



Bylaws
of the
Student Government Association
of the



University of Wisconsin-Stevens Point

Last update of the SGA Bylaws: April 26, 2012

Section 1 – Spring General Election Guidelines

1. The Election Committee shall be charged with establishing and maintaining an Election Policy Manual to be included with all applications. This manual shall comprehensively outline all election policies, procedures, and prohibited activities. Upon completion of the Election Policy Manual, it shall go before Senate for approval before the end of the first semester.
2. The Election Policy Manual may be altered for the current year by a majority vote of the Senate until the end of the final Senate meeting of the first semester.
3. Applications for Senator, President, and Vice President shall open on the first day of classes after the winter break. The final deadline for applications shall be set for a date no later than the seventh Friday of the Spring Semester.
4. Public debate shall be held between all candidates for President and Vice President the week prior to the election date.
5. Elections shall be held for one week, beginning on the Friday of the tenth full week of classes, and ending the Thursday of the eleventh full week of classes of the Spring Semester. If Spring Break interferes with this schedule, all attempts shall be made by the Elections Committee to hold an election before Spring Break, for a one week period, ending on Thursday.
6. Ballots shall be electronically tallied by 4:00 p.m. of the Thursday of election week by the outside source of Information Technology.
7. Election results shall be announced by the chair of the Election Committee at the Senate meeting Thursday of election week.
8. Election Rules
 - a. The SGA office shall remain non-partisan throughout the campaign period. Remaining non-partisan includes prohibiting candidates, SGA Senators, and SGA Executive Staff members from utilizing any office resources for campaign purposes.
 - b. SGA Senators and Executive Staff members shall remain non-partisan at the weekly Senate meetings, SGA committee meetings, and while in the SGA office so as to provide an atmosphere of mutual respect and honorable decorum.
 - c. SGA Senators and Executive Staff members shall not lend their SGA title or affiliation to publicly endorse or discredit those running for SGA office.
 - d. The members of the Election Committee shall not participate in any aspects of the election with the exception of their outlined duties of running the election and casting a ballot.
 - e. SGA Senators and Executive Staff members may assist in the campaign process of the candidates on their own time provided that they are not in violation of the above guidelines.
9. The Election Committee shall assess any individual in violation of the Election Rules.
 - a. The Election Committee shall consider only formal, written complaints.
 - b. The Election Committee shall inform the accused party of the complaint immediately following the submission of the complaint.
 - c. The accused party as well as the complainant shall be allowed to testify before the Election Committee in regards to the complaint.

- d. Both parties shall be informed of the ruling of the Election Committee immediately following their decision.
- e. An appeal can be taken to the Senate for a decision by a majority vote. This must be within ten (10) academic days of the decision of the Election Committee.

Section 2 - Speaker of the Senate Elections

1. As stated in the Constitution, the Speaker of the Senate shall be elected by a majority of the Senators present at the final meeting of the Senate each academic year, with elections to be held after the seating of new Senators.
 - a. If a clear majority is not achieved, then the top two candidates with the most votes shall be voted on separately for a second time.
 - b. If there are three top candidates and there is a tie for second (Example: there are ten votes and one candidate gets four and two other candidates receive three each) the two tied candidates shall be voted on with the majority winner running against the candidate who received the most votes.
 - c. Voting shall be done by a paper ballot, to be collected by the Chair of the Election Committee and counted by the Chair and other members of the Election Committee.
2. In the event that the Speaker of the Senate is unable to complete their term, or is removed for any reason with a vote of no-confidence, the following shall occur:
 - a. The Speaker Pro Tempore shall assume all responsibilities of the Speaker of the Senate immediately following the Speaker of the Senate's resignation.
 - b. Elections shall be held one week after the official resignation of the Speaker of the Senate, at the next Senate Meeting.
 - c. Nominations shall be given by Senators only.
 - d. The position of the Speaker of the Senate shall be open to Senators and students-at-large.
 - e. The Speaker of the Senate shall be elected by a majority of Senators present and voting at the Senate meeting.
 - i. If a clear majority is not achieved, then the top two candidates with the most votes shall be voted on separately for a second time.
 - ii. If there are three top candidates and there is a tie for second (Example: there are 10 votes and one candidate gets 4 and two others receive 3) the two tied candidates shall be voted on with the majority winner running against the candidate who received the most votes.
 - iii. Voting shall be done by a paper ballot, to be collected by the Chair of the Elections Committee and counted by the Chair and other members of the Elections Committee.

Section 3–Senator Appointments

1. Applicants may be appointed to the office of Senator by a majority vote in favor by those present and voting of the Senate.

2. All applicants seeking appointment to the position of Senator shall supply the Speaker of the Senate with an application and twenty signatures from students at UWSP.
3. Immediately upon receipt of the written portion of the application, the Speaker shall inform the applicant that they are required to attend one SGA committee meeting of their choice, not to include the Rules Committee or Elections Committee, and that they are required to attend one assembly of the Senate body.
4. Senators appointed after the spring elections have been conducted shall come up for approval or re-approval at the first meeting of the new Senate in May.
5. Senators appointed after the spring elections have been conducted shall come up for approval or re-approval in alphabetical order and by college before the selection of the new Speaker of the Senate.

Section 4 – Resignations of Office

1. Senators must submit a letter or verbal notification to the Speaker of the Senate with their intent to resign.
2. The President, Vice President, or Speaker of the Senate (depending on who is resigning) must submit written notification to the other two parties with their intent to resign.

Section 5 – Recall Process

1. A Senator may be recalled by the student body, according to the following procedure:
 - a. A petition with the signatures of twenty-five percent of the total vote in the last general election from the Senator's College, with the approval of the Elections Committee, shall be sufficient to initiate a recall election.
 - b. The recall election shall be held no sooner than ten academic days and no later than twenty academic days from the submission of the petition to the Elections Committee.
 - c. The recall election shall last three academic days and shall be run by the Elections Committee.
 - d. A majority vote of the students in the Senator's College in the recall election shall constitute removal.
 - e. A Senator removed from the body shall be prohibited from holding the office of Senator until the next general election.
2. A President or Vice President may be recalled by the student body, according to the following procedure:
 - a. A petition with the signatures of twenty-five percent of the total vote in the last general election with the approval of the Elections Committee shall be sufficient to initiate a recall election.
 - b. The recall election shall be held no sooner than ten academic days and no later than twenty academic days from the submission of the petition to Elections Committee.
 - c. The recall election shall last three academic days and shall be run by the Elections Committee.
 - d. A majority vote of the students in the recall election shall constitute removal.

- e. A President or Vice President removed from office shall be prohibited from holding the respective office until the next general election.

Section 6 – Ethics

1. Persons holding SGA offices shall act in accordance with this constitution, all state, federal, and local laws, and University policy, and shall behave in an ethical manner while acting in their official capacity.
2. No member of SGA shall be limited in regard to activities or affiliations outside of their official capacity.
3. No member of SGA shall use his or her position to speak on behalf of the organization unless given that authority in the SGA Constitution or Bylaws.
4. Members of SGA shall not use their position for personal gain in an unethical manner, and shall abstain from casting votes in any case involving a potential conflict of interest on their part including, but not limited to: organization affiliation, personal relationships, and/or financial gain.
5. Members of SGA shall be expected to treat all persons with respect regardless of personal disagreements, age, ancestry, color, creed, disability, gender, marital status, national origin, parentage, pregnancy, race, religion, or sexual orientation.
6. Members of SGA shall act in an honest, legal, and ethical manner in all ways when acting in their official capacities.
7. Anyone not acting in accordance with these ethics guidelines shall be subject to disciplinary action as outlined in the Disciplinary Process in the Bylaws of this document.

Section 7 – Disciplinary Process

1. In a case of misconduct, a letter containing grounds for disciplinary action and the type of action required may be submitted by any student. This letter should be submitted to the President, Vice President, the Speaker of the Senate and the SGA Advisor.
2. The Speaker of the Senate shall present the letter at the next meeting of the Rules Committee, in closed session. This closed session shall include all members of the Rules Committee, the author of the letter, and the accused. The accuser and the accused with both have the right to speak before the committee. If an amicable agreement cannot be met, the matter should be forwarded to the SGA senate for action, according to the following process:
 - a. The Speaker of the Senate shall include a copy of the letter with the agenda for the next meeting. The action sought shall appear as new business on the Senate agenda.
 - b. Discussion shall begin with the individual submitting the letter being allowed a maximum of five minutes to speak on behalf of the action or to have another person of their choosing speak for them.
 - c. Immediately following, each individual subject to the action shall be allowed maximum of five minutes to speak on their own behalf or to have another person of their choosing speak for them.

- d. Discussion of the action as an item of new business shall continue from this point, after which the action follows the same course as a constitutional amendment.

Section 8 – Legislative Process

1. Any student or student organization may author a bill in accordance with the following procedure:
 - a. The author must use his/her legal name.
 - b. No Bill shall contain inappropriate language.
 - c. Legislation shall not be in violation of the SGA Constitution.
 - d. All Bills shall contain one of the following titles: Statute, Letter, Resolution, and Amendment.
 - e. All resolutions, statutes, and amendments must contain proper line numbering in the left hand margins.
 - f. All Legislation shall be reviewed regardless of authorship or sponsorship.
 - g. A bill shall be sponsored by a Senator other than the author and submitted to the most relevant of the SGA standing committees (with the exception of Rules Committee) for review.
 - h. After no more than two weeks after the first meeting following the committee's reception of the bill the committee shall approve, deny, or return the bill back to the author. The committee shall make any prudent changes. If the Bill is changed in any way the author shall be notified before the Bill goes to Rules Committee (with the exception of clerical errors).
 - i. Once approved by the committee, the Bill shall be annotated as such on the bottom of the bill, before being sent to Rules committee.
2. Function of Rules Committee in the Legislative Process
 - a. All legislation approved by the standing committees shall be submitted to the Rules Committee for review.
 - b. Rules Committee shall have the authority to decide whether the Bill shall be returned to the author, the committee, or placed on new business.
 - c. Any petitions for the creation of an ad-hoc committee shall be reviewed by the Rules committee but need not have written legislation.
3. General Assembly Bill Process
 - a. Bills under New Business shall be introduced for discussion after which they shall become Old Business on the agenda at the next Senate meeting. The exception to this shall be proposed Constitutional Amendments which must remain on New Business for two weeks before the amendment shall be voted on.
 - b. Discussion for items under New Business shall receive no more than ten minutes unless a motion to extend time is passed.
 - c. Bills under Old Business shall be introduced by the chair and are eligible for both discussion and as the object of the motions, which include a vote.

- d. If a Bill is carried, a copy shall be prepared by the Speaker of the Senate and submitted to the President.
 - e. The President must either sign the Bill or veto it within one week of the date it is passed.
 - f. If a bill is neither signed nor vetoed within the allotted one academic week period, it shall be enacted and kept on file by the Speaker of the Senate in the SGA Office.
4. Presidential Veto
- a. If a bill is vetoed, it shall be treated as if it were failed, thus halting all actions proposed by the Bill. The President must provide a verbal justification in his report for the next Senate meeting. The President must also provide a brief explanation to be included in the legislation binder.
 - b. The Senate may override the President's veto within one week of the President's report. A 2/3 written vote of the full seated senate is required to override a veto. The seated senate shall consist of all senators currently holding office.
 - c. The extent of the Presidential veto power shall be limited to the entirety of the Bill. Under no circumstances shall the president have the power to alter or veto any word, line, or section of the Bill.
5. Statutes and Letters
- a. Statutes and letters that are enacted shall be filed in hard copy form in the Book of Statutes and Letters. The Book of Statutes and Letters shall be organized in chronological order and maintained by the Speaker of the Senate.

Section 9 – Bill Numbering

- 1. All Bills enacted by SGA shall be assigned a number by the Speaker of the Senate.
- 2. The number shall consist of the first letter of the form of the Bill, followed by the sequence, in two digits, in which the bill was enacted beginning with the first day of the academic year, followed by the last two digits of the academic year. (Bill Number = (L, R, S, C, or B) + (two digit sequential number) + (Academic Year) examples: if the third Bill enacted in the 1997/98 academic year is a resolution, the Bill number would be R0398, if the Bill enacted was a constitutional amendment its number would be C0498.)

Section 10 – Voting in Absentee

- 1. A Senator who is unable to attend a meeting but who would like to cast votes may submit notification in writing to the Chair containing the vote they would like to cast.
- 2. The absentee vote shall be accepted at the discretion of the Chair with consideration of any new developments or changes to the document being voted on.

Section 11 – Quorum

- 1. Quorum for meetings of the Senate shall consist of greater than 50% of the voting members.
- 2. The Chair shall make an official count to establish quorum at the beginning of each meeting.

3. Once established, quorum shall remain established by the original count unless a request for recount is made from the floor, in which case the Chair shall make a count to take effect at that time.
4. If a meeting fails to meet quorum, the Chair has the option of adjourning the meeting subject to a 2/3 in favor vote by those present and voting, or of conducting those portions of the meeting which are informational in nature or otherwise do not require voting.

Section 12 – Ties

1. In the event of a tie between voting members of the SGA Senate Body, the Chair of the Senate meeting at that time shall cast the tie-breaking vote.

Section 13 – Conducting a Senate Meeting

1. The agenda of each Senate meeting shall be set by the Rules Committee and published 24 hours prior to the meeting.
2. The Senate shall meet once each week during the academic year, no less than twelve times each semester.
3. Meetings of the Senate shall be conducted according to Robert's Rules of Order as they appear in the official copy to be maintained and selected by the Chief of Staff and as modified by this document.
4. All meetings will be held in accordance with the Wisconsin Open Meeting Law.
5. Meetings of the Senate shall be chaired by the Vice President.
 - a. The Speaker of the Senate shall chair in the absence of the Vice President or when the Vice President is called upon to take the floor.
 - b. A new chair may be elected by a 2/3 vote in favor by those present and voting of the Senate.

Section 14 – Offices of the Student Government Association

1. **Student Senator**
 - a. Represent and be held responsible to the student body. Main responsibilities include: to ensure that they are intimately familiar with Shared Governance; Finance; System Policies; University Policies; Robert's Rules of Order. Seeking student input on issues, attending the weekly Senate meeting; and making biweekly contact with the Speaker of the Senate on an individual basis. Serving on and attending weekly at least one standing SGA committee, bringing issues and ideas to committee meetings to discuss, overseeing committees to make sure that they are addressing issues the Senate wants addressed, serving on at least one University committee and giving reports of that committee meeting at weekly Senate meeting, writing legislation, and making every effort to attend Caucus meetings. Each Senator must provide a written report on their attendance of all university committees mentioned to the SGA Vice President.

2. President

- a. Supervises all Executive Staff. Reports to the Student Body. Major responsibilities include: Serve as student body representative and act as the external voice for the student body on a local, statewide, national and global level. Proactively address student concerns and issues. Communicate SGA issues to students, Senators, faculty, and administration, legislators and media. Maintain correspondence with system schools. Organize and update materials from state and national student associations. Attend all Senate meetings and chair all Executive Board meetings. Serve as student body representative at University Committees and events. Supervise, along with the Vice President, the SGA Chief of Staff. Set the Executive board's agenda. Provide administrative direction and guidance for SGA. Actively seek new members of SGA: students at-large and Senators. Authenticate by signature all proceedings of the Senate. Nominate and appoint all Justices of the Judicial Branch. In conjunction with the Vice President, make all shared governance decisions for the organization. Presents a State of the University Address in the spring semester before departing office.

3. Vice President

- a. Supervises, in conjunction with the President, the SGA Chief of Staff, the Issues Directors and set the hours that the directors shall work each week to be approved by the Senate. Serve as the internal student body representative at University Committees and events, as well as the biweekly Faculty Senate contact. Ensure attendance is met by all Senators to their respective university contacts by receiving from them a written report. Other major responsibilities are to assign student representatives to University Committees and chair all Senate and attend all Executive Board Meetings. Maintain correspondence with System Schools. Organize and update materials from State and National Student Associations. Deliver the State of the University address entrusted by President in the spring semester if President is absent.

4. Chief of Staff

- a. Reports and is accountable to the President and Vice President. Major responsibilities are to ensure that the agenda set out by the President and Vice President is carried out, and supervise all directors, all office procedures, facilitate SGA operations by: ensuring that all directors make all room assignments, transportation arrangements, lodging arrangements and scheduling; manage the SGA and SFO accounts, budget and payroll; and facilitating all other logistical matters for SGA Directors. Shall be a resource for all Executives in the fulfillment of their respective job duties and responsibilities. Ensure that tasks and projects assigned to Executives are completed efficiently and in a matter that best represents the SGA. Conduct Executive staff evaluations each semester. Assist and attend all Senate and Executive Board meetings.

5. Speaker of the Senate

- a. Reports to the Senate body and shall work a minimum of ten office hours per week throughout the Fall and Spring Semesters. Major responsibilities are to: Coordinate Senate Agendas and Minutes. Provide training for all Senators, to include, but not limited to: Shared Governance; Finance; System Policies; University Policies; Robert's Rules of Order. The Speaker of the Senate must actively develop a thorough understanding, reaching the level of expertise, of these five points. Other responsibilities include: Post the agenda and make it available to the student body in accordance with Wisconsin Open Meeting laws. Serve as Parliamentarian for SGA. Appoint a Speaker Pro Temp to be approved through Senate by a simple majority vote during the Speaker's Report. Appoint a Deputy Sergeant at Arms by a majority vote in the Senate during the Speaker's Report. Act as the link between the Senate and the Executive. Develop a Student Senator Handbook. Attend Senate and Executive Board meetings. The Speaker of the Senate must make contact, individually, with every Senator on, at least, a biweekly basis, discounting Senate Contacts, to foster and ensure the overall success and development of each Senator. Organize Bills passed by the Student Senate through maintenance of a Bill Binder, and continuing the Bill numbering system. Organize the internal SGA awards at the end of the year.

6. Speaker Pro Tempore

- a. Duties are assigned by the Speaker of the Senate.

7. Academic Issues Director

- a. Reports to Chief of Staff. Chairs the Academic Issues Committee. Main duties are working with student academic concerns and implementing new policy, implementing and enforcing SGA academic policy, and maintaining Professor Evaluations for student reference twice a year, collecting of student body's nominations for University awards, and coordinate with faculty and departments, student organizations, and SIEO to provide and publicize Experiential Learning Activity opportunities.

8. Budget Director

- a. Reports to the Chief of Staff. Chairs the SGA SUFAC. Attend all additional annual budget and educational finance meetings. Advise and educate organizations on the proper and most effective ways to meet monetary needs. Implement and enforce SGA Finance Policy. Serve as the exclusive comptroller for SGA Segregated Fees and the interpreter of the financial budgetary decisions mandated by the SGA Senate.

9. Communications and Public Relations Director

- a. Reports to the Chief of Staff. Chairs the Communications and Public Relations Committee. Attend all Senate and Executive Board meetings. Promote student understanding and participation in SGA. Facilitate Directors' programming and accessibility to students. Develop and promote activities and programs of SGA.

Implement and enforce SGA communication policy. Coordinate campus and local media concerning events, Senate decisions and Student Government issues. Keep minutes at all Senate meetings.

10. Legislative Issues Director

- a. Reports to the Chief of Staff. Chairs the Legislative Issues Committee. Major responsibilities include: serving as the UWSP delegation leader to all state-wide and national student association conventions and produce a monthly legislative update which provides a briefing regarding all campus, local, state-wide, and national legislation to the student body. Actively promote student understanding by educating the student body on all legislative issues and involvement in Government. Work on voter registration drives and get-out-the-vote activities. Stay in constant contact with national, state and local representatives about issues regarding students; also stay in contact with representatives from state and national student associations.

11. Inclusivity Director

- a. Reports to the Chief of Staff. Chairs the Inclusivity Committee. Major responsibilities include: direct students with Civil Rights' concerns through the appropriate channels to meet their needs. Organize and facilitate regular meetings cooperatively with student leaders from Multicultural and Diversity organizations on campus. Provide a yearly voluntary training for the student body regarding all multicultural issues. Serve on and/or recommend to the Vice President a delegate to serve on: Equity and Affirmative Action Advisory board and other Multicultural and Diversity related committees as deemed necessary by the Vice President. Pro-actively address UW System wide Multicultural and Diversity concerns and issues. Implement and enforce SGA Multicultural and Diversity policy. Develop a working relationship with the UWSP MCA Director and Outreach-Specialists from the MCRC and NAC. Provide leadership to ensure an open and positive environment for all cultures and lifestyles to flourish in the university and community. Compile a comprehensive calendar of diversity group meetings, programs, and events, and post such calendar in the SGA office with updates as they are brought to Director's attention.

12. Student Life Issues Director

- a. Reports to the Chief of Staff. Chairs the Student Life Issues Committee. Pro-actively address health and safety issues on campus and in the community. Implement and enforce SGA student life policy. Send biweekly updates in collaboration with the Communication and Public Relations Director to the organizational lists (updating on PACSO, SGA, asking for questions, concerns, etc.). Coordinate, along with the Student Involvement and Employment Office the re-recognition process for student organizations, and furthermore authenticate the re-recognition process. Help to direct student organizations to leadership development programs. Maintains contact with Stevens Point area landlords. Updates, maintains, and promotes the SGA Off-Campus

housing website. Promote, organize, and facilitate the Living options Fair. Work with the City of Stevens Point to address policy issues that affect students. Deal with any other campus problem that may occur that does not fall within the responsibility of the other directors.

13. Environmental and Sustainability Director

- a. Reports to the Chief of Staff. Chairs the Environmental and Sustainability Committee. Main duties are to work with different environmental student organizations and campus administration, coordinate environmental awareness, conduct events, develop projects, run and maintain the bike rental program as well as Organize and facilitate regular meetings cooperatively with environmental related student organizations on campus and to implement review, and monitor environmental policies campus wide.

14. University Centers Student Director

- a. Reports to Chief of Staff. Chairs the University Centers Advisory and Policy Board. Work with Centers administration to implement policy and procedure that affect the Centers. Responsible for addressing student issues pertaining to Centers policy, procedure and budget. Supervises and manages all activities of the UCAPB.

15. Health Services Student Director

- a. Reports to Chief of Staff. Chairs the Student Health Advisory Committee. Work with University Health Services administration and staff to implement policy and procedure that affect student health. Responsible for working with SHS Administration on both allocable and non-allocable fees directly associated with student health on campus and reporting recommendations to the SGA SUFAC. Responsible for addressing student issues pertaining to student health policy, procedure and budget. Work on those projects which address student health, both on campus and beyond. Organize and facilitate working relationships among student leaders and groups on campus to address student health. Supervises and manages all activities of the SHAC.

16. Advisor

- a. Reports to all SGA members. The SGA Advisor shall serve as a resource, to the best of his/her abilities, on all matters of institutional governance to members of SGA when sought out. The Advisor shall have a clear understanding of SGA and related policies and procedures. The Advisor shall attend and act as an observer and resource during all SGA Senate and Executive Staff meetings, as well as the SUFAC Subsidies and Annual Budget Meetings, unless excused. The Advisor shall be in charge of the final approval of Executive Staff work hours. The Student Government Association Advisor shall not, in any manner, exert any unwarranted influence over any branch or officer of the SGA while acting in the capacity of the SGA Advisor.

17. Sergeant-at-Arms

- a. Occupied by Chief of Staff. Maintain order and decorum during each senate meeting. Be responsible for ensuring the security of senators and executives.

18. Deputy Sergeant-at-Arms

- a. Occupied by one senator. Nominated by Speaker of the Senate and appointed by Senate with a simple majority vote. Assist Sergeant-at-Arms to maintain parliamentary order and decorum as well as be responsible for ensuring the security of senators and executives during each senate meeting. Maintain order and decorum during each senate meeting as well as be responsible for ensuring the security of senators and executives when Sergeant-at-Arms is absent.

Section 15 – Delegation of Powers during Summer and Winter Recess

- 1. During the Summer and Winter Recess, the President and Vice President together shall have the authority to act on behalf of SGA, but shall not have the authority to pass resolutions, statutes, or amend the Constitution or Bylaws.

Section 16 – Standing Committees of the SGA Senate

- 1. All meetings of the SGA Senate Standing Committees shall be held in accordance with Wisconsin Open Meeting laws.
- 2. There must be at least three members other than the chair present in order for a committee to vote on or amend any Bill.
- 3. The Chair of each committee shall submit an attendance sheet to the Rules Committee before the following Rules Committee.
- 4. As noted in the Constitution, voting rights in standing committees are limited to SGA senators and committee chairs (in the event of a tie) unless otherwise specified in the Bylaws of this document.
- 5. **Academic Issues Committee**
 - a. Chaired by the Academic Issues Director. Consists of Senators and students from the UWSP student body.
- 6. **Environmental and Sustainability Issues Committee**
 - a. Chaired by the Environmental and Sustainability Issues Director. Consists of Senators and students from the UWSP student body.
- 7. **Inclusivity Committee**
 - a. Chaired by the Inclusivity Director. Consists of Senators and students from the UWSP student body. Designated seats will be made available for one representative from each of the following recognized student organizations: BSU, AIRO, AISES, SALSA, HaSEAAC, CCC, South Asia Society, International Club, Women’s Resource Center, and the Gay-Straight Alliance.

8. Legislative Issues Committee

- a. Chaired by the Legislative Issues Director. Consists of Senators and students from the UWSP student body.

9. Communications Committee

- a. Chaired by the Communications and Public Relations Director. Shall be responsible for all areas of publicity and publication and shall assist the Communications Director in the duties of the office.

10. Student Life Issues Committee

- a. Chaired by the Student Life Issues Director. Consists of Senators and students from the UWSP student body.
- b. Policy and Advisory Committee for Student Organizations (PACSO) is returned to SGA as a subcommittee under the Student Life Issues Committee. As such, the Student Life Issues Committee is responsible for setting the responsibilities, guidelines, and chair of the Policy and Advisory Committee for Student Organizations. *(Note: Please refer to Student Life Issues Director and SIEO for the most current PACSO Charter)*

11. Elections Committee

- a. The Elections Committee shall be made up of the Chief of Staff, the Communications Director, and no less than three students selected by the Senate. The members of the Election Committee shall select the chair of the Election Committee. In the event that either specified executive is running for the office of President, Vice President or Senator, said director shall be replaced by a member of the Executive Branch selected by the senate. Individuals running for the office of President or Vice President are not eligible to be members of the Elections Committee. The Elections Committee shall be established and approved no later than the last four weeks before finals week of the fall semester. The Elections Committee shall approve all persons who assist in the election process. If there is no Elections Committee, then ballots shall be counted by the President, if there is no President, then by the Vice-President.

12. Rules Committee

- a. The membership, duties, responsibilities, policies, and procedures of the Rules Committee are included in the Bylaws as an attachment.

13. Segregated University Fee Allocation Committee

- a. The membership, duties, responsibilities, policies, and procedures of the SUFAC are included in the Bylaws as an attachment.

14. University Centers and Advisory Policy Board

- a. The membership, duties, responsibilities, policies, and procedures of the UCAPB are included in the Bylaws as an attachment.

15. Student Health Advisory Committee

- a. The membership, duties, responsibilities, policies, and procedures of the SHAC are included in the Bylaws as an attachment.

Section 17 – Ad-hoc Committees of the SGA Senate

1. The Speaker of the Senate, President, and Vice-President have the authority to create an Ad-hoc committee without the consent of the senate. Any senator or student may petition the senate to create an Ad-hoc committee that shall be approved by a 2/3 vote.
2. The chair of the Ad-Hoc committee shall be the senator who originally petitioned the senate. In the case of an Ad-hoc committee formed without the consent of the senate body, the executive who created the ad-hoc committee may chair the committee or may yield the chair to the senate, which shall appoint a designee by a majority vote.
3. Nominations for committee membership shall be opened immediately following the creation of the committee. At least three members besides the chair must be appointed to the committee. Members must be approved by a majority vote.
4. Ad-hoc committees shall report their activities to the senate during committee reports.
5. Ad-Hoc committees shall have the authority to review and suggest any changes to the SGA senate in regards to their original task. The committee does not have the power to alter any legislation without the approval of the SGA senate. All recommendations shall be made to the SGA senate which may choose to take further action.
6. This committee shall be dissolved once it presents its final findings or by a $\frac{3}{4}$ vote of the senate at any time.

Section 18 – Senate Reports

1. The President, Vice President, Speaker of the Senate, Chief of Staff, Budget Director, and Executive Directors shall give an oral report at each meeting of the Senate.
2. A copy of each Executive member's report shall be sent to the Chief of Staff prior to the Senate meeting.
3. The Chief Justice shall give an oral report biweekly at meetings of the Senate.
4. The shared governance organizations (Residence Hall Association, Dining Advisory Board) shall have a weekly report during the Senate meeting under Shared Governance Reports.

Section 19 – SGA Sponsorship

1. All Organizations seeking SGA sponsorship (for events, posters, etc.) shall fill out an application and submit it to the Chief of Staff.
2. The Chief of Staff shall be responsible for designing the application and making the application available for organizations.
3. The Chief of Staff shall be responsible for delivering the request under their weekly report for approval of the Senate.
4. A representative from the organization must be present at the meeting to present the organization's request and answer questions.
5. Upon passage, the Chief of Staff shall oversee the implementation and usage of the sponsorship.

Section 20– Referenda

1. SGA may initiate referenda concerning the interests of Student Life at the University as enshrined in Wisconsin State Statute 36.09(5).
2. The main responsibility and duty of SGA in regards to referenda is to inform the Student Body of pending referenda and to promote overall student participation on this university campus.
3. No member of SGA may endorse any position in regards to any referenda in their capacity as SGA members.
4. Any and all referenda initiated by SGA are binding in accordance to state law.
5. A referendum shall be a measure of the student body's public opinion and is interpreted by SGA as the will of the Student Body.

Rules Committee – SGA Bylaws

Section 1 – Membership

1. The Rules Committee shall consist of the Speaker of the Senate, the Speaker Pro Tempore, the Caucus Chair of each college, and the Chief of Staff.
 - a. Should a Caucus Chair be unable to attend a Rules Committee meeting, they may appoint another Senator to go in their place.
 - b. Should any Caucus Chair fail to attend two consecutive Rules Committee meetings or three meetings total without a valid excuse and fail to appoint another Senator to go in their place, they shall be removed as Caucus Chair with a majority vote of Caucus.
2. The Speaker Pro Tempore and the Chief of Staff shall not have a vote on the committee. Caucus Chairs have full voting rights.
3. The Speaker of the Senate shall chair the Rules Committee and vote only in the case of a tie.

Section 2 – Duties Assigned to the Rules Committee

1. Set and publish the agenda for Senate meetings 24 hours prior to each meeting.
2. Handle all cases of disciplinary action prior to the Senate body.
3. Review all applications for Senators seeking appointment. A member of the Rules Committee shall meet with applicants seeking appointment, interview them, and answer any questions the applicant may have prior to the applicant coming up for approval by the Senate.
4. Review all legislation approved by standing committees and have the authority to decide whether the Bill shall be returned to the author, the committee, or placed on new business.
5. Review all petitions for the creation of ad-hoc committees.

Section 3 – Senate and Committee Attendance Policy for Senators

1. The Rules Committee shall oversee the attendance of Senators and shall administer the Senate Attendance Policy and shall keep Senators informed of their attendance status.
2. Senators who wish to be excused from attendance shall submit a request to the Speaker of the Senate, who shall present it for the approval by the Rules Committee.
3. Excused absences shall be permitted for conflicting exam times, serious illness, death of a family member, and other reasons at the discretion of the Rules Committee.
4. Senators assessed attendance points shall be notified by the Speaker of the Senate.
5. Senators accumulating three points shall receive a warning letter from the Speaker of the Senate and be asked if they intend to step down.
6. Senators accumulating six points during any one (1) semester shall be brought by Rules Committee to Senate as outlined in Roberts Rules of Order, “Disposed from Office.”
7. Senator Training Policy
 - a. Each newly inducted Senator shall be paired, at the Speaker’s discretion, with a senior Senator who has actively participated in Senate for at least one semester.

- b. The senior Senator shall be responsible for assisting the newly inducted Senator with any concerns, issues, and/or questions that arise regarding a Senator's duties.

Judicial Branch – SGA Bylaws

Section 1 - Purpose

1. The Function of the Judicial Branch, shall be to provide for a fair hearing and decisions for students on matters related to student organizations pertaining to:
 - a. Constitutions,
 - b. Bylaws,
 - c. Regulations,
 - d. Rules, and
 - e. Code of conduct -appellate review.

Section 2 - General Duties

1. Chief Justice
 - a. Shall sit, vote, render, and write decisions on all cases before the Court, unless the power of writing decision is assigned to another Justice. The Chief Justice shall not delegate the case, if he or she is in minority.
 - b. Shall be the spokesperson of the Judicial Branch, unless the Chief Justice delegates the power to another Justice.
 - c. Shall maintain order among members.
 - d. Shall produce an agenda for all meetings.
 - e. Shall act as the Court's administrator.
 - f. Shall schedule hearings before the Court.
 - g. Shall notify all parties involved about time and whereabouts of hearing schedules within 7 business days, after a complaints has been filed.
 - h. Shall prepare the Court's budget in cooperation with SGA Chief of Staff.
2. Vice-Chief Justice
 - a. Shall sit, vote, render, and write decisions on all cases before the Court.
 - b. Shall act as the Chief Justice in the absence of the Chief Justice.
 - c. Shall perform duties as assigned by the Chief Justice.
 - d. Shall take and publish the minutes from all hearings before the Court.
 - e. Shall create, maintain, copy, and file all documents related to daily functions of the Court.
3. Associate Justices
 - a. Shall sit, vote, render and write decisions, if applicable, on all cases before the Court.
 - b. Shall perform duties as assigned by the Chief Justices.

Section 3 - Filing Complaints to the Court

1. All complaints must be filed in writing to the Chief Justice within 40 business days after a violation has taken place, except in cases of appeals from PACSO decisions.
2. The Chief Justice shall file a complaint and schedule a hearing within 2 full weeks of receiving the aforementioned complaint.

Section 4 - Trial Rules Agenda for Non-Code-of-Conduct cases

1. All hearings shall be recorded.
2. All parties involved shall have the right to due process.
3. Decisions of the Court shall be posted within 15 business days after the day of the trial.
4. All hearings shall have a quorum of at least 3 justices that can vote on the case.
5. The Chief Justice shall notify all parties involved about the Court's ruling right after a decision has been rendered.
6. Trial Agenda.
 - a. Call to Order
 - i. Chief Justice shall call the meeting to order and establish the attendance.
 - b. Open Forum/Audience.
 - i. Chief Justice shall recognize members of the forum to address the issues at hand.
 - c. Opening Statements.
 - i. Petitioner.
 - ii. Respondent (Rules Committee member in point system cases).
 - d. Evidence, Argumentation and Questions from the Court.
 - i. Petitioner.
 - ii. Respondent (Rules Committee member in point system cases).
 - e. Closing Statements.
 - i. Petitioner.
 - ii. Respondent (Rules Committee member in point system cases).
 - f. The Justices shall be responsible for creating and up-keeping a detailed set of trial procedures for non-code of conduct cases on the Judicial Branch website.

Section 5 - Trial Rules and Agenda for Code-of-Conduct (PACSO) Appeal cases.

1. Appeals from a PACSO decision must be submitted in writing to the Chief Justice within two (2) full weeks of the notification of the finding and sanction(s).
2. All parties involved shall have the right to due process.
3. All hearings shall be recorded.
4. All hearings shall have a quorum of at least 3 justices that can vote on the case.
5. The following are reasons for appeal:

- a. An error in due process, such as: inadequate notice, failure to follow procedures, or failure to be notified of the hearing procedures.
 - b. Significant new evidence has been discovered.
 - c. Sanctions are too severe in the eyes of the petitioner/defendant for the violations.
- 6. All sanctions shall be upheld until the Court makes a decision to do otherwise.
- 7. The decision of the Court shall be posted within 15 business days after the day of the trial.
- 8. The Chief Justice shall notify all parties involved about the Court's ruling right after a decision has been rendered.
- 9. Decisions on appeal shall include, but are not limited to:
 - a. A concurrence of the original PACSO decision, but modification of the sanction(s).
 - b. An overturn of the original PACSO decision and sanctions.
 - c. An order for a new PACSO hearing.
- 10. Trial Agenda
 - a. Call to Order.
 - i. Chief Justice shall call the meeting to order and establish the attendance.
 - b. Open Forum/Audience.
 - i. Chief Justice shall recognize members of the forum to address the issues at hand.
 - c. Opening Statements.
 - i. Petitioner.
 - ii. Respondent (PACSO member).
 - d. Evidence, Argumentation and Questions from the Court.
 - i. Petitioner.
 - ii. Respondent (PACSO member).
 - e. Closing Statements.
 - i. Petitioner.
 - ii. Respondent (PACSO member).
 - f. The Justices shall be responsible for creating and up-keeping a detailed set of trial procedures for code of conduct cases on the Judicial Branch website.

Section 6 - Court's discretion to refuse to hear.

- 1. The Court shall have discretion to refuse to hear a case on the following conditions:
 - a. The Court does not have jurisdictional power to hear the case.
 - b. The case in question is moot or is not ripe.
 - c. The Court finds the case frivolous.
 - d. The Court finds that an appeal does not meet the requirements as mandated in Article V, number 6 (Code of Conduct Appeal).
- 2. The Court shall have to hear the case that is processed under petition provisions described in article VII.

Section 7 - Petition Process.

1. The Court has to hear a case when a petition has been submitted by one of the following:
 - a. 1/3 of the Senate members.
 - b. SGA President.
 - c. SGA Committee.
2. The petition process does not apply to appeals in Code of Conduct cases.

Section 8 - Resignations.

1. The Chief Justice or Vice Chief Justice may step down from this position while maintaining their status as Associate Justice by notifying the President and the rest of the court.
2. Justices wishing to resign from the court completely must notify the President and the Senate.

Section 9 - Removal Process.

1. The Court members shall be removed by an impeachment process initiated by the Senate on the grounds of:
 - a. Violations of Code of Ethics.
 - b. Activities detrimental to the functions of the Judicial Branch.
2. In case an impeachment process shall be initiated, the Senate shall form an Ad-Hoc Impeachment Committee that shall determine legitimacy of the accusations.
3. The Impeachment Committee shall return to Senate within two weeks to report on the results and bring the Justice up for removal by a 3/4 vote if necessary.

Section 10 - Training Requirement and Code of Ethics.

1. The Court members shall be required to attend all training sessions administered by the Office of Student Rights and Responsibilities.
2. The Court members shall abstain from all cases when a conflict of interest arises.

Section 11 - Meetings.

1. The Court shall meet on a bi-weekly basis, outside of an adjudication time to discuss issues directly affecting the Court.

Section 12 - Enforcement of Decisions.

1. Rulings of the Judicial Branch shall be enforced by the Executive Branch via the President. In cases involving the President, rulings of the Judicial Branch shall be enforced by the Vice President.

University Centers Advisory and Policy Board – SGA Bylaws

1. The UCAPB is a standing committee of the SGA Senate.
2. The UCAPB will provide a positive atmosphere for the University Centers by addressing or initiating change regarding issues presented to the board.
3. The responsibilities of the UCAPB will include:
 - a. Support of the University Centers' mission
 - i. As a student-centered organization, we support the mission of UWSP by shaping the educational experience outside the classroom, providing essential services, and maintaining unique environments where the campus community can gather and renew.
 - b. Advocacy for issues affecting the University Centers' community
 - c. Policy formation and review
 - d. Budget review and fiscal policy
4. **Chairperson**
 - a. The chairperson of UCAPB shall be nominated by the board's full voting members and elected by a majority vote of full voting members during the spring semester. The chairperson must then be approved by majority vote by those present and voting of the SGA Senate. If the nomination is not approved by the SGA Senate, the UCAPB may elect a new individual.
 - b. The Chairperson must be a student of UWSP possessing a cumulative GPA of at least 2.0 and enrolled at least half time (3 graduate credits or 6 undergraduate credits).
 - c. The Chairperson shall insure that the body complies with the open-meeting statutes of the State of Wisconsin (Wis. Stat. § 19.81(1)).
 - d. If, for any reason, the board deems the Chairperson's actions unsatisfactory, the Chairperson can be recalled by a 3/4 vote of the UCAPB and a 2/3 vote of the SGA Senate.
 - e. As outlined in the Constitution, the President may terminate any executive (including the University Centers Student Director) for incompetence or insubordination in compliance with state statutes for terminating employees of the state of Wisconsin.
 - f. In the case of the Chairperson's absence, the Chairperson must designate a UCAPB student member to chair the meeting. Members of the board should be notified of the Chairperson's absence, and the identity of the temporary designee. The Chairperson must provide the designee with an outline to follow in conjunction with the agenda. If the Chairperson's absence is unanticipated, the board shall select an appointee.
 - g. In the event the Chairperson of the UCAPB cannot fulfill his/her term, a new Chairperson shall be elected through the election procedures.
 - h. A full term will begin with the last meeting of the spring semester in which the election takes place and a new chair is elected. The term will run for one calendar year and will generally be from May of the election year to May of the following year. The outgoing chair shall preside at the first meeting following the election and the new chair shall

preside at the last meeting of the semester. If there is an unanticipated vacancy that requires an election at a time other than the end of the semester, the newly elected chair shall hold that seat until the end of the academic year the election is held.

- i. The Chairperson is responsible for ensuring that an audio recorder is present and operational at each UCAPB meeting. The Chairperson or designee will operate the recorder and ensure that all recordings are archived with the SGA Speaker of the Senate for 3 years plus the current year.
 - j. The Chairperson may not hold two concurrent shared governance executive board positions.
5. **Membership** – The board shall consist of three categories of members.
- a. **Full Voting/Chairing – May cast votes on segregated fees and University Centers Policy** (Must be students at UWSP who have a cumulative GPA of at least 2.0 and enrolled as a half time student)
 - i. Residence Hall Association representative appointed by RHA
 - ii. Student Government Association representative appointed by SGA
 - iii. Student representative appointed by the Director of Multicultural Affairs and approved by SGA Senate
 - iv. University Center Student Employment Coordinator, or designee, and approved by SGA Senate
 - v. Two (2) student employees of the University Centers, selected by the UCAPB Chair in consultation with the UC Student Employment Coordinator and approved by the SGA Senate
 - vi. Non-traditional student at large approved by the SGA Senate
 - vii. Student representative appointed by the Coordinator of the Disabilities Services office and approved by SGA Senate
 - viii. Policy and Advisory Committee for Student Organizations representative appointed by PACSO and approved by SGA Senate
 - ix. Dining Advisory Board representative appointed by DAB
 - x. Student-at-large position determined by application and approved by SGA Senate.
 - b. **Policy Voting/Non-chairing-** May vote on University Centers Policy but not on Segregated Fees
 - i. Alumni representative to be chosen by the Alumni Association through its Board of Directors
 - ii. Full-time Centers Staff representative
 - iii. Faculty Senate representative
 - c. **Non-voting/Advising-** may not vote but shall provide feedback and advice when drafting policy and presenting budgets
 - i. Director of the University Centers or full-time Administrative designee
 - d. **Recall Process** - Only those student voting members who were first approved by the SGA Senate may be recalled from their position on the UCAPB. Members may be recalled through the Disciplinary Process outlined in the SGA bylaws.

6. Elections/ Appointments

- a. All areas represented are responsible to fill their respective seats of the UCAPB. The procedure of filling these seats is left to the discretion of the areas being represented. It is recommended that each represented area adopt an open membership policy when selecting its representative.
- b. All newly appointed voting members shall be approved a majority vote of the SGA Senate unless stated otherwise in these bylaws.
- c. Term of office for each member of the UCAPB shall be for the duration of the current academic year.
- d. Vacancies occurring during the term of office shall be filled by appointees selected by the represented groups and approved by the SGA Senate. If a board member intends to be absent, an absentee ballot may be submitted to the Chair of UCAPB.

7. **Attendance** - Members of the UCAPB must attend all scheduled meetings. If a member is unable to attend, he/she must inform the Chairperson, or send an informed proxy in their place. Unexcused absences from two meetings shall result in a notification to the group that member is representing.

8. Meetings

- a. Meeting times will be determined by the UCAPB Chairperson.
- b. The Chairperson may call an emergency meeting of the UCAPB at which attendance policy is enforced. The Chairperson of the UCAPB is responsible for notifying all board members regarding the emergency meeting. There must be a quorum present to vote on an issue.
- c. All meetings shall be conducted in accordance with the Wisconsin Open Meeting Law(Wis. Stat. § 19.81(1)).

9. Quorum

- a. Quorum for the UCAPB will be 50% + 1 of the voting members.
- b. A voting member is a person whose position has had representation at one of the previous two meetings.

10. Jurisdiction

- a. The UCAPB will send all policy, policy changes, and recommendations concerning the University Centers to the Director of the University Centers. The actions the UCAPB takes will be implemented unless otherwise stated by the Director of the University Centers.
- b. If the Director of the University Centers does not implement the actions of the UCAPB, the UCAPB may then seek approval from the Vice Chancellor of Student Affairs. If the action is approved by the Vice Chancellor of Student Affairs, the University Centers must implement the action.

11. **Parliamentary Authority** - The rules of order for this board shall be governed by Robert's Rules of Order (current edition). The Chairperson is to use these procedures to enhance the efficiency and effectiveness of this board. The Chairperson will establish the degree of flexibility or strictness for application of the rules.

12. Policy Decisions

- a. All policy decisions to be implemented are to be distributed to all members, areas directly affected, the Director of the University Centers, and to the Vice Chancellor of Student Affairs.
- b. All UCAPB policies will be maintained and updated by the UCAPB Chairperson and the Director of University Centers or designee.
- c. All policy decisions shall be forwarded to the SGA Chief of Staff.
- d. No bill may be retroactively applied to all UCAPB decisions.

13. Finances

- a. Necessary expenditures of the UCAPB shall be completely financed through the Student Government Association.
- b. UCAPB shall be responsible for making all recommendations concerning the allocation of segregated fees pertaining to the University Centers.
- c. All recommendations made by UCAPB concerning fee allocations shall be sent to the SGA SUFAC for approval.
- d. Decisions rendered by the SGA SUFAC concerning University Centers allocations will be subject to the Appeals process outlined in the SGA SUFAC bylaws.

14. Appeal of Decisions

- a. The appeals process of decisions of the UCAPB is as follows:
 - i. Any student may make an appeal for decisions made by UCAPB. Written appeals shall be presented to the Chairperson.
 - ii. The Chairperson, in consultation with the board, may reject the appeal outright.
 - iii. If the appeal process proceeds, the appeal shall be deliberated by UCAPB at the next general UCAPB meeting.
 - iv. If the aggrieved party wishes to further appeal the decision of UCAPB, a written appeal may be submitted to the Rules Committee of SGA. The SGA Senate shall then deliberate on the appeal. Decisions made by UCAPB may be overturned by the SGA Senate with a $\frac{3}{4}$ vote of quorum.

Student Health Advisory Committee – SGA Bylaws

Note: The Student Health Advisory Board, as referenced in the UWSP Student Governance Implementation Plan (adopted April 29, 2011), was renamed as the Student Health Advisory Committee (April 26, 2012). The SHAC, as a standing committee of the SGA Senate, retains all the rights and responsibilities delegated to the SHAB in the UWSP Student Governance Implementation Plan.

1. Responsibilities

- a. Act as the primary authority pertaining to all matters of student health on campus.
- b. Serve as an advisory committee to the SHS administration and specialized departments concerning student health.
- c. Represent student's interests in health policy-making to ensure the highest quality health care possible.
- d. Work with SHS Administration on both allocable and non-allocable fees directly associated with student health on campus and report their recommendations to the SGA SUFAC.
- e. Conduct a Survey of the Student Body every three years to assess knowledge of SHS.
- f. Promote Student Health Service, healthy lifestyles, and wellness on campus.

2. Policies Governing the Board

- a. As a standing committee of the SGA Senate, the SHAC shall remain responsible to this body at all times. However, all financial matters dealing with Segregated Fees must pass through the SGA SUFAC before being discussed at Senate.
- b. SHAC will meet at least once a month while school is in session, frequency of meetings will be based upon the discretion of the director. During meetings, time will be allotted for public input.
- c. Minutes will be taken at all SHAC meetings and approved by the voting members at the following meeting.
- d. No bill may be retroactively applied to all SHAC decisions.
- e. All policy decisions shall be forwarded to the SGA Chief of Staff.

3. Membership

- a. Student members must be enrolled at UWSP at least part-time and be in good academic standing (Cum. GPA of 2.0 or above).
- b. All voting representatives require annual approval of the SGA Senate. Approval of representatives is done by a simple majority vote during the Health Services Student Director's report at the SGA Senate general assembly.
- c. To be able to vote on policy, voting members must be present at the meeting prior to the policy vote.
- d. **Voting Members** – Shall be responsible for voting on the SHS annual budget and SGA policy affecting student health.
 - i. The voting body of the SHAC will consist of students that have successfully submitted an application, sat on two SHAC meetings, and have been approved by the SGA senate.

- ii. The director may waive the requirement for applicants to attend two SHAC meetings before the approval vote by the SGA senate during the Health Services Student Director's report.
- iii. The director must introduce applicant to senate for approval within 3 weeks of application.
- iv. The voting body shall not exceed 25 members.
- v. The Chairperson may appoint two voting members within the first month of the fall semester to fulfill specific titles and responsibilities as outlined below:
 - 1. **SHAC Secretary** – Take minutes at all SHAC meetings and distribute them to all members at following meetings.
 - 2. **SHAC Promotions and Events Coordinator** – Work with all SHAC members to facilitate events and promotional activities pertaining to SHS, student health issues, and wellness on campus.
- e. **Non-voting Members**
 - i. The SHAC may have non-voting student members.
 - ii. Non-voting members are given speaking rights during the SHAC meetings.
- f. **ExOfficio (nonvoting) members**
 - i. Director of Student Health Services or their designee.
 - ii. Full-time SHS physician representative.
 - iii. All SHS employees are allowed to attend SHAC meetings with speaking rights.
- g. **Chair**
 - i. The chair of SHAC will be the Health Services Student Director, whose responsibilities are outlined in these Bylaws.
 - ii. The chairperson of SHAC shall be nominated by the committee's voting members and elected by a majority vote of full voting members during the spring semester. The chairperson must then be approved by majority vote by those present and voting of the SGA Senate. If the nomination is not approved by the SGA Senate, the SHAC may elect a new individual.
 - iii. The Chairperson must be a student of UWSP possessing a cumulative GPA of at least 2.0 and enrolled at least half time (3 graduate credits or 6 undergraduate credits).
 - iv. The Chairperson shall insure that the body complies with the open-meeting statutes of the State of Wisconsin (Wis. Stat. § 19.81(1)).
 - v. If, for any reason, the committee deems the Chairperson's actions unsatisfactory, the Chairperson can be recalled by a 3/4 vote of the SHAC and a 2/3 vote of the SGA Senate.
 - vi. As outlined in the Constitution, the President may terminate any executive (including the Student Health Service Student Director) for incompetence or insubordination in compliance with state statutes for terminating employees of the state of Wisconsin.
 - vii. In the case of the Chairperson's absence, the Chairperson must designate a SHAC voting member to chair the meeting. Members of the committee should

be notified of the Chairperson's absence, and the identity of the temporary designee. The Chairperson must provide the designee with an outline to follow in conjunction with the agenda. If the Chairperson's absence is unanticipated, the committee shall select an appointee.

- viii. In the event the Chairperson of the SHAC cannot fulfill his/her term, a new Chairperson shall be elected through the election procedures.
- ix. A full term will begin with the last meeting of the spring semester in which the election takes place and a new chair is elected. The term will run for one calendar year and will generally be from May of the election year to May of the following year. The outgoing chair shall preside at the first meeting following the election and the new chair shall preside at the last meeting of the semester. If there is an unanticipated vacancy that requires an election at a time other than the end of the semester, the newly elected chair shall hold that seat until the end of the academic year the election is held.
- x. The Chairperson is responsible for ensuring that an audio recorder is present and operational at each SHAC meeting in which the SHS budget is up for discussion. The Chairperson or designee will operate the recorder and ensure that all recordings are archived with the SGA Speaker of the Senate for 3 years plus the current year.

4. Advisory Role Jurisdiction

- a. The voting body of the SHAC is the official representative body for the University of Wisconsin- Stevens Point students on all matters concerning student health services.

5. Disciplinary Process

- a. Voting student members approved by the SGA senate may be recalled through the Disciplinary Process outlined in the SGA bylaws.

6. Financial

- a. SHAC shall be responsible for making all recommendations concerning the allocation of segregated fees pertaining to the student health services.
- b. All recommendations made by SHAC concerning fee allocations shall be sent to the SGA SUFAC for approval.
- c. Decisions rendered by the SGA SUFAC concerning student health services allocations will be subject to the Appeals process outlined in the SGA SUFAC bylaws.

7. Appeals Process

- a. Any student may make an appeal for decisions made by SHAC. Written appeals shall be presented to the Chairperson.
- b. The Chairperson, in consultation with the board, may reject the appeal outright.
- c. If the appeal process proceeds, the appeal shall be deliberated by SHAC at the next general SHAC meeting.
- d. If the aggrieved party wishes to further appeal the decision of SHAC, a written appeal may be submitted to the Rules Committee of SGA. The SGA Senate shall then deliberate on the appeal. Decisions made by SHAC may be overturned by the SGA Senate with a ¾

vote of quorum.