

WISCONSIN STUDENT GOVERNMENT

2010-11

By Laws/Governor's Packet

A Comprehensive Guide to Wisconsin Student Government

2/25/2010

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Bylaws

Preamble: We, the student representatives of the Wisconsin Student Government, hereafter referred to as WSG of the Wisconsin Technical College System, hereafter referred to as WTCS, represent and advocate for WSG students at the local, state, and national levels for the purpose of communication and educational involvement and improvement. We shall use our democratic rights through the cooperation of members to further the promotion of the WTCS.

Article I. MEMBERSHIP

Section 1.01 The representative student governments of the sixteen (16) WTCS districts of the State of Wisconsin shall be eligible for membership.

Section 1.02 Student governments of the WTCS districts shall approve their membership in WSG by vote.

Section 1.03 WSG and its members will not discriminate with regard to race, color, national origin, ancestry, religion, creed, sex, age, handicap, or any other protected class status.

Section 1.04 Each WTCS district wishing to join WSG of WTCS Colleges will pay a membership fee for membership in WSG. (See Article 11 - Addendum)

Article II. BOARD OF GOVERNORS

Section 2.01 The new Board of Governors will be seated at the first meeting after the Legislative Seminar. Each WTCS district will select one Governor as early in the fall semester as possible.

Section 2.02 Each WTCS district will select one student who will be a Lieutenant Governor. This person will not be able to vote except in the absence of the Governor. The Governor shall serve from election to election at which time the Lieutenant Governor shall assume the Office of the Governor and serve through the next election of the following year.

Section 2.03 The Board of Governors will be made up of sixteen (16) voting Governors with each WTCS district being responsible for one Governor and one Lieutenant Governor.

Section 2.04 Governors and Lieutenant Governors must be students of the college they represent.

Section 2.05 The Board of Governors will be responsible for the WSG of WTCS College Legislative Seminar to be held once a year in Madison for the purpose of educating the student government leaders on issues and protocol for visits to their members of the state legislature. The Board of Governors will also be responsible for recommendations for appointments to state positions including, but not limited to:

(a) Higher Education Aids Board,

(b) The Council on Financial Aids,

(c) Student Representative to the State Board of the WTCS.

Section 2.06 Appointment of office shall be from when appointed to when appointed.

Article III. OFFICERS

Section 3.01 All officers of the WSG of WTCS Colleges will be elected at the first meeting after the February Legislative Seminar.

Section 3.02 Section 3. The Board of Governors will nominate and elect the officers from the Board of Governors. You must be a Governor or Lt. Governor to be nominated for President,

43 Vice President, or Administrative Finance Officer. The governor must nominate the Lt.
44 Governor of their own school; therefore, forfeiting their chance for office. There must be three
45 (3) different schools on the board. The Governor has the official vote for their school.
46 Section 3.03 The officers shall be President, Vice President, and the Administrative Finance
47 Officer.
48 Section 3.04 Ex-officio members shall be Student State Board member and Higher Educational
49 Aids Board representative. Ex-officio members do not have a vote in WSG meetings.
50 Section 3.05 The duties of the President will be to preside over all Board of Governors
51 meetings, and to oversee and represent WSG as official spokesperson at any outside function.
52 Section 3.06 The duties of the Vice President will be to:
53 (a) fill the role of the President in the President's absence.
54 (b) assume the position of President in the event of the President vacating his/her office.
55 (c) attend statewide meetings with the President or in his/her absence.
56 Section 3.07 Administrative Finance Officer will be second in line to fill the role of the
57 President should the Vice President be unable to assume the role of President. He/she is as an
58 ex-officio member of all standing committees, and will serve as the WSG parliamentarian.
59 Section 3.08 The Resource Director will perform the duties of a Treasurer. The Resource
60 Director duties will be:
61 (a) To pay all bills pertaining to the operation of WSG.
62 (b) To develop the proposed fiscal budget.
63 (c) To send out the annual membership dues statements.
64 (d) To collect the dues.
65 (e) To furnish an account of WSG's financial standing at each Executive Board meeting for
66 approval.
67 (f) To have a student life advisor at each WSG Board of Governors meeting review the
68 WSG's financial books since the last WSG meeting.
69 (g) The Resource Director shall have the authority to have an outside audit conducted upon
70 request of the IRS and DFI funded by WSG. (*Operational year is July 1 – June 30*)

71 **Article IV. ADVISORS**

72 Section 4.01 The Local Advisors of WSG will be the student government advisors of the
73 Governors.

74 **Article V. COMMITTEES**

75 Section 5.01 The President may appoint all committees and committee chairs.

76 Section 5.02 The Chairpersons may appoint subcommittees with the approval of the President.

77 **Article VI. EXECUTIVE**

78 Section 6.01 The Executive Board consists of the elected officers of WSG and the Resource
79 Director.

80 Section 6.02 The Executive Board shall function as the administrative body of WSG and is
81 responsible for all business enacted by the Board of Governors.

82 Section 6.03 The chain of command shall be President, Vice President, and the Administrative
83 Finance Officer. In the event the highest-ranking officer is not present, the next in command will
84 act in her/his place in making general decisions and heading meetings as necessary. In the event

85 of an officer vacancy, the remaining officers will share the duties of the vacated position until an
86 election can be held for the vacant position.
87 Section 6.04 The Executive Board with a majority vote shall be able to make expenditures of
88 up to, but not more than, \$100 per month between meetings.

89 **Article VII. MEETINGS**

90 Section 7.01 The Executive Board will meet a minimum of three (3) times per year and will be
91 open to participation of all WTCS districts.

92 **Article VIII. DISSOLUTION**

93 Section 8.01 Upon the Dissolution of the association, the Executive Board shall, after paying or
94 making provisions for payment of all of the debts of WSG shall

- 95 (a) Distribute the remaining assets based on the previous year's Full-Time Equivalent,
96 hereafter referred to as FTE, count reported in the WTCS Fact Book.
- 97 (b) FTE's by College among the member WTCS districts from which it came.

98 **Article IX. AMENDMENTS**

99 Section 9.01 These bylaws may be amended by two-thirds (2/3) vote of the Board of
100 Governors present at the meeting after the amendment is introduced where quorum is present.

101 **Article X. Quorum**

102 Section 10.01 A quorum to conduct business at regular meetings and special meetings shall be
103 five (5) Governors of WSG, including at least two Executive Board members, (President, Vice
104 President, or Administrative Finance Officer) and three Governors.

105 Section 10.02 Except as otherwise provided under these Bylaws, or provisions of law, no
106 business shall be considered by the members at any meeting at which the required quorum is not
107 present. A simple majority vote of members present shall carry a motion except on a motion to
108 amend the Bylaws. (See Article 9, Section 1)

109 **Article XI. ADDENDUM**

110 Section 11.01 **Membership Fee:** Seventeen percent (17%) multiplied by the colleges previous
111 years FTE count as reported in the WTCS Fact Book, FTE's by College. One year's membership
112 fee shall be from July 1 - June 30 of each calendar year.

113 Section 11.02 **Duties of the Secretary:** \$50 for each meeting to be paid after minutes are
114 approved by the Governors. This will be a contracted position between WSG and the student
115 taking the Secretary position.

- 116 (a) A student involved with WSG must hold the Secretary position.
- 117 (b) The Secretary shall take the minutes at all WSG meetings and disburse the minutes
118 within two weeks to the Executive Board and Public Relations Specialist/Webmaster.
- 119 (c) Meals, lodging, copying and printing costs and mileage costs will be reimbursed by WSG
120 to the Secretary with the approval of at least two members of the executive board one of
121 them being the resource director. Expenses will not be extensive and the secretary must
122 work within his/her allotted budget to be determined by the board of governors annually
123 in April.

124 (d) The Secretary, in the event of an absence, is required to locate a replacement for her/him
125 to cover the WSG meeting.

126 **Section 11.03 Duties of the Governors:** Represent their WTCS districts first and foremost and
127 then the state for the students of WTCS. Governors are responsible for completing the duties
128 assigned to them for all WSG functions throughout the year. Governors will be responsible for
129 distributing information from WSG to their respective WTCS districts and organizations. There
130 will be only one vote per member WTCS district (16 votes).

131 **Section 11.04 Duties of the Local Advisors:** Advise the Governors and Lieutenant Governors
132 in their WTCS districts.

133 (a) They will be responsible for providing information to local administration.

134 (b) They will supervise the elections of the Lieutenant Governor.

135 (c) Provide guidance to WSG Governors and Lieutenant Governors when WTCS district
136 issues need to be brought up to state level.

137 (d) Set up and publish guidelines for the elections of Lieutenant Governors statewide.

138 (e) Should be present (or have a designated representative) and active at all attended WSG
139 meetings.

140 **Section 11.05 Duties of the Resource Director:** The Resource director will perform the duties
141 as specified in the job description (Art. III, Sect 3.08).

1 **Wisconsin Student Government Governing Document**

2
3 *Standing Rules*

4
5 **Membership**

6 Every student in Wisconsin is a member of Wisconsin Student Government (Bylaws, Article I,
7 Section 1.01) but campus membership is voluntary. (Bylaws, Article 1, Section 1.02) Wisconsin
8 Student Government raises funds in four ways: Campus Dues, Seminar fees, Silent auction,
9 Donation. (2005 October Meeting Discussion and Bylaws, Article XI, Membership Fee)

10
11 **Campus Dues**

12 Dues are calculated by multiplying seventeen percent (17%) by the colleges previous years FTE
13 count as reported in the WTCS Fact Book, FTE's by College. One year's membership fee shall be
14 from July 1 - June 30 of each calendar year. FTE figures can be found at
15 <http://www.wtcsystem.org>. (2005 January Minutes and Bylaws, Article XI, Membership Fee)

16
17 **Voting Rights**

18 There is one vote for each of the sixteen (16) technical college districts.

19
20 Colleges that have not paid dues by the due date (November 1) “will not have voting rights until
21 the dues are paid effective at the next meeting in February”. (2005 January Minutes) The Board
22 of Governors will be made up of sixteen (16) voting Governors with each WTCS district being
23 responsible for one Governor and one Lieutenant Governor. The Lieutenant Governor will not be
24 able to vote except in the absence of the Governor (2005 Bylaws, Article II, Section 2.02)

25
26 **Dress Code**

27 Meetings: Casual

28 Legislative Seminar: Business Casual code for Monday and Business Professional code for
29 Tuesday. (2002 October Minutes)

30
31 **Reimbursements**

32 Expense Statements must accompany original receipts. Only original receipts will be accepted
33 for reimbursements. An invoice from your college will not be reimbursed unless the original
34 receipts accompany the invoice or if the service was provide by your college. It is the
35 responsibility of the person requesting reimbursement to fill out the expense statement. (2005
36 January Minutes)

37
38 **Standing Committees**

39 The President may appoint all committees and committee chairs. (Bylaws, Article V, Section
40 5.01) The Chairpersons may appoint subcommittees with the approval of the President. (Bylaws,
41 Article V, Section 5.02) The Administrative Finance Officer will act as ex-officio member of all
42 standing committees. (Bylaws, Article III, Section 3.07)

43
44 **Bylaw Committee** (2005 June Minutes)

45 Bylaw Committee will periodically review and suggest revisions to the bylaws as needed.

47 **Legislative Affairs Committee** (2005 October Minutes)

- 48 1. Have a system in place to monitor, on a regular basis, state and local legislative and regulatory
49 actions that affect the technical college system
50 2. Become actively involved in the formulation and development of state and local legislation
51 and regulations at the state and local level.
52 3. Establish policy positions on behalf of technical college students.
53 4. Provide regular communication of legislative and regulatory developments to the Executive
54 Board, Board of Governors, and technical college students.
55 5. Coordinate all communications with state and local policy makers to ensure a unified message
56 is presented to the legislature or other decision-making bodies.
57 6. Seek to broaden legislative committee involvement to as many members as possible in order
58 to increase committee visibility and effectiveness.
59

60 **Academic Affairs Committee** (2005 October Minutes)

61 The Academic Affairs Committee shall oversee the four specific powers defined in 36.09(5).

- 62 1. Students shall be active participants in the immediate governance of and policy development
63 for the district and may participate in all matters affecting student interests
64 2. Students have primary responsibility for the formulation and review of policies concerning
65 student life and services
66 3. Students are responsible for the disposition of student activity and incidental fees.
67 4. The students of each district may organize themselves in a manner that they determine and
68 select their representatives to participate in district governance
69

70 **Developing and reviewing policies affecting the student experience.**

71 Students must be actively involved in the decisions that impact their education and campus
72 environment because they best understand their needs. Their approval is required for policies that
73 effect "student life, services and interests."
74

75 **Seminar Committees**

76 May change from year to year depending on the details of the seminar and are determined by the
77 Executive Board. (2005 Executive Board summer meeting)
78
79

80 **Vote of President**

81 In most cases the president does not vote. If the vote of the president will make a tie, he/she may
82 cast his/her vote and thereby cause a tie. If the vote is a tie without the vote of the president, the
83 president may, if he/she wishes, cast his/her vote in the affirmative and carry the motion. When
84 voting by ballot, the president must vote with the other members and then has no deciding vote.
85 (2003 regular meeting)
86

87 **Elections**

- 88 1. Shall be held at the first meeting after the February Legislative Seminar. (2005 Bylaws,
89 Article III, Section 3.01)
90 2. Ties - When there is a tie the WSG president shall cast the deciding vote to break the tie.
91 If there are more than two (2) candidates, the candidate with the most votes shall be elected. In
92 this case, if there is a tie the two candidates with the most votes shall be given the opportunity to

93 restate their qualification, and then voting will take place again between the two (2) candidates.
94 (2004 October Minutes)

95

96 **Nominations for President, Vice President, and Administrative Finance Officer**

97 You must be a Governor or Lieutenant Governor to be nominated and elected as President, Vice
98 President, or Administrative Finance Officer. In the case of Lt. Governor running for office, the
99 Governor must approve the Lt. Governor’s decision to run for office and in so doing forfeits
100 his/her right to run for office. The Governor still maintains title as Governor and all other duties
101 and responsibilities of the Governor position.

102 Nominations may be offered from the President, from the floor, by a committee, or by write-in
103 ballot. Nominations may be closed by the President when it appears that no more nominations
104 will be offered, or they may be closed by a two-thirds majority vote of the voting members
105 present. A motion to close nominations is in order only after a reasonable opportunity to make
106 nominations has been given. Voting is done by ballot or by “acclamation (when only one
107 candidate has been nominated). The same procedure is followed for each succeeding office.

108

109 **Agreement Positions**

110 *Resource Director* - There shall be a two-year agreement between WSG and the Resource
111 Director. This contract shall run from July 1 through June 30. This contract shall spell out the
112 duties and responsibilities of the Resource Director and compensation. (ARTICLE XI –
113 ADDENDUM, Duties of the Resource Director) The Executive Board shall be responsible for
114 filling the position from the applications received. The Executive Board may choose to renew the
115 existing contract from year to year with the confirmation vote from the Governors.

116

117 *Secretary* - There shall be a contract between WSG and the Secretary. This contract shall run
118 from July 1 through June 30. This contract shall spell out the duties and responsibilities of the
119 Secretary and compensation. (ARTICLE XI – ADDENDUM, Duties of the Secretary) The
120 Executive Board shall be responsible for filling the position from the applications received. The
121 Executive Board may choose to renew the existing contract from year to year.

122

123 *Webmaster* - There shall be a contract between WSG and the Webmaster. This contract shall run
124 from July 1 through June 30. This contract shall spell out the duties and responsibilities of the
125 Webmaster and compensation. (2005 June Minutes and 2005 Executive Board meeting summer)
126 The Executive Board shall be responsible for filling the position from the applications received.
127 The Executive Board may choose to renew the existing contract from year to year.

128

129 All three positions are funded as part of the fiscal budget.

130

131 **Web Page**

132 GoDaddy is the web hosting service of the WSG web page. Web hosting service is renewed
133 yearly as part of the fiscal budget and is billed quarterly with an automatic withdrawal from the
134 WSG debit card. The domain name is www.wsgtech.org and can be renewed yearly as part of the
135 fiscal budget.

1 **Wisconsin Student Government Governing Document**

2
3 *Past Practices Governing Document*

4
5 **Order of Business at Regular Meetings**

- 6 • Meeting called to order
- 7 • Roll call
- 8 • Approval of Agenda
- 9 • Introductions
- 10 • Correspondence
- 11 • Reports of Executive Board
- 12 • Approval of Minutes
- 13 • Report of Resource Director
- 14 • Report of committees
- 15 • Unfinished business
- 16 • New business
- 17 • Announcements
- 18 • Leadership Program
- 19 • Adjournment

20
21 **Order of Minutes**

- 22 • Name of organization;
- 23 • Kind of meeting (regular, special);
- 24 • Place of meeting;
- 25 • Date and hour called to order;
- 26 • Record of the presence or absence of regular officers and members. In the absence of
- 27 president or secretary, the name of their substitutes is recorded;
- 28 • Action on minutes (whether the minutes of the previous meeting were approved, or
- 29 corrected and then approved);
- 30 • Resource Director's report;
- 31 • Reports; Standing Committee: Name of committee, with its chairman, is recorded.
- 32 Synopsis of reports of standing committee is included. Entire report is placed on file.
- 33 Special Committees: Entire report of special committee with recommendations is usually
- 34 entered in minutes. Delegates and Project Leaders: Copies of all reports should be given
- 35 to secretary.
- 36 • Motions and resolutions: All motions and resolutions are recorded, but if withdrawn at
- 37 the same meeting, they need not be kept in record. Name of maker of motion is recorded.
- 38 The form of recording motion is as follows: "(college). _____ moved that
- 39 _____ . Seconded by (college) and adopted or defeated."
- 40 • Statements: All-important statements are recorded even though action on them is not
- 41 taken.
- 42 • Brief summary of Leadership Program (include subject of program and by whom.)
- 43 • Adjournment (adjourn to the next regular meeting, giving the date, time, and place.)
- 44

45 **Approval of Minutes**
46 Shall be approved by General Consent. (Motion to approve is not necessary. The minutes are
47 either approved as read or as corrected, but without a vote.)
48

49 **Report of Administrative Finance Officer**
50 Shall be approved by General Consent. (Administrative Finance Officer's report is never adopted
51 or voted upon unless it has been audited) RE: *Wisconsin Student Government, Financial Policies*
52 *and Procedures* for more information.
53

54 **Fiscal Budget**
55 Shall be approved by the Board of Governors at the April meeting.
56

57 **Steps in Handling a Motion**

- 58 • A member addresses the presiding officer.
- 59 • The presiding officer recognizes the member.
- 60 • The member states the motion.
- 61 • Another member seconds the motion.
- 62 • The presiding officer restates the motion, thus placing it before the organization for
63 consideration.
- 64 • The organization may discuss the motion if it is debatable and amend the motion if it is
65 amendable.
- 66 • The presiding officer takes the vote.
 - 67 **By General Consent** - When a motion is not likely to be opposed, the chairperson says
68 "If there is no objection..." Members show their agreement by their silence. If
69 someone says, "I object," the matter must be put to a vote.
 - 70 **By Voice** - The chairperson asks those in favor to say "aye" and those opposed to say
71 "no." (For majority votes only.) Member may move for exact count.
 - 72 **By Show Of Hands** - Members raise their hands as sight verification of or alternative
73 to a voice vote. It does not require a count. Member may move for an exact count.
 - 74 **By Roll Call** - If a record of each person's vote is needed, each member answers "yes,"
75 "no," or "abstain" as his or her name is called. Roll call vote is required for any
76 motion that utilizes WSG financial resources.
 - 77 **By Ballot** - Members write their vote on a slip of paper (when secrecy is desired).
- 78 • The presiding officer announces the result.
79

80 **Advocacy Guidelines**

81 WSG is a nonpartisan, not-for-profit organization dedicated to promoting political awareness and
82 stimulating discussion and action among students. We only support, sponsor, or oppose
83 legislation and policies on shared governance and financial and academic issues. (2005 Policy
84 Platform)
85

86 The following four (4) positions on issues may be taken by WSG:

- 87 1. Support
- 88 2. Oppose
- 89 3. Undecided
- 90 4. Need more information

- 91
92 Positions shall be determined in two (2) ways:
93 1. Basic Policy
94 • Including but not limited to technical college system issues that affect
95 students, faculty, and the system's financial concerns and its existence. These
96 issues will include state expenditures for the system and financial aid, rules
97 and legislation pertaining to academic policy, tuition policy, and student loan
98 programs and repayment policies.
99 • Position decisions shall be based on criteria such as educational value,
100 existence of similar programming, availability of other funding sources,
101 populations served, et cetera.
102 2. Specific Action
103 • By Executive Board
104 • By Board of Governors
105

106 **Seminar Fees**

107 Are established by the Executive Board and are based on the expenses of the prior year. If the
108 location is changed the difference in fees shall be taken into consideration.
109

110 **Silent Auction**

111 WSG is a non-profit organization and donations to the silent auction are tax deductible. A petty
112 cash fund may be established for the silent auction and shall not exceed \$300. Any petty cash
113 will be kept in a locked cash box. The silent auction committee is responsible for accounting for
114 any petty cash and income from the silent auction and shall provide a report to the Resource
115 Director immediately following the completion of the auction. All funds generated by the silent
116 auction shall be immediately deposited in WSG saving account and shall be recorded as a line
117 item deposit on the next Financial Summary.
118

119 **Donations to WSG**

120 WSG is a non-profit organization and donations are tax deductible. Donations of cash, office
121 supplies, and equipment are always welcome.
122

123 **Code of Conduct**

124 A code of conduct shall be signed by each student before the February Legislative Seminar.
125 Failure to abide by the code of conduct will result in the expulsion of the student.
126

127 **Expenses**

128 **Committees:** Shall be reimbursed for expenses which are budgeted line items or as
129 approved by motion.

130 **Host College:** Shall be reimbursed for pre-approved expenses only. (See pre-approval
131 procedure)

132 **Seminar Fee:** Shall be waived for the Resource Director, President, Webmaster and
133 Secretary.

1 **Wisconsin Student Government Governing Document**

2
3 ***Financial Policies and Procedures***

4
5 **Introduction**

6 Wisconsin Student Government, hereafter referred to as WSG, has been a non-profit
7 organization since 1990. These financial policy and procedure papers shall serve as guidelines
8 for the financial management of WSG, and may be revised at any regular meeting of WSG with
9 the direction of the Executive Board and the approval of the Board of Governors.

10
11 **Policy #1: Budget Process**

12 The fiscal and budget year will run from July 1 to June 30. Article III, Section 3.08(g) The
13 budget will be prepared by the Executive Board and the Resource Director before the first
14 meeting after the February Legislative Seminar and presented to the Board of Governors at the
15 first meeting after the February Legislative Seminar. The budget will take effect on July 1 of that
16 same year.

17
18 **Policy #2: Wisconsin Student Government Membership within Organizations**

19 WSG's membership within other organizations shall be reviewed in February of each year that
20 WSG is a member of said organizations. A resolution concerning the membership status of WSG
21 within other organizations shall be discussed by the Executive Board and forwarded to the Board
22 of Governors.

23
24 **Policy #3: Financial Position Papers**

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

28 A financial summary will be prepared showing expenditures and deposits. Article III, Section
29 3.08)

30
31 **Policy #4: Billing of Campus Dues**

32 Bills shall be mailed to each technical college on or before August 1 of the current fiscal year.
33 Although campus membership is voluntary dues shall be due no later than the first WSG meeting
34 of the fiscal year.

35
36 **Policy #5: Writing Checks**

37 There needs to be one signature on the check by the Resource Director. But all checks made by
38 the Resource Director must be reported to the Executive Board before signing. Expense
39 Statements must be submitted for all purchases, reimbursements, and/or expenses. All purchases,
40 reimbursements, and/or expenses shall be within a line-item of the budget or approved by motion
41 of the Board of Governors or approved by the Executive Board if the purchase, reimbursement,
42 and/or expense is less than \$100.

43
44 **Policy #6: Travel Funds**

45 Any person wishing to use travel funds must get approval from the Executive Board in advance.
46 If a cash advance is requested, it must also be submitted at this time. The Resource Director will

47 forward approvals and any cash advances, by check, no more than two (2) working days prior to
48 the date of departure.

49 Upon his/her return, the person has thirty (30) days to submit receipts for travel, meal, and
50 accommodation expenses. The Resource Director has ten (10) business days to forward
51 reimbursement by check.

52 Reimbursable expenses include meals at the state rate, reasonable accommodation expenses
53 (over the state rate requires pre-approval of the Executive Board), parking fees, toll fees, and
54 administrative expenses such as copying. Non-reimbursable expenses include but are not limited
55 to parking tickets and alcoholic beverages.

56 The mileage rate shall be the state rate. A change in the mileage rate based on inflation may be
57 made by the Executive Board with the approval of the Board of Governors.

58

59 **Policy #7: Per Diem**

60 Maximum per diem is \$45.00 per day in-state not including lodging and mileage expenses. A
61 change in the per diem based on inflation may be made by the Executive Board with the
62 approval of the Board of Governors.

63 Reimbursement for meal expenses incurred on WSG business shall be made by submitting an
64 Expense Statement. All receipts must be turned in with the Expense Statement.

65

66 **Policy #8: Request for Line-Item Expenditures**

67 All expenditures must be approved by the Executive Board and submitted on an Expense
68 Statement to the Resource Director who will process payment and issue a check.

69

70 **Policy #9: Petty Cash Fund**

71 In order to avoid writing checks for cash and/or small expenses, a petty cash fund may be
72 established. The Resource Director may establish a petty cash fund of up to \$50.00 cash. Any
73 petty cash will be kept in a locked cash box. Any requested cash will be issued and documented
74 by the Resource Director. All receipts and unused cash will be returned to the Resource Director
75 immediately following expenditure. The Resource Director will report any use of petty cash in
76 the financial summary.

77 Silent Auction petty cash fund may be established and shall not exceed \$300. Any petty cash will
78 be kept in a locked cash box. The silent auction committee is responsible for accounting for any
79 petty cash and income from the silent auction and shall provide a report to the Resource Director
80 immediately following the completion of the auction. All funds generated by the silent auction
81 shall be immediately deposited in WSG saving account and shall be recorded as a line item
82 deposit on the next Financial Summary.

83

84 **Policy #10: Contractual Agreements**

85 The Board of Governors must approve any contract involving the use of WSG funds not in a line
86 item of the budget. Both the President and Resource Director must sign any contracts entered
87 into by WSG. Notification of the signing of the contract must be made in the appropriate report.

88

89 **Policy #11: Open Financial Records**

90 The financial records of WSG are accessible to the membership at any time they request and will
91 be supplied within a thirty (30) day period.

92

93 **Policy #12: Monetary Transition:**
94 Accounts are with Wells Fargo Bank. The Resource Director will continue to use this account
95 from year to year.

96
97 **Policy #13: Bank Accounts**

98 All incoming WSG revenue will be immediately placed in the organizations checking and/ or
99 savings account. Transfer of funds from the checking and/or savings account to a Certificate of
100 Deposit and/or government bonds must be approved by the Executive Board. Transfer of funds
101 from a Certificate of Deposit and/or government bond to the checking and/ or savings account to
102 must be approved by the Executive Board. Any other transfer of funds, except between checking
103 and savings, must be approved by the Executive Board.

104
105 **Policy #14: Capital Equipment Purchase**

106 The Executive Board, who must be given a list of capital equipment options including the cost of
107 each option, must approve any capital equipment purchase. In the event of an emergency that
108 prohibits day-to-day operations of the organization, the Executive Board and Resource Directors
109 shall allocate the necessary funds. The allocated expense will be reviewed by the Board of
110 Governors at its next regular meeting. A capital equipment reserve may be placed in the budget
111 to help offset costs of repairs and replacement of any WSG capital equipment.
112 This policy excludes any capital equipment donated to WSG or received from WTCS surplus.

113
114 **Policy #15 Reserve Funds**

115 A reserve fund may be included in a budget. Any request for use of reserve funds must be
116 submitted to the Treasurer with thirty (30) days notice and approved by the Executive Board.
117 Reserve funds are to be used for emergencies only and are not for normal operating projects.

118
119 **Policy #16 Debit Card Policy**

120 The WSG Board of Governors authorizes the use of a debit card for paying bills. Said card will
121 be used to pay budgeted WSG bills to vendors for the exact price of the product or service
122 received.

123 The WSG debit cards shall be in the name of the association with the Resource Director as sole
124 person responsible for its use and care. The Resource Director shall provide documentation for
125 all charges to the card on a monthly basis to the Executive Board.

126 Any misuse, loss, questionable expenditure, or other unauthorized use of the debit card shall be
127 reported to the financial institution immediately. Failure to resolve any unauthorized use of the
128 cards shall result in reporting the situation to the Board of Governors and, if necessary, the
129 proper legal authorities.

1 **Wisconsin Student Government Governing Document**

2
3 ***Policy Platform***

4
5 ***Wisconsin Student Government believes that education is a right.***

6
7 ***Wisconsin Student Government supports the rights of any person to receive an affordable***
8 ***public education.***

9
10 **Shared Governance Issues**

- 11 1. **Wisconsin Student Government** opposes any effort to reduce the role that students have
- 12 been granted in institutional governance as defined by Wisconsin State Statute 38.145.
- 13 2. **Wisconsin Student Government** supports the right of students to determine the allocation of
- 14 all fees that fund student activities without administrative interference.
- 15 3. **Wisconsin Student Government** supports the right of student governments to appoint
- 16 students directly to all institutional committees.
- 17 4. **Wisconsin Student Government** supports the absolute right of students to control student
- 18 fees.
- 19 5. **Wisconsin Student Government** supports campus efforts to develop a Student Bill of Rights
- 20 through the productive and constructive efforts of students, faculty, and academic staff working
- 21 together.
- 22 6. **Wisconsin Student Government** supports the seating of a student representative to District
- 23 Boards with or without voting rights.
- 24 7. **Wisconsin Student Government** opposes attempts by technical college officials to
- 25 marginalize student governments by claiming that student governments don't represent students.
- 26 8. **Wisconsin Student Government** opposes any legislation the purpose of which is to
- 27 eliminate locally appointed district boards and replaces them with elected boards hence
- 28 eliminating the proven and non-political governance model.

29
30 In regards to student appointments for Committees and the Wisconsin Technical College System
31 Coalition the President of Wisconsin Student Government shall appoint students at the request of
32 the committee or coalition.

33
34 **Financial Issues**

- 35 1. **Wisconsin Student Government** strongly encourages the technical college and private
- 36 bookstores to keep their prices in line with student financial aid resources.
- 37 2. **Wisconsin Student Government** supports any legislation or system **policy** that would
- 38 regulate and lower the price of student texts including, but not limited to Tax Exemption.
- 39 3. **Wisconsin Student Government** supports college governing boards implement procedures
- 40 for making available to students in a central location and in a standard format on the relevant
- 41 institutional website a listing of textbooks required or assigned for particular courses at the
- 42 institution.
- 43 4. **Wisconsin Student Government** supports lists of required or assigned textbooks for each
- 44 particular course shall include the International Standard Book Number (ISBN) along with other
- 45 relevant information.

- 46 5. **Wisconsin Student Government** supports the right of students to necessary financial aid in
47 an efficient, economical manner.
- 48 6. **Wisconsin Student Government** supports annual financial aid increases matching annual
49 tuition increases.
- 50 7. **Wisconsin Student Government** supports any faculty member who reduces the number of
51 new editions used in classes, by continuing to use current or past editions, in cases where there is
52 no significant change in the material.
- 53 8. **Wisconsin Student Government** supports the right of students to necessary financial aid in
54 an efficient, economical manner.
- 55 9. **Wisconsin Student Government** supports annual financial aid increases matching annual
56 tuition increases.
- 57 10. **Wisconsin Student Government** supports requiring any budget proposal include a General
58 Purpose Revenue match, rather than 100% student funding.
- 59 11. **Wisconsin Student Government** opposes unilateral cuts as a proposal during any budget
60 process.
- 61 12. **Wisconsin Student Government** opposes tuition increases in excess of the increase of the
62 Consumer Price Index.
- 63 13. **Wisconsin Student Government** opposes Tax Credits replacing Grant Aid.

64
65 In order to help meet these requirements, **Wisconsin Student Government** supports student
66 input on the entire budget process.

67 68 **Academic Issues**

- 69 1. **Wisconsin Student Government** supports all means which make faculty and staff more
70 accountable to students.
- 71 2. **Wisconsin Student Government** supports improving the recruitment, retention, and
72 graduation rates of all students.
- 73 3. **Wisconsin Student Government** supports requiring technical college system to transfer all
74 credits between technical colleges.
- 75 4. **Wisconsin Student Government** supports any programs that will increase transfer between
76 the technical college system and the University of Wisconsin System.
- 77 5. **Wisconsin Student Government** supports institutional autonomy.

78 79 **Relationships**

80 Most of the funds which pay for the operation and administration of the technical college system
81 in the State of Wisconsin come from state and local property taxes. Due to the fact that state and
82 local governments determine the amount and the direction of these tax dollars, it is important that
83 WSG be actively involved with these government bodies and their agencies.

84 1. **Elected State Officials** (i.e., State Senate and Assembly)

85 All WSG delegates should be familiar with each of the-Senate and Assembly
86 representatives from their districts. A short letter should be written to each of the State
87 Representatives from each WSG delegate's area, requesting information on any bills or
88 legislation being proposed that affects WSG.

89 When any legislation is proposed that is of special interest to WSG students, an invitation
90 should be sent to the local State Representatives to come to the college and discuss the
91 legislation with students.

92 It will be the job of the WSG Legislative Affairs Committee to maintain a continual open
93 contact with the Higher Education and Tourism Committee and Joint Committee on
94 Finance.

95 **2. State Technical College Board**

96 It will be the responsibility of the Legislative Affairs Committee to maintain an open
97 communication with the Wisconsin Technical College System Board and its director on
98 any new proposals affecting the technical college system and in particular its students.
99 Any information about new developments or proposals that affect technical college
100 students will be given to the Governors of WSG to be sent to their respective colleges.

101 **3. District Technical College Boards**

102 It will be the responsibility of each Governor to have a student representative attend
103 District Board meetings and/or otherwise make the views of WSG known to the
104 individual District Boards.

105

106 **Involvement**

107 **1. District Presidents**

108 The President is the chief administrator in each district and is often the first to receive
109 information on legislation affecting the technical college system. It is important for WSG
110 to have at least one representative in each district establish a regular contact with the
111 President in order to develop an exchange of information and ideas on a face-to-face
112 basis.

113 **2. Local Political Parties or Organizations**

114 WSG itself is not a partisan organization, but encourages students to be politically
115 involved. Involvement can be in the form of becoming an active member of a political
116 party or association.

117 All involvement in politics is on an individual basis. The advantages of belonging to a
118 party or organization are many to the individuals, but WSG can also benefit by the
119 individual members involvement.

120 Here are some ways individual involvement can benefit WSG:

- 121 a. Getting the state political parties to include support for the technical college system
122 in their platforms.
- 123 b. Contact with State Legislators.
- 124 c. Advanced information on proposed legislation.
- 125 d. Opportunities to get legislators to introduce pro-technical college legislation.

126 NOTE: Since involvement by individuals in the political system involves activities which
127 are not necessarily endorsed by WSG, it must be remembered that this is only a
128 suggestion as it relates to the way the individual can help in promoting the technical
129 college system in the State of Wisconsin.

CODE OF CONDUCT

Rationale: THE CO AND EXTRA-CURRICULAR EVENTS OF WISCONSIN STUDENT GOVERNMENT OFFERS LEARNING OPPORTUNITIES BEYOND THE CLASSROOM. TO INSURE THE SMOOTH OPERATION OF THESE EVENTS AND TO PROTECT THE RIGHTS OF INDIVIDUALS WHO ARE PARTICIPATING, THE BOARD OF GOVERNORS OF THE WISCONSIN STUDENT GOVERNMENT HAS ADOPTED THIS CODE OF CONDUCT.

The following rules and regulations apply to all students and advisors attending any Wisconsin Student Government meeting or event.

1. Participants' behavior should be such that it reflects positively on WSG and the participants' home district.
2. Participants are expected to act in the best interest of WSG.
3. Executive Board members should wear professional attire at all WSG events. Students and advisors should wear professional attire at the WSG Legislative Seminar.
4. Participants are expected to refrain from contrary positions to WSG or its aims.
5. Participants at the WSG Legislative Seminar must wear identification badges.
6. Participants are expected to attend all WSG meetings, workshops, and other scheduled events.
7. Participants are to report all accidents, illnesses/injuries to the advisor or head delegate from their district.
8. Please abide by the following guidelines regarding alcohol consumption:
 - a. NO alcoholic beverages are allowed at WSG events.
 - b. Wisconsin state law requires all consumers of alcoholic beverages to be 21. Abide by it!
9. The use or possession of illegal drugs will NOT be tolerated!
10. Participants are responsible for theft, damages, and/or vandalism during WSG events.
11. Participants are expected to observe reasonable "quiet hours" (discretion of the advisor).
12. The advisor, or designated head delegate if advisor is not present, from a given district shall have total authority over the supervision of the students from that district during the WSG event.
13. Participants who disregard or violate these guidelines may be subject to disciplinary actions through the WSG Executive Board and the Office of Student Life at their home district.
14. Please be respectful of other participants and turn off all cellular phones, pagers, and computers during WSG events.
15. I hereby certify that I am a duly enrolled student in good academic standing at _____ Technical College

PARTICIPATION AGREEMENT

I have read the above Code of Conduct and agree to abide by these established rules and guidelines. I understand that failure to abide by these established rules will result in my and/or my colleges' expulsion from the meeting or event.

Name of Participant (PRINT)

Signature of Participant

Date