

WSG BYLAWS 2013-2014

Amended 10/28/2013

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

- 1.The representative student governments of the sixteen (16) WTCS districts of the State of Wisconsin shall be eligible for membership.
- 2.Student governments of the WTCS districts shall approve their membership in WSG by vote.
- 3.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.
- 4.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

- 1.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.
- 2.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.
- 3.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.
- 4.Governors and Lieutenant Governors must be students of the college they represent.
- 5.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 WTCS State Board. Appointment of office shall be from when appointed to when appointed.

Article III. *OFFICERS*

1. All officers of the WSG of WTCS Colleges will be elected at the first meeting after the February Legislative Seminar.
2. You must be a Governor, Lieutenant Governor or Senate member who has attended a majority of WSG meetings of the current year (determined by that school's Advisor) to be nominated and elected as President, Vice President, Administrative Finance Officer, or Parliamentarian. If a sitting Governor is elected **President** of the WSG, that Governor's school may appoint a new Governor, so as to not lose the school's vote. In the case of Lt. Governor or other senate member running for office, the Governor must approve the Lt. Governor's or other senate member's decision to run for office and in so doing forfeits his/her right to run for office. There must be four (4) different schools on the board.
3. There must be four (4) different schools on the board. The Governor has the official vote for their school.
4. The officers shall be President, Vice President, Administrative Finance Officer and Parliamentarian.
5. Ex-officio members shall be Student State Board member and Higher Educational Aids Board representative. Ex-officio members do not have a vote in WSG meetings.
6. The duties of the President will be to preside over all Board of Governors meetings, and to oversee and represent WSG as official spokesperson at any outside function.
7. The duties of the Vice President will be to:
 - (a) Fill the role of the President in the President's absence.
 - (b) Assume the position of President in the event of the President vacating his/her office.
 - (c) Attend state-wide meetings with the President or in his/her absence.
8. Administrative Finance Officer will be second in line to fill the role of the President should the Vice President be unable to assume the role of President. He/she is as an ex-officio member of all standing committees, and will serve as the WSG parliamentarian.
9. The Parliamentarian shall be third in line to fill the role of the President should the Vice President and Administrative Financial Officer be unable to assume the role of President. The Parliamentarian shall also be responsible for tracking legislation that affects the Technical Colleges and advise WSG on such matters.
10. The Resource Director will perform the duties of a Treasurer. The Resource Director duties will be:
 - (a) To pay all bills pertaining to the operation of WSG.
 - (b) To develop the proposed fiscal budget.
 - (c) To send out the annual membership dues statements.
 - (d) To collect the dues.
 - (e) To furnish an account of WSG's financial standing at each Executive Board meeting for approval.
 - (f) To have a student life advisor at each WSG Board of Governors meeting review the WSG's financial books since the last WSG meeting.
 - (g) The Resource Director shall have the authority to have an outside audit conducted upon request of the IRS and DFI funded by WSG. (Operational year is July 1 –

June 30)

Article IV. *ADVISORS*

- 1.The Local Advisors of WSG will be the student government advisors of the Governors.

Article V. *COMMITTEES*

- 1.The President may appoint all committees and committee chairs.
- 2.The Chairpersons may appoint subcommittees with the approval of the President.

Article VI. *EXECUTIVE*

- 1.The Executive Board consists of the elected officers of WSG and the Resource Director.
- 2.The Executive Board shall function as the administrative body of WSG and is responsible for all business enacted by the Board of Governors.
- 3.The chain of command shall be President, Vice President, Administrative Finance Officer and Parliamentarian. In the event the highest-ranking officer is not present, the next in command will act in her/his place in making general decisions and heading meetings as necessary. In the event of an officer vacancy, the remaining officers will share the duties of the vacated position until an election can be held for the vacant position.
- 4.The Executive Board with a majority vote shall be able to make expenditures of up to, but not more than, \$100 per month between meetings.

Article VII. *MEETINGS*

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

Article VIII. *DISSOLUTION*

- 1.Upon the Dissolution of the association, the Executive Board shall, after paying or making provisions for payment of all of the debts of WSG shall
 - (a) Distribute the remaining assets based on the previous year's Full-Time Equivalent, hereafter referred to as FTE, count reported in the WTCS Fact Book.
 - (b) FTE's by College among the member WTCS districts from which it came.

Article IX. *AMENDMENTS*

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

Article X. *QUORUM*

- 1.A quorum to conduct business at regular meetings and special meetings shall be five (5)

Governors of WSG, including at least two Executive Board members, (President, Vice President, Administrative Finance Officer, or Parliamentarian) and three Governors.

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

Article XI. *ADDENDUM*

1. **Membership Fee:** Seventeen percent (17%) multiplied by the colleges previous years FTE count as reported in the WTCS Fact Book, FTE's by College. One year's membership fee shall be from July 1 - June 30 of each calendar year.
2. **Duties of the Secretary:** \$50 for each meeting to be paid after minutes are approved by the Governors. This will be a contracted position between WSG and the student taking the Secretary position.
 - (a) A student involved with WSG must hold the Secretary position.
 - (b) The Secretary shall take the minutes at all WSG meetings and disburse the minutes within two weeks to the Executive Board and Resource Director.
 - (c) Meals, lodging, copying and printing costs and mileage costs will be reimbursed by WSG to the Secretary with the approval of at least two members of the executive board one of them being the resource director. Expenses will not be extensive and the secretary must work within his/her allotted budget to be determined by the board of governors annually in April.
 - (d) The Secretary, in the event of an absence, is required to locate a replacement for her/him to cover the WSG meeting.
3. **Duties of the Governors:** Represent their WTCS districts first and foremost and then the state for the students of WTCS. Governors are responsible for completing the duties assigned to them for all WSG functions throughout the year. Governors will be responsible for distributing information from WSG to their respective WTCS districts and organizations. There will be only one vote per member WTCS district (16 votes).
4. **Duties of the Local Advisors:** Advise the Governors and Lieutenant Governors in their WTCS districts.
 - (a) They will be responsible for providing information to local administration.
 - (b) They will supervise the elections of the Lieutenant Governor.
 - (c) Provide guidance to WSG Governors and Lieutenant Governors when WTCS district issues need to be brought up to state level.
 - (d) Set up and publish guidelines for the elections of Lieutenant Governors state wide.
 - (e) Should be present (or have a designated representative) and active at all attended WSG meetings.
5. **Duties of the Resource Director:** The Resource director will perform the duties as specified in the job description (Art. III, Sect 3.08).