regard to any of the categories enumerated in subsection (e) of this section in hiring, promotion or retention of staff;

g) to take any action which would bring this organization into noncompliance with the provisions of Title IX of the Education amendments of Section 504 of the Rehabilitation Act of 1983, as amended; or

h) to act on any matter without a committee recommendation, unless by two-thirds vote of the delegates.

Section 7 Annual Meeting. The General Assembly shall meet for the purpose of an annual meeting in April of each year to elect the President and take such other actions as deemed necessary and proper.

Section 8 Semi-Annual Meetings. The General Assembly shall meet for the purpose of a semi-annual meeting in October of each year to review the policies and governance documents of the organization and make such amendments as deemed necessary and proper.

Section 9 Regular Session Meetings and Conference Schedule. Regular session meetings of the General Assembly shall be held periodically on such dates, times and places as the General Assembly, acting upon the recommendation of the Executive Committee, shall determine annually at its August regular session meeting. No fewer than six such

meetings shall occur annually. The annual and semi-annual meetings shall be considered regular sessions. United Council's Regular Session Meetings and Conference Schedule are suggested as follows:

- July Student Leadership Retreat
- August General Assembly
- September Grass Roots Organizing Weekend / Student of Color Symposium
- October General Assembly
- November Building Unity Conference
- December General Assembly
- January
- February General Assembly / Women's Leadership Conference
- March Invest in Tomorrow Educate Today (every other year)
- April General Assembly
- May Student of Color Symposium
- June General Assembly

**General Assemblies are suggested to be set the first full weekend of a month.

Section 10 Special Session Meetings. Special session meetings of the General Assembly may be held upon the call of the President at any time, or shall be called by the President upon receipt of a written or electronic request by a least a quorum of voting members signed by each student government president or his/her designee, within 15 days from the date of receipt. Ten days notice is afforded for any special session meeting; such a meeting is to be held at a centrally located voting member campus, if possible.

Section 11 Meeting Notice/Waiver. Notice of the date, time, place and order of business of the annual and any regular or special session meeting of the General Assembly and shall be sent to each voting and associate member by mail, telegram or other written or electronic communication no less than ten days prior to said meeting. Any notice of meeting required to be given pursuant to these bylaws may be waived in writing and signed by an authorized representative of all voting members, whether before or after the time stated for the meeting.

Section 12 Regular Voting. Unless otherwise provided in these bylaws (or other governance documents adopted by the General Assembly), a majority vote of delegates present and voting shall decide all matters before the General Assembly. In all proceedings, a delegate must be physically present in order to vote. Each delegate shall have one vote, except in policy platform and budget matters.

Section 13 Proportional Voting. When voting on policy platform and budget matters, each delegate shall be entitled to vote in proportion to the students she or he represents. A voting member shall not receive less than one vote per delegate. The assigned proportion shall be in place for one year. The following formula shall be used to determine the proportions:

- number of students (head count)
- 1000 multiplied by the number of delegates according to Article IV, Section 2

Section 14 Quorum. Quorum for the General Assembly shall consist of: a) a majority of voting members, or seven voting members, whichever is less; and b) the total number of delegates shall not be lower than 25.

Section 15 Action By Written Consent In Lieu Of Meeting. Actions required or permitted to be taken at a meeting of the General Assembly, or any committee thereof, may be taken without a meeting if consent in writing is signed by an authorized representative of each voting member, and if such consent shall have the same force and effect as a unanimous vote. Action by written consent cannot be taken on changes to the governing documents or impeachment of an officer.

Section 16 Meetings To Be Open. All meetings of the General Assembly shall be held pursuant to the requirement of Wisconsin State Statutes 19.81-19.98 (the Wisconsin Open Meetings Law).

Article V. President

Section 1 Executive Authority. The executive authority of this organization shall be vested in the President.

Section 2 Qualifications/Election/Term. Any delegate to the General Assembly, member of the Executive staff, or any donor of the organization shall be eligible and qualified to seek the office of President. The President shall be elected by a majority vote. The President shall serve for a term of one year commencing on June 1 of each year and concluding on May 31, or until a successor is elected and assumes office.

Section 3 Presidential Powers & Duties. The duties and powers of the President, with the exception of those relating to control of staff, veto authority and representation to the Board of Regents, shall be as follows:

- a) to preside at General Assembly and Presidents' Committee meetings;
- b) to appoint, with the consent of the General Assembly, all officers of the organization, unless otherwise provided by these bylaws;
- c) to establish, with the consent of the General Assembly, all special committees, to appoint a convener, and other officers thereof not specified in these bylaws;
- d) to oversee the operations of the central office;
- e) to execute and implement the policies of this organization and provide administrative direction to and coordination of its ongoing functions;
- f) to represent this organization, in person or through an appointed representative(s) who if other than the vice presidents shall be approved by the General Assembly, before the legislative and executive branches of state and national government, national and regional conferences, and at all other occasions

where such an appearance may be deemed necessary and proper;

g) to sign any necessary contracts or other legal agreements, as specified in the Financial Policies and Procedures, necessary to implement policies established by the General Assembly, provided that the General Assembly shall first have reviewed and approved such contracts or other legal agreements;

h) to uphold and enforce these bylaws and other governance documents of this organization at all times;

i) to act as an ex-officio member of all standing and special committees

Section 4 Control of Staff. The President shall have the right to hire, with the consent of the General Assembly, and to terminate all executive staff persons pursuant to the Personnel Policies & Procedures, and to direct their work on behalf of this organization. The President may not order executive staff members to perform any task(s) which would expose them to criminal prosecution or personal civil liability, or which would violate their civil rights under law.

Section 5 Veto Authority. The President shall have the authority to veto General Assembly enactments which, in her or his opinion, are not in the best interests of the organization, are unworkable, are improperly worded, violate the spirit and/or letter of these bylaws, or which are outside the reasonable bounds of this organization's purpose and role. The President may veto entire clauses, but may not add language or veto parts of clauses or individual letters or words. The President may exercise veto authority up to five business days following the regular session meeting at which the enactment in question was adopted. In each instance in which the President exercises veto authority, she or he shall provide to all voting members reasons for the veto at the next regular session meeting following the meeting at which the veto enactment was adopted, or within five business days, whichever shall first occur.

Section 6 Representative to the Board of Regents. The President shall serve as the students' representative to the Board of Regents and shall report to the General Assembly each month on the condition of education and of the students.

Section 7 Vacancy. In the event of the resignation, removal, incapacity, demise, or conflict of interest of the President, the Executive Director shall assume the office of Acting President, with all the powers and responsibilities thereof, until the next meeting of the General Assembly, at which the Assembly shall under any of the above circumstances, except temporary conflicts of interest, elect a new President who shall serve the remainder of the vacated term.

Section 8 Conflict of Interest. In the event of impeachment or other instances of conflict of interest, the Executive Director will temporarily assume the duties of the President.

Section 9 Removal. The President may be removed from office for cause by a 3/4 vote of all delegates to the General Assembly.

Article VI. Officers

Section 1 Officers. In addition to the President, the organization will have two vice presidents and a secretary/treasurer.

Section 2 Vice-Presidents. One student, the Two-year Vice-President, representing the UW Colleges shall be elected each year at the June General Assembly meeting. Only the delegates from the UW Colleges may vote for the Two-year Vice-President. In addition, one student, the Four-year Vice-President, representing the UW comprehensive and doctoral campuses, shall be elected each year at the June General Assembly meeting. Only the delegates for the UW comprehensives and doctoral campuses may vote for the Four-year Vice President. A majority of votes of the delegates present of the particular constituency shall be sufficient for election of the Vice-Presidents. Both the Two-year Vice President and the Four-year Vice President shall stand equally in United Council. The term of office shall be one year; however, if a Vice-President resigns or is no longer able to serve the vacancy shall be filled at the next General Assembly following the official notice of resignation. Duties of the Vice-Presidents include in no particular order:

- a) working with and assisting on projects as directed by the United Council President
- b) assisting the United Council Staff with campus visits
- c) assisting the United Council Staff in running referenda
- d) lobbying/testifying to the state legislature and the Board of Regents
- e) chairing special and ad hoc committees
- f) serving as an official United Council representative to state and national organizations of which United Council is a member
- g) facilitating a partnership with the Minnesota state student associations to work on reciprocity and joint areas of concern
- h) working with the Executive Director on disseminating the information regarding General Assembly meetings and other United Council events
- i) working with the Organizing and Communications Director on campus outreach and organizing students to work on statewide campaigns
- j) assisting on new member campus recruitment
- k) facilitating communication among the students and the United Council staff and expressing student concerns to the staff in a timely matter

Section 3 Secretary/Treasurer. The position of secretary/treasurer shall be held by the Executive Director. The secretary/treasurer in consultation with the President shall have ultimate charge and custody of and be ultimately responsible for all funds, securities and financial records of the organization pursuant to the guidelines of the Financial Policies and Procedures; shall be ultimately responsible for keeping the minutes of meetings of the organization and the General Assembly; shall ensure that all notices are duly given in accordance with the provisions of the bylaws; shall be responsible for the performance of

all duties incident to the office of secretary/treasurer and such other duties which from time to time may be assigned by the President.

Section 4 Assistant Officers. The President shall be authorized to appoint such assistant officers as she or he shall deem necessary to provide for the efficient discharge of the duties of such offices. The term of such assistant officers shall be contiguous with that of the President. Assistant officers may be members of the executive staff.

Article VII. Executive Staff

Section 1 Selection. The executive staff of this organization shall be selected by the President in accordance with the Personnel Policies and Procedures, and with the consent of the General Assembly. To properly reflect the diversity of students and people, staff should be selected with a view toward representing those groups in society which traditionally have been denied equality of opportunity. To this end, United Council, the search and screen committee, and the President may not discriminate in its hiring of qualified applicants on the basis of, but not limited to 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.

Section 2 Term. The executive staff of this organization shall be hired according to the Personnel Policies and Procedures. The term of office shall be from July 1 to June 30 of each year.

Article VIII. Standing and Special Committees

Section 1 Standing Committees. The standing committees of this organization shall be established by the General Assembly. Standing committees shall include, but not be limited to: Executive Directors', Legislative Affairs, Academic Affairs, Presidents', Multicultural Issues, Women's Issues, Shared Governance, and the Lesbian Gay Bisexual Transgender Queer and Questioning Issues Committee.

Section 2 Special Committees. Special committees may be established by the President or the General Assembly, provided that special committees may not undertake work assigned to an existing committee and shall expire in 90 days unless extended by the appointing authority.

Section 3 Committee Composition. All standing committees shall be composed of equal membership from each voting member campus. Special committees may be composed differently with the approval of 2/3 of the General Assembly.

Section 4 Committee Officers. The President, with the consent of the General Assembly, shall appoint all committee conveners who shall be either a member of the executive staff

or a delegate to the committee. In the case of special committees, the committee chair shall be appointed by the President.

Section 5 Standing Committee Attendance. All delegations shall send at least one representative to as many standing committees as their number of delegates permit. Delegations that fail to meet this requirement may appeal to the Equal Access Accountability Board, pursuant to Article IV, Section 4 (c)

Article IX. Finance

Section 1 Fiscal Year. The fiscal year of the organization shall be July 1 to June 30.

Section 2 Budget/Expenditures. An annual budget shall be adopted each year by the General Assembly. The expenditures of this organization shall be made pursuant to the Financial Policies and Procedures.

Section 3 Funds/Investments. Funds held by this organization which are not currently needed shall be directed to interest-bearing investment accounts. The Executive Director, with the consent of the General Assembly, shall determine the most appropriate repository for said funds.

Section 4 Audit. An audit of the books and records shall be performed at least once a year.

Section 5 Records To Be Open. Financial records of this organization shall be open to and made available to all donor members, and to the general public in accordance with current Wisconsin Open Records laws.

Article X. Rules of Procedure

Section 1 Standing Rules. The General Assembly may adopt such rules and regulations for the conduct of its business and to establish the various rules of conduct for the executive staff.

Section 2 Personnel Policies & Procedures. The General Assembly may adopt policies and procedures governing the executive staff.

Section 3 Financial Policies & Procedures. The General Assembly may adopt policies and procedures governing finances.

Section 4 Parliamentary Authority. The parliamentary authority of this organization shall be Robert's Rules of Order, Newly Revised, which shall govern in all instances to which applicable and where not inconsistent with these bylaws and/or other rules of the General Assembly.

Article XI. Amendment

Section 1 Amendment. Unless otherwise provided in these bylaws, these bylaws may be amended at any General Assembly or at any meeting aforementioned in Article IV, Section 7, 8, 9, or 10 by a 3/4 vote of the delegates. Also, written notice describing proposed changes shall be distributed to all members at least 10 days prior to amendment.

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.

United Council of UW Students, Inc.

Financial Policies & Procedures

Introduction

The United Council of UW Students, Inc., was incorporated as a non-profit, tax exempt corporation in 1978. These financial policy and procedure papers shall serve as guidelines for the financial management of United Council, and may be revised at any meeting of the General Assembly with the direction of the Executive Committee and the approval of the General Assembly.

Policy #1: Budget Process

The fiscal and budget year will run from July 1 to June 30. The budget will be presented to the Executive Committee, Presidents Committee and General Assembly in April for discussion. A final budget will be presented at the June meeting; it will take effect on July 1 of that same year.

Passed February 1986; amended November 1995

Policy #2: United Council Membership Within Organizations

United Council's membership within other organizations shall be Reviewed in February of each year that United Council is a member of said organizations. A resolution concerning the membership status of United Council within other organizations shall be discussed and voted upon in a joint meeting of the President's and Executive committees and forwarded to the General Assembly.

Passed January 1999; revised June 2000

Policy #3: Financial Position Papers

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

A monthly report form will be prepared showing expenditures, deposits, accounts receivable and accounts payable. The report form will be given to the President and Vice Presidents the first Wednesday of the following month and disbursed at Executive Committee meetings.

In addition, a monthly spreadsheet will be prepared detailing monthly expenses within each line item. The report will also report all incoming revenue.

For the first GA of each calendar year, a semi-annual financial report will be prepared. A balance sheet, income statement and report of any financial changes must be given to the General Assembly at that meeting.

A year-end financial report will be prepared and given to the General Assembly each August. All financial position papers and notes will be prepared for the General Assembly and available after July 30 of each year.

A cash flow analysis will be prepared at the beginning of August each year for the General Assembly. An up-to-date cash flow analysis will also be prepared in February, reflecting any inflationary changes or cost increases.

Passed February 1986; amended December 1996

Policy #4: Writing Checks

There shall be double signatures on all checks. The Executive Director and the President shall sign each check. In the event that the position of President is vacant, one member shall be chosen by the Vice Presidents to have signature power until a new President is elected. All checks shall be within a line-item of the budget.

Passed February 1986; amended November 1995

Policy #5: Discretionary Funds

At times it may be impossible to reach directors and/or members to approve funding that is not within a line-item. The Executive Director may expend up to \$100.00 of funds not included in a line-item of a budget. The President must also approve the expenditure of these funds. The Executive Committee must be notified at the appropriate General Assembly on the usage of these funds.

Passed February 1986; amended August 1994

Policy #6: Travel Funds

Any person wishing to use travel funds must contact the Executive Director at least five working days prior to the planned departure date. If a cash advance is requested, it must also be submitted at this time. The Executive Director will forward approvals and any cash advances, by check, two working days prior to the leaving date.

Upon his/her return, the person has three working days to submit receipts for travel, meal and accommodation expenses. The Executive Director has five business days to forward reimbursement by check.

Reimbursable expenses include meals, reasonable accommodation expenses, parking fees, toll fees and administrative expenses such as copying. Non-reimbursable expenses include parking tickets and alcoholic beverages.

The mileage rate shall be \$.325/mile. A change in the mileage rate based on inflation may be made by the Executive Director with the approval of the Executive Committee.

Passed August 1987; amended September 1997 and August 2001

Policy #7: Per Diem

There will be no cash advances for in-state per diem.

Maximum per diem are \$25.00 per day in-state, \$20.00 per General Assembly meeting, and \$30.00 per day out-of-state. A change in the per diem based on inflation may be made by the Executive Director with the approval of the Executive Committee.

Each director must request reimbursement for meal expenses incurred on United Council business. All receipts must be turned in within three business days after return.

Passed February 1986; amended November 1995

Policy #8: Telephone Usage

Each person making a long distance telephone call must log the call. Phone call logs will be turned in to the President each month. There will be no long distance personal phone calls unless approved by the President. The staff member may pay the phone company directly for these calls. If the staff member does not pay for phone calls, the amount of the charges will be deducted from his/her next paycheck.

Passed February 1986; amended August 1994

Policy #9: Request For Line-Item Expenditures

All expenditures must be approved by the President and the Executive Director, who will issue a check and process payment.

Passed February 1986; amended August 1994

Policy #10: General Assembly Fund

Any person wishing to utilize the General Assembly fund must submit a request and proposal to the Executive Director at least 15 calendar days prior to the appropriate General Assembly meeting. Approval of expenditures will be decided upon by the President and Executive Director, and reported to the Executive Committee at the appropriate General Assembly.

Passed February 1986; amended August 1994

Policy #11: Loans

United Council will make every reasonable effort to pay all accounts payable with MRF monies. If a loan must be acquired, the Executive Director and President must sign for the loan. All details of the loan must be reported in the appropriate weekly report.

Passed February 1986; amended August 1994

Policy #12: Petty Cash Fund

In order to avoid writing checks for cash and/or small expenses, a petty cash fund may be established. The Executive Director may establish a petty cash fund of up to \$50.00 cash. Any petty cash will be kept in a locked cash box. Any requested cash will be issued and

documented by the Executive Director. All receipts and unused cash will be returned to the Executive Director immediately following expenditure. The Executive Director will report any use of petty cash in the weekly reports.

Passed February 1986; amended August 1994

Policy #13: Contractual Agreements

Any contact involving the use of United Council funds not in a line-item of the budget must be approved by the General Assembly. Any contracts entered into by United Council must be signed by both the Executive Director and the President. Notification of the signing of the contract must be made in the appropriate weekly report.

Passed February 1986; amended August 1994

Policy #14: Audit of United Council

The financial records of United Council are accessible to the membership at any time with a notice of three business days to the Executive Director. The accountant will receive all financial records on a monthly basis, and will forward United Council a line-item report on a monthly basis. This report is available to the membership at any time.

Passed February 1986; amended November 1995

Policy #15: Investment of MRF Funds

All incoming United Council revenue will be immediately placed in the corporation's checking and/ or savings account. Transfer of funds from the checking and/ or savings account to a Certificate of Deposit and/or government bonds must be approved by the Executive Director and the President. Any other transfer of funds, except between checking and savings, must be approved by the Executive Committee and the General Assembly.

Passed February 1986; amended August 1994 and August 2001

Policy #16: Capital Equipment Purchase

The United Council office contains many capital equipment purchases. United Council will want to continue to upgrade its capital equipment and the usage of this capital equipment in order to provide better services for its members.

Any capital equipment purchase over \$100.00 must be approved by the General Assembly. The Executive Committee must be given a list of capital equipment options including the cost of each option.

After a piece of capital equipment is purchased, a maintenance contract should be entered into by United Council. Capital equipment maintenance may become a regular part of the budget process after the initial purchase of the capital equipment. A capital equipment reserve may be placed in the budget to help offset costs of repairs and replacement of any United Council capital equipment.

This policy excludes any capital equipment donated to United Council or received from UW surplus.

Passed February 1986; amended August 1994

Policy #17: Grant Writing/Fundraising Policy

Objectives of this policy are to obtain grants and outside funding for educational service projects related to the goals of United Council; to create a grant/fundraising information center that all United Council members can use to increase their project revenue; to increase ability to provide student service projects at little or no cost to student governments; to decrease the operating costs borne by the students by increasing funds from outside sources.

The procedure is as follows:

- a) Any staff member or General Assembly member may suggest possible grant writing/fundraising ideas. All ideas must be directly related to the goals of United Council as stated in its governing documents.
- b1) Grant writing: After initial discussion of a grant idea the appropriate staff member will submit a grant writing proposal to his or her committee. The proposal must be approved by a majority of the General Assembly. If the General Assembly does not meet within the deadline specified by the funding source, the President in consultation with the staff may approve the grant writing proposal.
- b2) Fundraising: Fundraising proposals must be submitted to the General Assembly only if there is a total cost to United Council of more than \$100.00. If the total cost is less than this, the proposal may be approved by the Executive Director and the President.
- c) The staff member will develop a full grant proposal for submission to the proposed funding sources. The budget will be developed in consultation with the Executive Director. The entire proposal must be approved by the President prior to submission.
- d) Each grant proposal must contain (unless otherwise specified by the funding source): abstract, objectives, procedures, evaluation procedure, personnel requirements and budget.

The project director will be the appropriate staff member. The fiscal director will be the Executive Director. Final financial and project completion responsibility to the grantors shall lie with the Project Director and Executive Director. Final project completion responsibilities to the General Assembly lie with the President.

The financial status and expenditures for the project will be reported in the regular reporting mechanisms established in the financial policies and procedures.

Progress on the project will be reported to the General Assembly on a quarterly basis. A final report and evaluation of the project will be submitted to the General Assembly within two months of the completion of the project.

Passed February 1986; amended August 1994

Policy #18: Reserve Funds

A reserve fund may be included in a budget. Any request for use of reserve funds must be approved by the General Assembly. A proposal must be submitted to the Executive Director 15 calendar days prior to the appropriate General Assembly meeting. Copies of this proposal will be distributed to the Executive Committee 10 calendar days prior to the meeting.

Reserve funds are to be used for emergencies only and are not for normal operating projects.

Passed February 1986; amended November 1995

Policy #19: MRF Refunds

According to the Board of Regents MRF policy, students must apply for a refund within 45 calendar days after the commencement of the semester. United Council will require a receipt from all students applying for refunds to ensure that they are registered students and have paid their fees. United Council will forward checks to all students meeting the requirements at least 45 calendar days prior to the completion of the semester.

Passed February 1986; amended November 1995

Policy #20: Student Legal Defense Fund

The objective of this policy is to provide student government associations the opportunity to protect their rights in shared governance and student fee autonomy as outlined in Chapter 36.09(5) of Wisconsin State Statute. If a student government association decides to seek redress for grievance(s) through the judicial system, and members of United Council believe it can move our collective endeavors forward, then they can apply to use the United Council Student Legal Defense Fund. This fund may also be used to protect student fee autonomy attacks that affect the students of the UW System.

The procedure is as follows:

- a) The Presidents' Committee must approve a resolution of support for legal action in committee one month. The resolution should include both the rationale for the suit and an appropriation for legal expenses. The United Council President should work with the student government association in an effort to obtain pro bono legal counsel.

- b) At the next meeting of the General Assembly, the General Assembly must approve the resolution for support of legal action by a 2/3 weighted vote.

c) It shall be the responsibility of the United Council President to work with the student government association and legal counsel on the case. Additionally, the United Council President will keep the General Assembly informed of the progress of the legal proceedings.

Passed April 1997

United Council of UW Students, Inc.

Personnel Policies & Procedures

These policies have been ratified by the General Assembly of the United Council of UW Students, Inc., and the United Council staff on **June 7, 2003**, and are binding for both parties.

1.00 General

1.10 Authority: The following staff policies and procedures are intended to govern the working relations of United Council employees as a means of achieving goals and objectives.

1.20 Execution and administration: The President of United Council shall be the sole and chief executive officer of the organization. The delegation of authority, and responsibility for the execution and administration of such policies and practices, lies with the President.

1.30 Scope: These policies shall be applicable to all staff members and the President.

1.40 Ratification and amendment: This document shall be effective upon ratification by the General Assembly. These Personnel Policies and Procedures may be amended by the General Assembly during any regular or special session by a 2/3 majority vote, provided that all members receive 10 days written notice of such amendment.

2.00 Equal Employment Opportunity Policy

2.10 Non-discrimination in employment: United Council shall not discriminate on the basis of 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, as well as any classes otherwise protected by federal, state and municipal equal employment opportunity law.

2.20 Scope: This policy shall apply to all subsequent sections of this document, as well, as all phases of the employment relationship, including, but not limited to, the hiring, upgrading, promoting, transferring, laying off, terminating, compensating and recruiting of personnel.

3.00 Recruitment & Hiring

3.10 Recruitment and Hiring: Recruitment and hiring will be conducted in accordance with Section 2.00 of these policies.

3.20 Diversity Policy: United Council will actively recruit and distribute information statewide to include women; students of color; students with a disability; non-traditional students; or lesbian, gay, bisexual, transgender, international, or graduate students in its staff.

3.30 Advertising: United Council will actively recruit/advertise statewide in diverse/multicultural areas.

3.40 Job descriptions and Qualifications

a) General philosophy: Staff members are hired on the basis of competence and commitment to the purpose of United Council, the ability to fulfill the requirements for the position for which they are being considered, and on the willingness to work hard to achieve those purposes.

b) Creation: Job descriptions for each staff position shall be written and shall provide the following: A general statement of purpose for the position, supervising relationship, and a list of general responsibilities that are to be performed.

c) Authority: The job description of each staff member must be approved by the General Assembly. Copies of the approved job descriptions shall be maintained on file by the Executive Director. Each employee shall be given a copy of the job description relating to his or her position.

d) Review: Job descriptions shall be reviewed at least once a year. Review will take place within the respective committees for approval by the General Assembly. As job functions change and/or supervisory relationships change, a new job description may be required.

3.50 Hiring Schedule: Staff members will be hired on a staggered basis as follows:

Even Years (May 2002)	Odd Years (May 2003)
Academic Affairs Director	Legislative Affairs Director
LGBTQ Issues Director	Shared Governance Director
Multicultural Issues Director	Women’s Issues Director
Executive Director	Organization/Communications Director

3.60 Hiring Process

a) Purpose: The search and screen committee will be formed to carry out the initial vetting of the candidate pool and the interviewing of candidates for staff positions, and to make a recommendation for hiring specific individuals to the President.

b) Authority: The authority of the search and screen committee is that of a recommending nature only.

c) Employment Application: Upon the President's election into office, the Executive Director shall make applications available for all open positions. Applications shall request the applicant's basic information including name, address, phone, position applying for, employment history, and references. After a minimum of three weeks, the applications process will be closed.

d) Initial Screening: Upon completion of the Employment Application Process, the Search and Screen Committee will convene to check references and narrow the applicant pool. Continuing applicants will be notified once the committee has made their selections.

e) Interviews: At least one interview with the prospective employee shall precede actual employment. Interviews shall be scheduled to prevent discrimination and to promote the hiring of traditionally under-represented or disadvantaged groups.

f) Candidate Recommendations: After the interview process has been completed, the Search and Screen Committee will determine primary and alternate suggestions for each open position to the President.

g) Final Recommendations: The final candidates forwarded to the General Assembly will be chosen by the President.

h) Confirmation of Candidates: The President must prepare a report to be distributed to all member campuses through the June Update packet, including who was recommended by the Search and Screen committee, who was chosen by the President and why. Those forwarded by the President will be approved or failed by the General Assembly. If a candidate fails to be confirmed by the General Assembly, a special Search and Screen must be called as pursuant to 3.70(g).

3.70 Search and Screen

a) Composition: The Search and Screen committee shall consist of twelve students, all of whom are voting members, and the incoming and outgoing President(s), who will preside over the meeting, but do not have a vote on the committee. The committee will be apportioned as follows:

4 students from 4 year campuses

4 students from 2 year campuses

2 students elected at-large from GA floor

3 student representatives from the Issues Committee (1 from each)

No more than one student may be elected from each campus and no more than two students from each campus may serve on the Search and Screen committee.

Of the Issues Committee student representatives, one will be selected by the Multicultural Issues Committee, one will be selected by the Women's Issues Committee, and one will be selected by the LGBTQ Issues Committee. The representatives from the Issues Committees must have attended the committee at

least one other time that year. The remaining nine students will be elected by the General Assembly

b) Application to serve on the Search and Screen: Students interested in being elected to the Search and Screen committee, outside of the Issues Committee representatives, must submit a statement of interest including their name, school and reasons for wanting to sit on the committee, as well as past experiences no later than 15 days prior to the April General Assembly. It will be the responsibility of the Executive Director to advertise these openings at the General Assembly prior to the April General Assembly and to compile the submissions for the April Update packet. Additional applicants may be accepted by a 2/3 majority approval of the General Assembly on the day of selection.

c) Selection of students: Students will be elected from the General Assembly floor in three rounds. All member campuses will vote in each round. Voting will be by roll call with each campus announcing its votes, and the three highest vote getters in each round will serve on the search and screen.

Round 1 (Four-year students): All four-year applicants will be voted on. The four highest vote getters will serve on the Search and Screen.

Round 2 (Two-year students): All two-year applicants will be voted on. The four highest vote getters will serve on the Search and Screen.

Round 3 (At-large students): All applicants not previously selected will be voted on. The two highest vote getters will serve on the Search and Screen.

d) Alternates: If any elected committee member is not able to fulfill their duties, an alternate may be seated on the committee before interviews have begun. Alternates should be the next highest vote getter from the same round, who is not already serving on the committee. Alternate for the Issues Committees should be selected with their original representative.

e) Quorum at Search and Screen is set at fifty percent plus one (Majority) of voting members.

f) Search and Screen Attendance: Student representatives must be present at all interviews. In the event a student should miss an interview, they forfeit all voting rights for the staff positions the candidate(s) applied for. Students who have loss of voting privileges are still encouraged to give input.

g) Special Search and Screens: Quorum is set at 35% for all search and screens other than the summer annual. Special Search and Screens will be called when mid-term vacancies occur and/or candidates are not approved by the General Assembly.

4.00 Employment

4.10 Term of office: Staff members will serve two-year terms beginning July 1 and ending June 30. Staff members may re-apply.

4.20 Employment: Before beginning employment, the prospective employee shall receive the following: an explanation of the United Council governing documents, structure, goals and objectives; and an explanation of what is expected of staff in terms of work hours, attendance at conferences, General Assembly meetings, etc.

4.30 Creation of staff positions: Authority to establish necessary staff positions relevant to the execution of the goals of United Council shall reside with the General Assembly.

4.40 Job descriptions:

a. Creation: Job descriptions for each staff position shall be written and shall provide the following: A general statement of purpose for the position, supervising relationship, and a list of general responsibilities that are to be performed.

b. Authority: The job description of each staff member must be approved by the General Assembly. Copies of the approved job descriptions shall be maintained on file by the Executive Director. Each employee shall be given a copy of the job description relating to his or her position.

c. Review: Job descriptions shall be reviewed at least once a year. Review will take place within the respective committees for approval by the General Assembly. As job functions change and/or supervisory relationships change, a new job description may be required.

4.50 Employees' personnel files:

a. Establishment: A personnel file for each employee shall be maintained. The file shall include at least the following materials: initial employment application; resumes/references; record of job description changes; and special citations, of positive or negative nature, to the employee's work such as evaluations and assessments of potential.

b. Confidentiality of files: The personnel file is confidential. Access to the file shall be limited. The employee is responsible for its completeness and accuracy. A personnel review may be made upon termination of employment, at which time the employee may indicate what information, if any, may be divulged to prospective employers or others. The exceptions to privileged information are employment dates, salary information, position description, and termination information.

c. The President and Executive Director shall be responsible for the maintenance of the personnel file.

5.00 Zero Tolerance of Discrimination, Harassment, and Criminal Acts

5.10 General Philosophy: United Council will not tolerate 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. Discrimination can be defined as verbal, emotional, physical, sexual, and/or psychological abuse. Violation of this policy could supercede the normal termination process, resulting in immediate termination.

5.20 Harassment: Harassment is a form of discrimination that includes verbal, physical, or visual behavior that is meant to demean another person based on those listed in the acts or discrimination.

5.30 Sexual Harassment: Sexual Harassment is a form of gender discrimination; two types of sexual harassment have been defined by the courts. They are as follows: Quid Pro Quo and Hostile Work Environment.

a) Quid Pro Quo: Employment, advancement, or benefits are dependent upon the employee's submission to unwelcome sexual advances or behavior, including demands for sexual favors, unwanted touching, leering, and sexually suggestive gestures.

b) Hostile Work Environment: Any actions or things displayed in the work environment that have sex, gender, or sexual orientation as its content and unreasonably interferes with job performance or creates an intimidating, hostile or offensive work environment.

5.40 Criminal Acts: Any criminal acts committed by a member of staff to another member of staff will not be tolerated.

5.50 Reporting: If an employee feels that their grievance falls under the zero tolerance policy, it must be stated when they file a grievance.

6.00 Work Hours

6.10 Normal work hours: Full-time staff members are expected to work, on average, a minimum of 40 hours per week. The hours of support staff will be determined by the President in consultation with the General Assembly. The office will remain open from 9 a.m. to 5 p.m. on all working days (Monday through Friday, except state holidays).

6.20 Conferences: Staff members are expected to attend conferences and General Assembly meetings. It is clearly understood that a staff member will only miss these meetings under emergency or extremely important circumstances, in which case written notice will be given to the President or, in his or her absence, the Executive Director.

7.00 Time Off From Work

7.10 General Philosophy: The concept underlying time off, including personal, vacation and sick leave, is that an employee is not penalized for illness, injury, religion observances or other circumstances. In order to complete the goals of the organization, the staff of United Council is expected to work long hours, weekends and travel. To this end, United Council has adopted a flexible time-off policy under the discretion of the President to provide staff with adequate personal time while still meeting the needs of the organization.

7.20 Holidays: The United Council office will be closed for the following holidays: New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. When holidays fall on a Saturday or Sunday, the holiday may be observed on the preceding Friday or the following Monday, at the discretion of the President.

7.30 Winter Break: The United Council Office will be closed for Winter Break from December 23 through January 2 each year. The United Council President shall inform the membership of the schedule of Winter Break hours at the last General Assembly of the calendar year.

7.40 Safety: In the event of any unsafe conditions in or around the office, the office shall be closed immediately at the President's discretion. Staff members shall be paid their regular salary.

7.50 Attendance at conferences related to the goals of United Council: Attendance at conferences or meetings not hosted by United Council but approved by the General Assembly or President, or which relate to the goals and objectives of United Council, shall be considered work hours. Staff members shall be paid for that time.

7.60 Emergency leave: In the event of a death or illness in the employee's family said employee is allowed leave with pay, not to exceed three days. At the discretion of the President, leave may be granted for the death or illness of a close friend or other important persons.

7.70 Leave of absence: In emergency situations, a short leave of absence may be granted. All leaves must be approved by the President and Executive Director. It is clearly understood that United Council cannot afford for employees to leave the office for extended periods of time. Said leave will be granted only in extreme emergencies, and the employee shall forfeit his or her pay for that time.

7.80 Time off: Each year, the staff shall also be granted a bank of vacation, sick and personal time that may be used for any purpose. All time off is subject to the approval of

the President. The time off bank shall consist of 35 days and be reviewed yearly at the June General Assembly. Staff may carry over 5 unused time-off days at the end of each year. (*See internal document Time-Off Formula*)

7.90 Loss of Time Off: When employment is terminated prior to the end of an employee's term, said employee will lose unused vacation days and personal holidays at the termination of employment. Additionally, United Council does not compensate employees for unused time off at the end of employment.

8.00 Health Care

8.10 General philosophy: It is the philosophy of United Council that full-time employees should receive full health care benefits in addition to an annual salary. It is also the intention of the organization that health care benefits are provided to support staff if such a scenario is financially feasible.

8.20 Choice of health care plans: The authority to choose a health care provider for United Council staff lies with the President and Executive Director, with approval of the General Assembly. Contracts should be renewed annually, and at that time competing plans should be examined so the best and most cost-efficient coverage can be provided. United Council will pay 100 percent of employee premiums.

8.30 Medical Reimbursements: United Council will pay deductibles, co-payments and miscellaneous health expenses (including optical) up to \$500 per employee per fiscal year.

9.00 Student Loan Reimbursement

9.10 General philosophy: It is the philosophy of United Council that for full-time employees who are paying back student loans, United Council will subsidize up to \$200 in loan debt, per employee per month.

9.20 Reimbursement procedures: Full-time employees will receive reimbursement through the following steps

- a) Upon accepting a job offer with United Council, an employee may apply for assistance in paying college loans
- b) Upon confirmation of the existence, amount, and terms of student loans, United Council will contact the loaning agency to set up monthly payments directly to the loaning company in the amount specified by the employee to not exceed \$200.00 minus applicable taxes
- c) Should direct payment to the company not be possible, United Council will pay employees directly and request confirmation that the amount went towards loan payment

10.00 Reimbursable Expenses

10.10 Authority: The policies and procedures regarding reimbursable expenses apply to all staff persons on official United Council business.

10.20 General philosophy: Staff members and other individuals traveling on official United Council business should not be financially penalized by covering their own expenses for travel in the performance of their duties. Further, United Council will not reimburse for the purchase of alcohol.

10.30 Reimbursement procedures:

- a. No staff member or individual will be reimbursed for travel expenses incurred in the performance of duty unless the travel has been approved by the President or General Assembly.
- b. Receipts and/or voucher forms must be submitted by the person requesting reimbursement within three working days.
- c. Staff members shall be reimbursed within five working days of the date of the reimbursement request.

11.00 Honors

11.10 General philosophy: Honors received by a staff member as a result of United Council-related activities shall remain the property of the staff member. All travel expenses to the event will be the responsibility of the staff member up to the limit of the honoraries. The President or General Assembly must approve participation if the travel expenses exceed the honoraries.

12.00 Staff Orientation, Training & Development

12.10 General philosophy: It is the policy of United Council to provide for the initial and ongoing training of staff, as resources permit.

12.20 Orientation: During an orientation period, the employee will be given:

- a. An explanation of the United Council staff positions and how they are related to each other;
- b. An explanation of office conditions (phone policy, copying privileges, etc.);
- c. Copies of all governing documents, including these Personnel Policies and Procedures.

12.30 Procedure for requesting training needs:

- a. Employees desiring to attend some type of program to meet their needs should make the request to the President or General Assembly;
- b. Any employee attending a training program utilizing United Council funds must submit receipts; and
- c. Any employee attending a training program through the use of United Council time and funds shall submit a written report and evaluation of the program to the President, who may forward it to the General Assembly.

13.00 Absenteeism & Tardiness

13.10 General philosophy: Any staff member tardy for appointed office hours and functions three different times, extreme situations excepted, will receive a written warning. If the staff member is tardy two more times, it is cause for dismissal. Any staff member absent without notice two times will receive a written warning. If the staff member is absent two more times without cause, it is cause for dismissal.

13.20 Exceptions: The staff member must notify the President or Executive Director if he or she will not be serving scheduled office hours in the office.

14.00 Grievance Procedure

14.10 General philosophy: It is the philosophy of the organization that all employees and members of the organization shall deal with each other on equal terms. It is the hope of the organization that staff members can work in an environment free from undue pressure and harassment. It is the responsibility of all members of the staff and the organization to strive toward this goal. In the event that problems should arise between employees, who may include the President, employees will have a process to ensure that their concerns and complaints are heard. These complaints may result in official warnings or termination.

14.20 Grievance Policy: The following actions would constitute a grievance:

- a) Verbal or physical harassment of any nature;
- b) Discriminatory remarks or practices of any nature;
- c) Criminal acts against members of staff; or
- d) Any other behavior pattern which prevents a staff member from performing his or her duties in the most effective manner possible

14.30 Grievance Process: It is the aggrieved staff member, director or officer's responsibility to attempt to resolve the grievance by communicating, orally and in writing, the specifics of the grievance to the President, who will serve as the Grievance Director. If the individual feels he or she will be unable to communicate effectively with the President, the individual may take recourse to the Executive Director. If the grievance involves both the President and the Executive Director, the recourse may be taken to the Shared Governance Director. No additional compensation shall be paid to the Grievance Director for acting in those capacities. However, reasonable expenses for travel shall be paid to those individuals.

The Grievance Director shall, within five days of receiving the recourse report, conduct a thorough investigation of the grievance, including interviews with the Complainant and the Subject of the grievance. Additionally the Grievance Director may consult with whomever the Grievance Director deems relevant to the grievance.

Within ten days of the receipt of the grievance, the Grievance Director must write a report to the grieving staff member, director or officer, stating the results of the Grievance Director's investigation and recommended decision. If the Grievance Director has been able to resolve the grievance through these procedures, the report should so state, describing in full the resolution which was achieved. The Grievance Director's written response to the grievance is to be confidentially presented to the grieving staff member, director or officer. The grievance report shall include the Grievance Director's opinion as to the validity of the grievance and the Grievance Director's proposed resolutions. If the grievance is deemed valid, it will serve as a written or subsequent warning in the four-step termination policy listed in (insert number here) for the subject of the grievance.

14.40 Alternative Grievance Process: If the grieving party is dissatisfied with the written report issued by the Grievance Director, the grieving party may contest it by calling a meeting of the staff of United Council of UW Students. At this meeting, the validity of the grievance and the Grievance Director's proposed resolutions must be discussed. If the grievance is not adequately resolved, the issue may be brought to a combined meeting of the Executive and President's committee for action.

13.50 Confidentiality Clause: All proceedings in the grievance procedure shall be considered confidential and shall be so protected by all participants.

15.00 Resignation

15.10 General philosophy: Each employee is expected to serve the entire two-year term for which he or she is hired.

15.20 Announcement of resignation: Since the work of United Council is completed by few persons, and since an employee's unexpected resignation could result in the unsuccessful outcome of projects, the employee must inform the General Assembly of his or her intent to resign in writing, 30 days prior to leaving his or her position. Under

extreme or unusual circumstances, the President may allow an employee to leave without the required 30-day notice.

15.30 Resignation of the President: The President is expected to serve the entire year term and will provide the General Assembly with his or her intent to resign at least 45 days prior to leaving his or her position.

16.00 Termination of an Employee Due To Financial Situation

16.10 General philosophy: Since the financial security of United Council is determined by the passage of campus referenda held biennially, the time could arise when United Council faces a financial crisis due to the defeat of a significant number of referenda. Other factors could also arise, necessitating the termination of one or more employees, due to financial constraints and not due to the employee's performance. The President shall meet with staff to discuss alternatives to termination.

16.20 Process: In the event that staff termination becomes a means to allay a financial crisis, the following procedure must be adhered to:

- a) All recommendations for employee termination due to financial crisis must come from the General Assembly or President;
- b) It will be the responsibility of any General Assembly member wishing to make such a recommendation to notify the President, the Executive Director, and the United Council staff of this recommendation at least 10 days prior to taking action;
- c) If the President wishes to make such a recommendation, he or she is responsible for notifying the General Assembly and staff in writing at least 10 days prior to taking action;
- d) The matter will be discussed at the next regularly scheduled General Assembly meeting, and all members will be notified that this topic will be an agenda item. If a General Assembly meeting has not been scheduled, it will be the responsibility of the President to call a meeting, providing each member with at least 10 days notice. It is the President's responsibility to inform General Assembly and staff members of the topic on the agenda, as well as the time, place and date of the meeting;
- e) The President will be granted sufficient time to discuss this matter with the General Assembly during the meeting. The President will be permitted to suggest options to the General Assembly to prevent the termination of a staff member. A representative elected by the staff shall officiate all discussions;
- f) The affected employee(s) will be notified 10 days prior to the meeting that their future employment with the organization will be discussed at the General

Assembly meeting. The affected employee(s) will be permitted to express their points of view and suggestions to the General Assembly on the agenda item;

g) The ultimate decision on termination will rest with the General Assembly and the President.

h) Should the General Assembly vote to terminate the employee(s) for financial reasons, the employee(s) will be notified in writing 30 days before termination. It will be clearly stated in the employee's file that the reason for termination was not due to work performance.

17.00 Termination of an Employee Due To Program Change

17.10 General philosophy: Since United Council is an ever-changing and growing organization, the possibility exists of a significant program change which affects the staff. Program changes needed for the continued effectiveness of the organization hopefully will not encroach upon the other activities of the organization where the central office is concerned.

17.20 Process: Should a significant program change take place which affects the current staff or United Council's central office, the following procedures should be followed:

a) All recommendations for program change from the General Assembly will be forwarded to the staff for consideration.

b) The General Assembly and the staff will discuss the proposed change and examine its impact on the staff members and central office. The General Assembly shall appoint delegates to a personnel committee with representatives of at least a majority of member schools. The personnel committee will be responsible for drawing up any new job descriptions which may be necessary. At that time, a decision will also be made concerning the termination of existing position(s).

c) Any employee(s) affected by program changes and staff changes will be notified that his or her job is being altered or terminated 30 days before such changes would take place.

d) The employee(s) will have an opportunity to transfer into the new position if he or she qualifies for the job. Such determination will be made by the General Assembly.

18.00 Dismissal With Cause

18.10 General philosophy: All members of the United Council staff are expected to carry out the duties and responsibilities assigned to them by the General Assembly and President and their job descriptions. In the event that these responsibilities are not carried out, the organization may have no choice but to terminate the employee. It is the policy of

United Council to meet and discuss such problems with the individual before such a drastic action is taken.

18.20 Conditions for dismissal:

- a) Unsatisfactory work performance or unprofessional conduct
- b) Repeated and unexcused absences or tardiness
- c) Refusal to carry out the directives of the General Assembly or President
- d) Inability or unwillingness to work cooperatively with other employees
- e) Unwillingness to observe reasonable direction from supervisors
- f) Abuse of sick leave
- g) Violation of Zero Tolerance Policy (Policy 5.00)

18.30 Dismissal procedure: The dismissal procedure shall consist of four steps:

- a) verbal warning;
- b) written warning;
- c) consultation;
- d) dismissal

Depending on the severity of the event, the President may use his or her discretion to skip steps in the process. Steps in this procedure must be documented and filed in the proper personnel file.

United Council of UW Students, Inc.

Policy Platform

Amended February 9, 2003

United Council believes that education is a right.

United Council supports the rights of any person to receive an affordable public education.

Shared Governance Issues

1. United Council opposes any effort to reduce the role that students have been granted in institutional governance as defined by Wisconsin State Statute 36.09(5).
2. United Council supports the right of students to determine the allocation of all fees that fund student activities without administrative interference.
3. United Council supports the right of student governments to appoint students directly to all institutional committees including Chancellor Search and Screen Committees.
4. United Council supports the absolute right of students to control student fees.
5. United Council supports a Board of Regents selection process which involves a community-based panel of faculty, staff, and students reviewing candidates for educational qualifications and diversity.
6. United Council supports campus efforts to develop a Student Bill of Rights through the productive and constructive efforts of students, faculty, and academic staff working together.
7. United Council opposes attempts by university officials to marginalize student governments by claiming that student governments don't represent students.
8. United Council supports the active participation of student in the creation, approval and review of differential tuition programs.
9. In regards to student appointments to UW System committees, upon notification of United Council by the University of Wisconsin System via e-mail and phone of a student vacancy on a UW System Committee or Working Group, the United Council President shall notify the Student Body Presidents and Vice Presidents of every UW System campus by phone and e-mail of the following:
 - A. The name and composition of the Committee
 - B. The number of students to serve on the Committee
 - C. The Committee charge or mission statement
 - D. Any information regarding the Committee's length of service
 - E. A notice of approximate meeting times and locations

Upon notification of the formation of the committee, each student body president must forward a nominee from their respective campus. Each individual campus

shall be responsible for formulating policies and procedures addressing respective student nominations.

All nominations shall be submitted to the United Council President, by a specified deadline, along with a brief biography of the nominee.

The United Council President shall distribute the names and biographies of every nominee to all Student Body Presidents.

Through e-mail the Student Body Presidents shall forward three votes apiece for three different candidates to the United Council President.

The nominees with the most votes shall fill the vacancies on the Committee. Those nominees will be forwarded to the appropriate UW System administrator(s) by the United Council President.

In case of a tie vote, those nominees who tied will be forwarded to the appropriate UW System administrator(s) by the United Council President. UW System will decide between the nominee(s) to fill the remaining vacancies.

Financial Issues

1. United Council supports capping tuition at 33% of the cost of tuition.
2. United Council supports the right of students to necessary financial aid in an efficient, economical manner.
3. United Council supports annual financial aid increases matching annual tuition increases.
4. United Council supports the Leveraging Educational Assistance Partnership Program and the funds it provides for the Talent Incentive Program grant.
5. United Council strongly encourages both universities and private bookstores to keep their prices in line with student financial aid resources.
6. United Council supports any legislation or system policy that would regulate and lower the price of student texts including, but not limited to Tax Exemption.
7. United Council supports all professors who reduce the number of new editions used in classes, by continuing to use current or past editions, in cases where there is no significant change in the material.
8. United Council opposes unilateral cuts as a proposal during any budget process.
9. United Council supports requiring any budget proposal include a General Purpose Revenue match, rather than 100% student funding.
10. United Council opposes tuition increases in excess of the increase of the Consumer Price Index.
11. In order to help meet these requirements, United Council supports student input on the entire budget process.
12. United Council supports all Title IV programs under the Higher Education Act of 1965 and subsequent amendments. UC further supports maximum funding of Title IV programs.

13. United Council opposes Tax Credits replacing Grant Aid.
14. United Council supports the Gaining Educational Awareness Readiness for Undergraduate Programs (GEAR UP) program.
15. United Council opposes the establishment of differential tuition without student government approval.

Academic Issues

1. United Council supports all means which make faculty and academic staff more accountable to students. This includes, but is not limited to access to teacher evaluations.
2. United Council supports improving the recruitment, retention, and graduation rates of students of color; students with disabilities; non-traditional students; lesbian, gay, bisexual, transgender, queer, and questioning students; women students; and other traditionally under-represented and disenfranchised students.
3. United Council supports requiring UW System to transfer all credits between UW institutions.
4. United Council supports any programs that will increase transfer, advising, or credit transfer information.
5. United Council encourages completion of Associate Degrees at two-year campuses.
6. United Council supports institutional autonomy in determining the start date for their academic calendar.

Student Civil/Legal Rights

1. United Council opposes discrimination based on, but not limited to, race, ethnicity, creed, gender, gender identity, sexual orientation, 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 for any reason including, but not limited to, educational opportunity, employment, housing, physical or emotional well being, and social attitudes.
2. United Council supports the student led campaign for the statistical accounting and documentation of Racial Profiling in the UW System, the state of Wisconsin, and the United States of America.
3. United Council supports a renter's rights state law which would prevent landlords from collecting more than one month's rent for a security deposit; which would forbid advance rent payments except for the following month; and which would require landlords to pay at least 5% annual interest on returned deposit money.
4. United Council supports strong sexual harassment education and awareness training and policies which would guarantee students' action on their complaints.
5. United Council supports programs which aid in the prevention of sexual violence and provide services for survivors of sexual violence.

6. United Council supports a campus and classroom climate which respects people regardless of gender and strengthens and advances their role in the educational process.
7. United Council supports a "manner of dress" law which would disqualify as evidence in a trial the manner of dress of an alleged victim of sexual assault of rape.
8. United Council supports affordable, accessible, and quality child care for all students.
9. United Council supports the provisions of Title IX of the 1972 Higher Education Act which promotes gender equity in athletics.
10. United Council supports a minimum drinking age of 19.
11. United Council supports the establishment of comprehensive recycling programs at all UW System institutions.
12. United Council supports any action or legislation that would have the University of Wisconsin System Board of Regents directly elected by students or the general electorate.
13. United Council supports student-led movements for students' rights.
14. United Council of UW Students supports efforts to retire "Indian" mascots, logos, and derogatory imagery of Native Americans.
15. United Council supports the struggle to end identity profiling by the US Government in areas such as the INS, the military, and other local, state, and federal law enforcement agencies, but shall not be limited to these areas. Identity profiling shall include but is not limited to profiling based on perceived race, ethnicity, gender expression, sexual orientation, religion, national origin, age, and immigration status. United Council will actively support any endeavor to end all forms of identity profiling on all levels of public regulation.
16. United Council actively opposes the use of the word "minority" in system-wide, state and federal policies to categorize African Americans, Asian Pacific Islander Americans, Latina/os, Chicana/os and American Indians; United Council encourages the use of other terms, not identifying power relations, in place of the term "minority."
17. United Council of UW Students supports Welfare programs that seek to increase educational access.
18. United Council of UW Students supports sensitive comprehensive student controlled health services which are inclusive to women.
19. United Council of UW Students supports a right for women to have access to fair, affordable, and comprehensive health care and resources in all communities.
20. United Council of UW Students supports programs which aid in the prevention of domestic violence and provide services for survivors of domestic violence.
21. United Council of UW Systems supports the spirit of the availability of Emergency Contraception.

Recruitment and Retention of Students of Color

1. United Council unilaterally opposes the elimination of any policies that hurt efforts to recruit and retain students of color in higher education, including but not

- limited to, efforts to abolish affirmative action policies; United Council supports affirmative action policies in university admissions and employment in Wisconsin and the United States of America.
2. United Council actively supports full funding for initiatives to strengthen the recruitment and retention of students of color, including but not limited to, Plan 2008: Educational Quality through Racial and Ethnic Diversity.
 3. United Council actively supports the creation, implementation, expansion and full-funding for specific ethnic studies departments such as an African American Studies Department, Asian American Studies Department, Latin American Studies Department, Chicano Studies Department and American Indian Studies Department.
 4. United Council actively supports the infusion of people of color history and perspectives in existing academic departments and programs such as Women's Studies, English, History, etc.
 5. United Council actively supports the creation and implementation of multicultural student centers on two-year universities across UW System to better recruit and support students of color.
 6. United Council supports the creation of full-time academic staff positions at each UW System institution to work on implementing the goals of respective campus' Plan 2008, and to collaborate with students through student government association, student organizations, and multicultural organizations to evaluate the effectiveness of the institution's respective plan.
 7. United Council supports efforts to increase the number of faculty of color and tenured faculty of color as a means to improve the recruitment and retention of students of color in higher education institutions.
 8. United Council reaffirms its dedication to fighting racism and racist policies and institutions that have oppressed and continue to oppress people of color in Wisconsin and the United States of America.