

For bylaws changes, must show old wording and new proposed wording on the document to present to WSG Governors for vote.

Bylaws may be amended by a two-thirds (2/3) vote of the Board of Governors present at the meeting after the amendment is introduced.

(Article #9)

2008-09

Governor's Packet

A Comprehensive Guide to
Wisconsin Student Government

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History of Wisconsin Student Government

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Wisconsin Student Government Governing Document

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1 **Bylaws**

2
3 Preamble: We, the student representatives of the Wisconsin Student Government (WSG) of the Wisconsin Technical
4 College System (WTCS), represent and advocate for WSG students at the local, state, and national levels for the
5 purpose of communication and educational involvement and improvement. We shall use our democratic rights
6 through the cooperation of members to further the promotion of the WTCS.

7 **ARTICLE 1 - MEMBERSHIP**

8 Section 1. The representative student governments of the 16 WTCS districts of the State of Wisconsin shall be
9 eligible for membership.

10 Section 2. Student governments of the WTCS districts shall approve their membership in WSG by vote.

11 Section 3. WSG and its members will not discriminate with regard to race, color, national origin, ancestry, religion,
12 creed, sex, age, handicap, or any other protected class status.

13 Section 4. Each WTCS district wishing to join WSG of WTCS Colleges will pay a membership fee for membership
14 in WSG. (See Article 10 - Addendum)

15 **ARTICLE 2 - BOARD OF GOVERNORS**

16 Section 1. The new Board of Governors will be seated at the first meeting after the Legislative Seminar. Each
17 WTCS district will select one Governor as early in the fall semester as possible.

18 Section 2. Each WTCS district will select one student who will be a Lieutenant Governor. This person will not be
19 able to vote except in the absence of the Governor. The Governor shall serve from election to election at which time
20 the Lieutenant Governor shall assume the Office of the Governor and serve through the next election of the
21 following year.

22 Section 3. The Board of Governors will be made up of 16 voting Governors with each WTCS district being
23 responsible for one Governor and one Lieutenant Governor.

24 Section 4. Governors and Lieutenant Governors must be students of the college they represent.

25 Section 5. The Board of Governors will be responsible for the WSG of WTCS College Legislative Seminar to be
26 held once a year in Madison for the purpose of educating the student government leaders on issues and protocol for
27 visits to their members of the state legislature. The Board of Governors will also be responsible for
28 recommendations for appointments to state positions including, but not limited to Higher Education Aids Board, the
29 Council on Financial Aids, and student representative to the State Board of the WTCS.

30 Section 6. Appointment of office shall be from when appointed to when appointed.

31 **ARTICLE 3 - OFFICERS**

32 Section 1. All officers of the WSG of WTCS Colleges will be elected at the first meeting after the February
33 Legislative Seminar.

34 Section 2. The Board of Governors will nominate and elect the officers from the Board of Governors. You must be a
35 Governor or Lt. Governor to be nominated for President, Vice President, or Treasurer. The governor must nominate
36 the Lt. Governor of their own school; therefore, forfeiting their chance for office. There must be three different
37 schools on the board. The Governor has the official vote for their school.

38 Section 3. The officers shall be President, Vice President, and Treasurer.

39 Section 4. Ex-officio members shall be Student State Board member and Higher Educational Aids Board
40 representative.

41 Section 5. The duties of the President will be to preside over all Board of Governors meetings, and to oversee and
42 represent WSG as official spokesperson at any outside function.

43 Section 6. The duties of the Vice President will be to fill the role of the President in President's absence and to
44 assume the position of President in the event of the President's leaving WSG; to act as ex-officio member of all
45 standing committees; and to serve as parliamentarian.

46 Section 7. The duties of Treasurer will be to pay all bills pertaining to the operation of WSG, to furnish an account of
47 WSG's financial standing at each Executive Board meeting; to have a student life advisor at each WSG Board of
48 Governors' meeting review the Treasurer's books since the last WSG meeting, and to submit the books for audit to
49 an outside accountant selected by WSG at the end of each operational year. (Operational year is July 1 – June 30)

50 **ARTICLE 4 – ADVISORS**

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

52 **ARTICLE 5 – COMMITTEES**

53 Section 1. All committees and committee chairs may be appointed by the President.

54 Section 2. The Chairpersons may appoint subcommittees with the approval of the President.

55 **ARTICLE 6 – EXECUTIVE**

56 Section 1. The Executive Board consists of the elected officers of WSG and the Resource Director.

57 Section 2. The Executive Board shall function as the administrative body of WSG and is responsible for all business
58 enacted by the Board of Governors.

59 Section 3. The chain of command shall be President, Vice President, and Treasurer. In the event the highest-ranking
60 officer is not present, the next in command will act in her/his place in making general decisions and heading
61 meetings as necessary.

62 Section 4. The Executive Board with a majority vote shall be able to make expenditures of up to, but not more than,
63 \$100 per month between meetings.

64 **ARTICLE 7 – MEETINGS**

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

67 **ARTICLE 8 – DISSOLUTION**

68 Section 1. Upon the Dissolution of the association, the Executive Board shall, after paying or making provisions for
69 payment of all of the debts of WSG shall, distribute the assets based on the previous years FTE count reported in the
70 WTCS Fact Book, FTE's by College among the member WTCS districts from which it came.

71 **ARTICLE 9 – AMENDMENTS**

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

74 Section 2. A quorum to conduct business at regular meetings and special meetings shall be five (5) Governors of
75 WSG, including at least two Executive Board members, (President, Vice President, or Treasurer) and three
76 Governors shall constitute a quorum.

77 Section 3. Except as otherwise provided under these Bylaws, or provisions of law, no business shall be considered
78 by the members at any meeting at which the required quorum is not present, and the only motion which the Chair
79 shall entertain at such meeting is a motion to adjourn.

80 Section 4. A simple majority vote of members present shall carry a motion except on a motion to amend the
81 Constitution. (see Article 9, Section 1)

82 **ARTICLE 10 – ADDENDUM**

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

86 **Duties of the Secretary:** \$200 for four meetings to be disbursed in increments of \$50, \$50, \$50 and \$50. This will
87 be a contracted position between WSG and the student taking the Secretary
88 position. The Secretary shall take the minutes at all WSG meetings and disburse the minutes within two weeks to the
89 Executive Board and Public Relations Specialist/Webmaster.

90 WSG. Meals occurring at the WSG meetings will be reimbursed. The Secretary, in the event of an absence, is
91 required to locate a replacement for her/him to cover the WSG meeting.

92 **Duties of the Governors:** Represent their WTCS districts first and foremost and then the state for the students of
93 WTCS. Governors are responsible for completing the duties assigned to them for all WSG functions throughout the
94 year. Governors will be responsible for distributing information from WSG to their respective WTCS districts and
95 organizations. There will be only one vote per member WTCS district (16 votes).
96 **Duties of the Local Advisors:** Advise the Governors and Lieutenant Governors in their WTCS districts. They will
97 be responsible for providing information to local administration. They will supervise the elections of the Lieutenant
98 Governor. Provide guidance to WSG Governors and Lieutenant Governors when WTCS district issues need to be
99 brought up to state level. Set up and publish guidelines for the elections of Lieutenant Governors statewide. Should
100 be present and active at WSG meetings.
101 **Duties of the Resource Director:** The Resource director will perform the duties as specified in the job description.

1 **Wisconsin Student Government Governing Document**

2 ***Standing Rules***

3 **Membership**

4 Every student in Wisconsin is a member of Wisconsin Student Government (Bylaws,
5 Article 7, Section 1) but campus membership is voluntary. (Bylaws, Article 1, Section 2)
6 Wisconsin Student Government raises funds in four ways: Campus Dues, Seminar fees,
7 Silent auction, Donation. (2005 October Meeting Discussion and Bylaws, Article 10,
8 Membership Fee)

9 **Campus Dues**

10 Dues are calculated by multiplying seventeen percent (17%) by the colleges previous years
11 FTE count as reported in the WTCS Fact Book, FTE's by College. One year's
12 membership fee shall be from July 1 - June 30 of each calendar year. FTE figures can be
13 found at <http://www.wtcsystem.org>. (2005 January Minutes and Bylaws, Article 10,
14 Membership Fee)

15 **Voting Rights**

16 There is one vote for each of the 16 technical college districts.

17 Colleges that have not paid dues by the due date (November 1) “will not have voting
18 rights until the dues are paid effective at the next meeting in February”. (2005 January
19 Minutes) The Board of Governors will be made up of 16 voting Governors with each
20 WTCS district being responsible for one Governor and one Lieutenant Governor.
21 Lieutenant Governor will not be able to vote except in the absence of the Governor (2005
22 Bylaws, Article 2, Section 2)

23 **Dress Code**

24 Meetings: Casual
25 Legislative Seminar: Business Casual code for Monday and Business Professional code
26 for Tuesday. (2002 October Minutes)

27 **Reimbursements**

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

33 **Standing Committees**

34 All committees and committee chairs may be appointed by the President. (Bylaws,
35 Article 5, Section 1)

36 The Chairpersons may appoint subcommittees with the approval of the President.
37 (Bylaws, Article 5, Section 2)

38 The Vice President will act as ex-officio member of all standing committees. (Bylaws,
39 Article 3, Section 6)

40 **Bylaw Committee** (2005 June Minutes)

41 1. Bylaw Committee will periodically review and suggest revisions to the bylaws as
42 needed.

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

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

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

56 The Academic Affairs Committee shall oversee the four specific powers defined in
57 36.09(5).

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

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

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

70 **Seminar Committees** may change from year to year depending on the details of the
71 seminar and are determined by the Executive Board. (2005 Executive Board summer
72 meeting)

73 **Vote of president**

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

79 **Elections**

80 Shall be held at the first meeting after the February Legislative Seminar. (2005 Bylaws,
81 Article 3, Section 1)

82 Ties - When there is a tie the WSG president shall cast the deciding vote to break the tie.
83 If there are more than three candidates the candidate with the most votes shall be elected.
84 In this case if there is a tie the two candidates with the most votes shall be given the
85 opportunity to restate their qualification, then voting will take place again between the
86 two candidates. (2004 October Minutes)

87 **Nominations for President, Vice President, and Treasurer**

88 You must be a governor to be nominated and elected as President, Vice President, or
89 Treasurer. (2005 Bylaws, Article 3, Section 2)

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

97 **Agreement Positions**

98 Resource Director - There shall be a two-year agreement between WSG and the Resource
99 Director. This contract shall run from July 1 through June 30. This contract shall spell out the
100 duties and responsibilities of the Resource Director and compensation. (ARTICLE 10 –
101 ADDENDUM, Duties of the Resource Director) The Executive Board shall be
102 responsible for filling the position from the applications received. The Executive Board
103 may choose to renew the existing contract from year to year with the confirmation vote
104 from the Governors.

105 Secretary - There shall be a contract between WSG and the Secretary. This contract shall
106 run from July 1 through June 30. This contract shall spell out the duties and
107 responsibilities of the Secretary and compensation. (ARTICLE 10 – ADDENDUM,
108 Duties of the Secretary) The Executive Board shall be responsible for filling the position
109 from the applications received. The Executive Board may choose to renew the existing
110 contract from year to year.

111 Webmaster - There shall be a contract between WSG and the Webmaster. This contract

112 shall run from July 1 through June 30. This contract shall spell out the duties and
113 responsibilities of the Webmaster and compensation. (2005 June Minutes and 2005
114 Executive Board meeting summer) The Executive Board shall be responsible for filling
115 the position from the applications received. The Executive Board may choose to renew
116 the existing contract from year to year.

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

118 **Web Page**

119 1and1.com is the web hosting service of the WSG web page. (2003 July Minutes).
120 Web hosting service is renewed yearly as part of the fiscal budget and is billed quarterly with an
121 automatic withdrawal from the WSG debit card. The domain name is www.wsgtech.org and
122 can be renewed yearly as part of the fiscal budget.

1 **Wisconsin Student Government Governing Document**

2 ***Past Practices Governing Document***

3 **Order of Business at Regular Meetings**

- 4 • Meeting called to order;
- 5 • Roll call;
- 6 • Introductions;
- 7 • Correspondence;
- 8 • Reports of Executive Board
- 9 • Approval of Minutes;
- 10 • Report of Treasurer;
- 11 • Report of committees;
- 12 • Unfinished business;
- 13 • New business;
- 14 • Announcements;
- 15 • Leadership Program;
- 16 • Adjournment

17 **Order of Minutes**

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

42 place.)

43 **Approval of Minutes**

44 Shall be approved by General Consent. (Motion to approve is not necessary. The minutes
45 are either approved as read or as corrected, but without a vote.)

46 **Report of Treasurer**

47 Shall be approved by General Consent. (Treasurer's report is never adopted or voted upon
48 unless it has been audited) RE: *Wisconsin Student Government, Financial Policies and*
49 *Procedures* for more information.

50 **Fiscal Budget**

51 Shall be approved by the Board of Governors at the April meeting.

52 **Steps in Handling a Motion**

- 53 • A member addresses the presiding officer.
- 54 • The presiding officer recognizes the member.
- 55 • The member states the motion.
- 56 • Another member seconds the motion.
- 57 • The presiding officer restates the motion, thus placing it before the organization for
58 consideration.
- 59 • The organization may discuss the motion if it is debatable and amend the motion if it
60 is amendable.
- 61 • The presiding officer takes the vote.

62 **By General Consent** - When a motion isn't likely to be opposed, the chairperson
63 says "**If there is no objection...**" Members show their agreement by their silence.
64 If someone says, "I object," the matter must be put to a vote.

65 **By Voice** - The chairperson asks those in favor to say "aye" and those opposed to
66 say "no." (For majority votes only.) Member may move for exact count.

67 **By Show Of Hands** - Members raise their hands as sight verification of or
68 alternative to a voice vote. It does not require a count. Member may move for
69 exact count.

70 **By Roll Call** - If a record of each person's vote is needed, each member answers
71 "yes," "no," or "abstain" as his or her name is called. Roll call vote is required for
72 any motion that utilizes WSG financial resources.

73 **By Ballot** - Members write their vote on a slip of paper. (when secrecy is desired)
74 • The presiding officer announces the result.

75 **Advocacy Guidelines**

76 WSG is a nonpartisan, not-for-profit organization dedicated to promoting political
77 awareness and stimulating discussion and action among students.

78 We only support, sponsor, or oppose legislation and policies on shared governance and
79 financial and academic issues. (2005 Policy Platform)

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

- 81 1. Support
- 82 2. Oppose
- 83 3. Undecided
- 84 4. Need more information

85 Positions shall be determined in two (2) ways:

- 86 1. Basic Policy
 - 87 • Including but not limited to technical college system issues that affect
 - 88 students, faculty, and the system's financial concerns and its existence. These
 - 89 issues will include state expenditures for the system and financial aid, rules
 - 90 and legislation pertaining to academic policy, tuition policy, and student loan
 - 91 programs and repayment policies.
 - 92 • Position decisions shall be based on criteria such as educational value,
 - 93 existence of similar programming, availability of other funding sources,
 - 94 populations served, et cetera.
- 95 2. Specific Action
 - 96 • By Executive Board
 - 97 • By Board of Governors

98 **Seminar Fees**

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

101 **Silent Auction**

102 WSG is a non-profit organization and donations to the silent auction are tax deductible.
103 A petty cash fund may be established for the silent auction and shall not exceed \$300.
104 Any petty cash will be kept in a locked cash box. The silent auction committee is
105 responsible for accounting for any petty cash and income from the silent auction and shall
106 provide a report to the treasurer immediately following the completion of the auction. All
107 funds generated by the silent auction shall be immediately deposited in WSG saving
108 account and shall be recorded as a line item deposit on the next Financial Summary.

109 **Donations to WSG**

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

112 **Code of Conduct**

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

115 **Expenses**

116 **Committees:**

- 117 Shall be reimbursed for expenses which are budgeted line items or as approved by
118 motion.
119 **Host College:**
120 Shall be reimbursed for pre-approved expenses only. (see pre-approval procedure)
121 **Seminar Fee:**
122 Shall be waived for the Resource Director, President, Webmaster and Secretary.

1 **Wisconsin Student Government Governing Document**

2 ***Financial Policies and Procedures***

3 **Introduction**

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

9 **Policy #1: Budget Process**

10 The fiscal and budget year will run from July 1 to June 30. (ARTICLE 3 – OFFICERS,
11 Section 7) The budget will be prepared by the Executive Board and the Resource Director
12 before the first meeting after the February Legislative Seminar and presented to the
13 Board of Governors at the first meeting after the February Legislative Seminar. The
14 budget will take effect on July 1 of that same year.

15 **Policy #2: Wisconsin Student Government Membership Within**
16 **Organizations**

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

22 **Policy #3: Financial Position Papers**

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

26 A financial summary will be prepared showing expenditures and deposits. (ARTICLE 3 –
27 OFFICERS, Section 7)

28 **Policy #5: Billing of Campus Dues**

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

32 **Policy #6: Writing Checks**

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

39 **Policy #7: Travel Funds**

40 Any person wishing to use travel funds must get approval from the Executive Board in
41 advance. If a cash advance is requested, it must also be submitted at this time. The
42 Treasurer will forward approvals and any cash advances, by check, no more than two
43 working days prior to the date of departure.

44 Upon his/her return, the person has thirty (30) days to submit receipts for travel, meal,
45 and accommodation expenses. The Treasurer has ten (10) business days to forward
46 reimbursement by check.

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

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

53 **Policy #8: Per Diem**

55 Maximum per diem are \$25.00 per day in-state. A change in the per diem based on
56 inflation may be made by the Executive Board with the approval of the Board of
57 Governors.

58 Reimbursement for meal expenses incurred on Wisconsin Student Government business
59 shall be made by submitting an Expense Statement. All receipts must be turned in with
60 the Expense Statement.

61 **Policy #9: Request For Line-Item Expenditures**

62 All expenditures must be approved by the Executive Board and submitted on an Expense
63 Statement to the Treasurer; the Treasurer will process payment and issue a check.

64 **Policy #10: Petty Cash Fund**

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

68 documented by the Treasurer. All receipts and unused cash will be returned to the
69 Treasurer immediately following expenditure. The Treasurer will report any use of petty
70 cash in the financial summary.

71 Silent Auction petty cash fund may be established and shall not exceed \$300. Any petty
72 cash will be kept in a locked cash box. The silent auction committee is responsible for
73 accounting for any petty cash and income from the silent auction and shall provide a
74 report to the treasurer immediately following the completion of the auction. All funds
75 generated by the silent auction shall be immediately deposited in WSG saving account
76 and shall be recorded as a line item deposit on the next Financial Summary.

77 **Policy #11: Contractual Agreements**

78 Any contract involving the use of Wisconsin Student Government funds not in a line-item of the
79 budget must be approved by the Board of Governors. Any contracts entered
80 into by Wisconsin Student Government must be signed by both the President and
81 Resource Director. Notification of the signing of the contract must be made in the
82 appropriate report.

83 **Policy #12: Open Financial Records**

84 The financial records of Wisconsin Student Government are accessible to the
85 membership at any time they request and will be supplied within a thirty (30) day period.

86 **Policy #13 Treasurer Transition:**

87 Accounts are with Wells Fargo Bank. The treasurer will continue to use this account from
88 year to year.

89 **Policy #14: Bank Accounts**

90 All incoming Wisconsin Student Government revenue will be immediately placed in the
91 organizations checking and/ or savings account. Transfer of funds from the checking and/
92 or savings account to a Certificate of Deposit and/or government bonds must be approved
93 by the Executive Board. Transfer of funds from a Certificate of Deposit and/or
94 government bond to the checking and/ or savings account to must be approved by the
95 Executive Board. Any other transfer of funds, except between checking and savings,
96 must be approved by the Executive Board.

97 **Policy #15: Capital Equipment Purchase**

98 Any capital equipment purchase must be approved by the Executive Board, who must be
99 given a list of capital equipment options including the cost of each option.

100 In the event of an emergency that prohibits day-to-day operations of the organization, the
101 Executive Board and Resource Directors shall allocate the necessary funds. The allocated
102 expense will be reviewed by the Board of Governors at its next regular meeting.
103 A capital equipment reserve may be placed in the budget to help offset costs of repairs

104 and replacement of any Wisconsin Student Government capital equipment.

105 This policy excludes any capital equipment donated to Wisconsin Student Government or
106 received from WTCS surplus.

107 **Policy #15 Reserve Funds**

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

112 **Policy #16 Debit Card Policy**

113 The Wisconsin Student Government Board of Governors authorizes the use of a debit
114 card for paying bills. Said card will be used to pay budgeted Wisconsin Student
115 Government bills to vendors for the exact price of the product or service received.

116 The Wisconsin Student Government debit cards shall be in the name of the association
117 with the Resource Director as sole person responsible for its use and care. The Resource
118 Director shall provide documentation for all charges to the card on a monthly basis to the
119 Treasurer.

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

1 **Wisconsin Student Government**

2 ***Policy Platform***

3 *Wisconsin Student Government believes that education is a right.*

4 *Wisconsin Student Government supports the rights of any person to receive an affordable*
5 *public education.*

6 **Shared Governance Issues**

7 1. **Wisconsin Student Government** opposes any effort to reduce the role that students
8 have been granted in institutional governance as defined by Wisconsin State Statute
9 38.145.

10 2. **Wisconsin Student Government** supports the right of students to determine the
11 allocation of all fees that fund student activities without administrative interference.

12 3. **Wisconsin Student Government** supports the right of student governments to
13 appoint students directly to all institutional committees.

14 4. **Wisconsin Student Government** supports the absolute right of students to control
15 student fees.

16 5. **Wisconsin Student Government** supports campus efforts to develop a Student Bill
17 of Rights through the productive and constructive efforts of students, faculty, and
18 academic staff working together.

19 6. **Wisconsin Student Government** supports the seating of a student representative to
20 District Boards with or without voting rights.

21 7. **Wisconsin Student Government** opposes attempts by technical college officials to
22 marginalize student governments by claiming that student governments don't
23 represent students.

24 8. **Wisconsin Student Government** opposes any legislation the purpose of which is to
25 eliminate locally appointed district boards and replaces them with elected boards
26 hence eliminating the proven and non-political governance model.

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

30 **Financial Issues**

31 1. **Wisconsin Student Government** strongly encourages the technical college and
32 private bookstores to keep their prices in line with student financial aid resources.

33 2. **Wisconsin Student Government** supports any legislation or system **policy** that
34 would regulate and lower the price of student texts including, but not limited to Tax
35 Exemption.

36 3. **Wisconsin Student Government** supports college governing boards implement
37 procedures for making available to students in a central location and in a standard
38 format on the relevant institutional website a listing of textbooks required or assigned

- 39 for particular courses at the institution.
- 40 4. **Wisconsin Student Government** supports lists of required or assigned textbooks for
- 41 each particular course shall include the International Standard Book Number (ISBN)
- 42 along with other relevant information.
- 43 5. **Wisconsin Student Government** supports the right of students to necessary financial
- 44 aid in an efficient, economical manner.
- 45 6. **Wisconsin Student Government** supports annual financial aid increases matching
- 46 annual tuition increases.
- 47 7. **Wisconsin Student Government** supports any faculty member who reduces the
- 48 number of new editions used in classes, by continuing to use current or past editions,
- 49 in cases where there is no significant change in the material.
- 50 8. **Wisconsin Student Government** supports the right of students to necessary financial
- 51 aid in an efficient, economical manner.
- 52 9. **Wisconsin Student Government** supports annual financial aid increases matching
- 53 annual tuition increases.
- 54 10. **Wisconsin Student Government** supports requiring any budget proposal include a
- 55 General Purpose Revenue match, rather than 100% student funding.
- 56 11. **Wisconsin Student Government** opposes unilateral cuts as a proposal during any
- 57 budget process.
- 58 12. **Wisconsin Student Government** opposes tuition increases in excess of the increase
- 59 of the Consumer Price Index.
- 60 13. **Wisconsin Student Government** opposes Tax Credits replacing Grant Aid.

61 In order to help meet these requirements, **Wisconsin Student Government** supports student

62 input on the entire budget process.

63 **Academic Issues**

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

73 **Relationships**

74 Most of the funds which pay for the operation and administration of the technical college

75 system in the State of Wisconsin come from state and local property taxes. Due to the fact

76 that state and local governments determine the amount and the direction of these tax dollars,

77 it is important that WSG be actively involved with these government bodies and their

78 agencies.

- 79 1. **Elected State Officials** (i.e., State Senate and Assembly)
- 80 All WSG delegates should be familiar with each of the-Senate and Assembly

81 representatives from their districts. A short letter should be written to each of the
82 State Representatives from each WSG delegate's area, requesting information on any
83 bills or legislation being proposed that affects WSG.

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

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

90 **2. State Technical College Board**

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

97 **3. District Technical College Boards**

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

101 **Involvement**

102 **1. District Presidents**

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

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

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

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

115 Here are some ways individual involvement can benefit WSG:

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

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

Wisconsin Student Government – Member Expectations

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Wisconsin Student Government

Expectations of Members

Member: Governor (Lt. Governor)

Completion Date: Cycled Annually

Objective 1: Represent Students in Your District*

* Explanation found on page 3

Objective 2: Disseminate Information to Students in Your District*

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 1</p> <p>1.1 Know Your District (F.T.E, demographics, programs, Activity Fee usage, etc.)</p> <p>1.2 Contact Students (Use both informal and formal communications, i.e. survey, meetings, newspaper and email)</p> <p>1.3 Maintain lines of communication</p>	<p>Fall Meeting</p> <p>Prior to every meeting</p> <p>Ongoing</p>	<p>Resource Director, Advisors, and WTCS</p> <p>Resource Director and Advisors</p> <p>Resource Director, Webmaster/WSG Website, and Advisors</p>
<p>Objective 2</p> <p>2.1 Familiarize yourself with issues (District and State Level)</p> <p>2.2 Attend District Meetings (District Board, Executive/Academic Committee)</p> <p>2.3 Attend State Meetings (Wisconsin Student Government, State Board, Higher Education Aides Board)</p> <p>2.4 Summarize information pertinent to students and disseminate to your students.</p> <p>2.5 Facilitate Leadership Trainings in your District</p>	<p>Prior to every meeting</p> <p>Ongoing</p> <p>Ongoing</p> <p>Depending on the time sensitivity of the information, generally one-two weeks following a meeting</p> <p>Once a semester</p>	<p>Resource Director, WSG Website, Advisors, WTCS, and other</p> <p>WSG Executive Board, Resource Director, and Advisors</p> <p>WSG Executive Board, Resource Director, Advisors, Student Representative to the State Board, WTCS, and other</p> <p>Resource Director, Webmaster, and Advisors</p> <p>Resource Director, Advisors, and other</p>

Wisconsin Student Government

Expectations of Members

Member: Governor (Lt. Governor)

Completion Date: Cycled Annually

Objective 3: Responsibilities for Wisconsin Student Government Meetings*

* Explanation found on page 3

Objective 4: Meeting With District Legislators

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 3</p> <p>3.1 Attend prepared (review Agenda and Materials)</p> <p>3.2 Actively participate in discussions and ask questions</p> <p>3.3 Give Governor’s Report (Know your district and report issues)</p> <p>3.4 Participate in a WSG Committee (Academic, Legislative, By-law, and Ad-hoc)</p>	<p>Every Meeting</p> <p>Every Meeting</p> <p>Every Meeting</p> <p>Ongoing throughout the year.</p>	<p>WSG Website, Resource Director, and Advisors.</p> <p>Yourself</p> <p>WSG Executive Board, Resource Director, and Advisors</p> <p>WSG Website, WSG Constitution and By-laws, WSG Executive Board, Resource Director, and Advisors</p>
<p>Objective 4</p> <p>4.1 Familiarize yourself with who your Legislators are</p> <p>4.2 Know the rules of contacting Legislators</p> <p>4.3 Make contact, maintain contact</p> <p>4.4 Organize a Legislator visit to your District</p>	<p>Prior to any contact</p> <p>Prior to any contact</p> <p>Ongoing throughout the year</p> <p>Before Legislative Seminar</p>	<p>WSG Website, Resource Director, Advisors, and WTCS</p> <p>WSG Website, Resource Director, Advisors, and WTCS</p> <p>WSG Website, Resource Director, Advisors, and WTCS</p> <p>Advisors and Resource Director</p>

Wisconsin Student Government

Expectations of Members

Member: Governor (Lt. Governor)

Completion Date: Cycled Annually

Objective 5: Responsibilities for Wisconsin Student Government Legislative Seminar*

* Explanation found on bottom of page 3

Objective 6: Train Your Replacement

Task/Action Plan to Achieve Objective	Target Date	Resources
Objective 5		
5.1 Attend Quarterly Wisconsin Student Government Meetings to prepare for the Legislative Seminar.	Ongoing	WSG Website, WSG Executive Board, Resource Director, and Advisors.
5.2 In charge of at least one Seminar Committee (Entertainment, Keynote Speakers, Breakout Sessions, Registration Table, etc.)	Started at Fall Meeting, Ready by Legislative Seminar	WSG Executive Board, Resource Director, and Advisors
5.3 Assist WSG Executive Board with added duties for/at the Legislative Seminar	As needed	WSG Executive Board and Resource Director
5.4 Responsible for recruiting a delegation of students from your District	Legislative Seminar	Advisors and Resource Director
5.5 Set up an appointment with Legislator	Prior to the Legislative Seminar	Advisors and Resource Director
5.6 Take your delegation to meet with Legislator	Last day of the Legislative Seminar	Advisors and Resource Director
Objective 6		
6.1 Create a transition document	Work on throughout the year and hand over to your replacement at the Spring Meeting.	Yourself, WSG Executive Board, Advisors and Resource Director

* Duties of the Governors listed in the Wisconsin Student Government Constitution, Article 10 - Addendum, Duties of 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).”

Wisconsin Student Government

Expectations of Members

Member: President

Completion Date: Cycled Annually

Objective 1: Preside over all Board of Governor's Meetings*

*Explanation found on page 2

Task/Action Plan to Achieve Objective	Target Date	Resources
<u>Objective 1</u>		
1.1 Meet with the Executive Board	Prior to Meeting	Resource Director and Advisors
1.2 Organize and Delegate Responsibilities for meetings	Prior to Meeting	WSG Executive Board, WSG Board of Governor's, Resource Director, and Advisors
1.3 Create a Tentative Agenda	At least one month prior to meeting	Transition Document, WSG Executive Board, WSG Board of Governor's, Resource Director, and Advisors
1.4 Collect Reports (Executive Board and Committees)	Three weeks prior to meeting	WSG Executive Board, WSG Board of Governor's, and Resource Director
1.5 Finalize Agenda and Attached Materials Packet	Out (online and emailed) two weeks prior to the meeting	WSG Executive Board, WSG Board of Governor's, Resource Director, Webmaster, and Advisors
1.6 Know Roberts Rules of Order	Ongoing	Transition Document, WSG Executive Board, WSG Board of Governor's, Resource Director, and Advisors

Wisconsin Student Government

Expectations of Members

Member: President

Completion Date: Cycled Annually

Objective 2: Oversee and Represent WSG as Official Spokesperson at any Outside Function**

Objective 3: Appoint Committee Chairs***

*Explanations found on bottom of page 2

Objective 4: Train Replacement

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 2</p> <p>2.1 Communicate with the Executive Board</p> <p>2.2 Attend Outside Functions (State Board Meetings, District Board Meetings, District Boards Association Meetings, Campus Visits, American Student Association of Community College, Higher Education Aides Board Meetings, etc.)</p> <p>2.3 Summarize information pertinent to Students and Disseminate to Executive Board and Board of Governors.</p>	<p>Prior to Outside Function</p> <p>—</p> <p>Generally one to two weeks following the functions, depending on the time sensitivity of the information</p>	<p>WSG Executive Board, WSG Board of Governor's, Resource Director, Webmaster, and Advisors</p> <p>Transition Document, WSG Executive Board, WSG Board of Governor's, Resource Director, and Advisors</p> <p>Transition Document, WSG Executive Board, WSG Board of Governor's, Resource Director, and Advisors</p>
<p>Objective 3</p> <p>3.1 Form Committees</p> <p>3.2 Appoint Committee Chairs</p>	<p>Fall Meeting</p> <p>Fall Meeting</p>	<p>WSG Board of Governors and Executive Board</p> <p>WSG Board of Governors and Executive Board</p>
<p>Objective 4</p> <p>4.1 Create a Transition Document</p>	<p>Work on throughout the year and hand over to replacement at the Spring Meeting</p>	<p>Yourself</p>

* and ** Duties of the President listed in Wisconsin Student Government Constitution, Article 3 - Officers, Section 5.

“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.”

*** Additional duties of the President listed in Wisconsin Student Government Constitution, Article 5 - Committees, Section 1.

“All committees and committee chairs may be appointed by the President.”

Wisconsin Student Government

Expectations of Members

Member: Vice President Completion Date: Cycled Annually

Objective 1: Represent WSG on legislative issues and public relations Objective 3: Attend and assist president in directing all WSG board meetings

Objective 2: Assist President with executive duties Objective 4: Create a transition document

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 1</p> <p>1.1 Work with resource director to represent WSG on legislative issues and Public relations</p> <p>1.2 Initiate and maintain contact with WSG member campuses</p> <p>1.3 Encourage involvement of all Technical College campuses</p>	<p>Prior to legislative seminar and ongoing</p> <p>Beginning and ongoing after summer meeting</p> <p>Beginning and ongoing after summer meeting</p>	<p>Executive board; resource director; college advisors</p> <p>Executive board; resource director; college advisors, Board of governors; former executive board</p> <p>Resource director; college advisors; board of governors</p>
<p>Objective 2</p> <p>2.1 Assume responsibility for executive duties the president delegates to the vice president</p> <p>2.2 Assist the president whenever needed and/or requested</p> <p>2.3 Attend outside functions when president is unable to attend.</p>	<p>When needed and ongoing</p> <p>When needed and ongoing</p> <p>When needed and ongoing</p>	<p>President; resource director</p> <p>President; resource director</p> <p>President; resource director</p>
<p>Objective 3</p> <p>3.1 Attend all WSG meetings</p> <p>3.2 Assist president in directing meetings as needed</p>	<p>Every WSG meeting</p> <p>Every WSG meeting</p>	<p>President; resource director</p>
<p>Objective 4</p> <p>3.1 Create a transition document</p>	<p>Work throughout the year and hand over to replacement at spring meeting</p>	<p>Yourself</p>

Wisconsin Student Government

Expectations of Members

Member: Vice President Completion Date: Cycled Annually

Objective 1: Able to Assume role of President

Objective 3: Oversee and assist committees

Objective 2: Meet and communicate with Executive Board

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 1</p> <p>1.1 In the event of the president not being present, the vice president must assume role of president.</p> <p>1.2 Make general decisions and head meetings as necessary.</p> <p>1.3 Know the rules of parliamentary procedure.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>President, Resource Director</p> <p>President, Resource Director</p>
<p>Objective 2</p> <p>2.1 Attend all executive board meetings.</p> <p>2.2 Be available to communicate via phone, e-mail or thru conference calls.</p> <p>2.3 Be active in the executive board decision-making process. Get involved with discussion and provide input.</p>	<p>Previous to WSG board meetings</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Objective 3</p> <p>3.1 Oversee committee work</p> <p>3.2 Assist and encourage committees with assignments and assure they follow through to completion.</p> <p>3.3 Communicate and check up regularly with each committee's progress.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Committee members; College Advisors; Resource Director</p> <p>Committee members; College Advisors; Resource Director</p> <p>Committee members; College Advisors; Resource Director</p>

Wisconsin Student Government

Expectations of Members

Member: Treasurer Completion Date: Cycled Annually

Objective 1: Maintain Financial Records

Objective 3: Establish and Maintain Bank Contact

Objective 2: Maintain Contracts

Objective 4: Sending out Invoices

Objective 5: Train Replacement

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 1</p> <p>1.1 Keep financial binder organized and up-to-date</p> <p>1.2 Diligence in receipt and expense statement keeping</p>	<p>Continuous process throughout term</p>	<p>Previous Treasurer, Resource Director, WSG Treasurer's Transition Document</p>
<p>Objective 2</p> <p>2.1 Keep signed copy of current contracts</p> <p>2.2 Be a witness to contract signing</p> <p>2.3 Review contracts for improvement</p>	<p>Continuous process throughout term</p> <p>Fall Meeting</p> <p>Before Fall Meeting.</p>	<p>Technical College advisors & administration staff, Resource Director, previous Treasurer, WSG Treasurer's Transition Document</p>
<p>Objective 3</p> <p>3.1 Contact a local branch of current WSG bank</p> <p>3.2 Go through process of adding self to the WSG account</p> <p>3.3 Remove self from WSG account at the end of term.</p>	<p>ASAP after confirmed in position</p> <p>ASAP after confirmed in position</p> <p>And end of term (April meeting)</p>	<p>previous WSG Treasurer, WSG Treasurer's Transition Document, Resource Director</p>
<p>Objective 4</p> <p>4.1 Verify mailing address for all technical colleges</p> <p>4.2 Generate and mail out invoices and cover letter to all technical college presidents and student life advisors</p>	<p>September</p> <p>October with Invoices due in November</p>	<p>WSG Treasurer's Transition Document, Resource Director, Technical College's President's secretary—for all Presidents and mailing address of Technical Colleges, Wisconsin Technical College System web site—for FTE information</p>
<p>Objective 5</p> <p>5.1 Create a Transition Document</p>	<p>Work on throughout the year and hand over to replacement at the Spring Meeting</p>	<p>Yourself</p>

Wisconsin Student Government

Expectations of Members

Member: Treasurer Completion Date: Cycled Annually

Objective 6: File Necessary Reports

Objective 7: Pay Bills

Objective 8: Prepare Quarterly Financial Summaries

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 6</p> <p>1.1 File Required State Annual Report</p> <p>1.2 File Required IRS paperwork to maintain tax exempt status</p>	<p>December</p> <p>Due April 1st</p>	<p>Previous Treasurer, Wisconsin Department of Financial Institutions web site & contact information.</p> <p>IRS web site & contact information, WSG Treasurer's How-To document, Resource Director.</p>
<p>Objective 7</p> <p>7.1 Generate the financial summary in preparation for each WSG meeting</p>	<p>A week before each quarterly WSG meeting</p>	<p>WSG Treasurer's How-To document; previous treasurer; Resource Director.</p>
<p>Objective 8</p> <p>8.1 Write checks for contracted positions</p> <p>8.2 Write checks for budgeted items</p> <p>8.3 Write checks for Legislative Seminar</p>	<p>Each quarterly meeting</p> <p>When money for items become due</p> <p>By deadlines for seminar (starting in December)</p>	<p>Resource Director; WSG Treasurer's How-To document, previous Treasurer; By-laws, Contracts</p>

Wisconsin Student Government

Expectations of Members

Member: Webmaster

Completion Date: Cycled Annually

Objective 1: Develop and Maintain WSG website

Objective 3: Create / modify features and content of WSG website

Objective 2: Provide end user support / training for WSG website

Objective 4: Train Replacement

Task/Action Plan to Achieve Objective	Target Date	Resources
<p>Objective 1</p> <p>1.1 - Create a layout for WSG Website, must be W3C compliant*</p> <p>1.2 - Modify layout of website as requested to please WSG members</p> <p>1.3 - Streamline website code, to create the best content with the least code</p> <p>1.4 - Create / Configure WSG email addresses</p>	<p>July 15th</p> <p>Continuous</p> <p>Continuous</p> <p>As needed</p>	<p>Yourself, input from future users of WSG website</p> <p>Yourself, input from future users of WSG website</p> <p>Yourself</p> <p>Yourself, WSG Exec. Board</p>
<p>Objective 2</p> <p>2.1 - Answer any support requests sent by email / message board</p> <p>2.2 - Teach WSG members how to use the website at meetings</p> <p>2.3 - Train at least one WSG Exec. Board member how to use website administrative features</p>	<p>As needed</p> <p>As requested by WSG Exec. Board</p> <p>???</p>	<p>Yourself</p> <p>Yourself, WSG Exec. Board</p> <p>Yourself, WSG Exec. Board</p>
<p>Objective 3</p> <p>3.1 - Familiarize yourself with current features / content of WSG website</p> <p>3.2 - Add / Modify website features as requested by website users</p> <p>3.3 - Add content to website as requested by WSG Exec. Board</p>	<p>June 30th</p> <p>As needed</p> <p>As needed</p>	<p>Yourself</p> <p>Yourself, input from users of WSG website</p> <p>WSG Exec. Board</p>
<p>Objective 4</p> <p>4.1 Create a Transition Document</p>	<p>Work on throughout the year and hand over to replacement at the Spring Meeting</p>	<p>Yourself</p>

Wisconsin Student Government

Expectations of Members

Member: Resource Director Completion Date: Cycled Annually

Objective 1: _____

Objective 3: _____

Objective 2: _____

Task/Action Plan to Achieve Objective	Target Date	Resources
<u>Objective 1</u> 1.1 1.2 1.3		
<u>Objective 2</u> 2.1 2.2 2.3		
<u>Objective 3</u> 3.1 3.2 3.3		

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 and pagers 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) email phone	Signature of Participant	Date
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Wisconsin Student Government-- Goals and Objectives

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Wisconsin Student Government

Goals and Objectives

Goal: Grow Wisconsin Student Government Organization

Completion Date: Cycled Annually

Objective 1: Student Education

Objective 2: Communication

Task/Action Plan to Achieve Objective	Person(s) Responsible	Target Date	Resources	Measures of Success
Objective 1				
1.1 Trainings (Academic Issues, Financial Issues, Shared Governance, WTCS)	WSG Executive Board	Fall and Winter Meetings, Legislative Seminar	Resource Director, Advisors, and WTCS	Feedback Surveys
1.2 Ice Breakers and Leadership Trainings	WSG Executive Board	Every Meeting	Advisors and Resource Director.	Feedback Surveys
1.3 Access to Resources/Information	Webmaster, Resource Director, and WSG Executive Board	Ongoing	WSG Website, Resource Director, Advisors, and WTCS	Resource Director's Reports
Objective 2				
2.1 Maintain WSG Website	Webmaster	Ongoing	WSG Executive Board, Resource Director, and Advisors	Webmaster's Reports
2.2 Agendas and meeting materials available in advance of meetings	WSG Executive Board	Out (online and email) two weeks prior to meeting.	WSG Executive Board, WSG Governors, Resource Director, and Advisors	President's Reports
2.3 Meeting dates set in advance	WSG Board of Governors	Spring Meeting	Resource Director and Advisors	Feedback Spring Meeting
2.4 Email updates	WSG Executive Board	Ongoing	WSG Governors, Resource Director, Advisors, and WTCS	President's Reports

Wisconsin Student Government

Goals and Objectives

Goal: Grow Wisconsin Student Government Organization

Completion Date: Cycled Annually

Objective 3: Recruitment and Retention

Objective 4: Yearly Review

Task/Action Plan to Achieve Objective	Person(s) Responsible	Target Date	Resources	Measures of Success
Objective 3				
3.1 Email Districts	WSG Executive Board	Ongoing	Resource Director and Advisors	Vice President's Report
3.2 Call Districts	WSG Executive Board	Ongoing	Resource Director and Advisors	Vice President's Report
3.3 Campus Visits	WSG Executive Board	Ongoing	Resource Director and Advisors	Vice President's Report
3.4 Develop strategies list	Resource Director and Vice President	Ongoing history	Members, Advisors	Vice President's Spring Report
Objective 4				
4.1 Review Grow Wisconsin Student Government Organization: Objectives 1 through 3, and determine success and opportunities to grow.	WSG Board of Governors and Executive Board	Spring Meeting	Resource Director and Advisors	Completed Goals and objectives sheets for following year
4.2 Review Expectations of Members (Governors and Executive Board), determine success and opportunities to grow	WSG Board of Governors and Executive Board	Spring Meeting	Resource Director and Advisors	Completed Members Expectations sheets for the following year
4.3 Members hand over Transition Documents to their Replacements	Each Member	Spring Meeting	Each Member	Transition Documents for new Members to reference.

Wisconsin Student Government

Goals and Objectives

Goal: Academic Issues

Completion Date: Cycled Annually

Objective 1: Student Education

Objective 3: Academic Issues Concerns

Objective 2: Keep Academic Issues Packet Current

Task/Action Plan to Achieve Objective	Person Responsible	Target Date	Resources	Measures of Success
Objective 1				
1.1 Training	Executive Board	Fall Meeting	Resource Director, Advisors and WTCS	Feedback Survey
1.2 Academic Information Packet	Resource Director	Fall Meeting	Advisors, WTCS, and Other	
1.3 Information packet on Steps to Resolutions	Resource Director	Fall Meeting	Advisors, WTCS, and other	
Objective 2				
2.1 Determine what needs to be included	Executive Board	Summer Executive Meeting	Resource Director, Advisors, and WTCS	Packets ready by Fall Meeting
2.2 Prepare and Add updates	Resource Director	Fall Meeting with updates at each meeting throughout the year	Advisors, WTCS, and other	
Objective 3				
3.1 Governor's report	Each District's Governor (or Lt. Governor)	Given at every meeting	Resource Director, Advisors, and WTCS.	
3.2 Wisconsin Student Government provides support and guidance for Governor	Executive Board and Resource Director	As needed	To be determined	
3.3 Possible Resolutions	Academic Affairs Committee	As needed	To be determined	

Wisconsin Student Government

Goals and Objectives

Goal: Financial Issues

Completion Date: Cycled Annually

Objective 1: Student Education

Objective 3: Financial Issues Concerns

Objective 2: Keep Financial Issues Packet Current

Task/Action Plan to Achieve Objective	Person Responsible	Target Date	Resources	Measures of Success
Objective 1				
1.1 Training	Executive Board	Fall Meeting	Resource Director, Advisors, and WTCS	Feedback Survey
1.2 Financial Information Packet	Resource Director	Fall Meeting	Advisors, WTCS, and other	
1.3 Information packet on Steps to Resolutions	Resource Director	Fall Meeting	Advisors, WTCS, and other	
Objective 2				
2.1 Determine what needs to be included	Executive Board	Summer Executive Meeting	Resource Director, Advisors, and WTCS	Packets ready by Fall Meeting
2.2 Prepare and Add updates	Resource Director	Fall Meeting with updates at each meeting throughout the year	Advisors, WTCS, and other	
Objective 3				
3.1 Governor's Report	Each District's Governor (or Lt. Governor)	Given at every meeting	Resource Director, Advisors, and WTCS	
3.2 Wisconsin Student Government provides support and guidance for Governor	Executive Board and Resource Director	As needed	To be determined	
3.3 Possible Resolutions	Academic Affairs Committee	As needed	To be determined	

Wisconsin Student Government

Goals and Objectives

Goal: Shared Governance Issues

Completion Date: Cycled Annually

Objective 1: Student Education

Objective 3: Shared Governance Issues Concerns

Objective 2: Keep Shared Governance Issues Packet Current

Task/Action Plan to Achieve Objective	Person Responsible	Target Date	Resources	Measures of Success
Objective 1				
1.1 Training	Executive Board	Fall Meeting	Resource Director, Advisors, and WTCS	Feedback Survey
1.2 Shared Governance Information Packet	Resource Director	Fall Meeting	Advisors, WTCS, and other	
1.3 Information packet on Steps to Resolutions	Resource Director	Fall Meeting	Advisors, WTCS, and other	
Objective 2				
2.1 Determine what needs to be included	Executive Board	Summer Executive Meeting	Resource Director, Advisors, and WTCS	Packets ready by Fall Meeting
2.2 Prepare and Add updates	Resource Director	Fall Meeting with updates at each meeting throughout the year	Advisors, WTCS, and other	
Objective 3				
3.1 Governor's Report	Each District's Governor (or Lt. Governor)	Given at every meeting	Resource Director, Advisors, and WTCS	
3.2 Wisconsin Student Government provides support and guidance for Governor	Executive Board and Resource Director	As needed	To be determined	
3.3 Possible Resolutions	Academic Affairs Committee	As needed	To be determined	



Expense Statement

Pre-Approved

Purpose: _____

Yes _____ No _____

Submitter Information

Name _____

Date	
------	--

Address _____

Date	Description	TOTAL
TOTAL		

Signatures

Submitter
Resource Director or Advisor
Board Member or Governor
Treasurer

College:

Note:
No two signatures may
be from the same College.