

# Bylaws of the



# Table of Contents

Chapter 1: Purpose

Chapter 2: Student Government Association Student Senate and Executive Branch

Chapter 2.1: Executive Branch

Chapter 2.2: Student Senate

Chapter 3: Student Senate Finance Committee

Chapter 3.1: Student Senate Finance Committee bylaws

Chapter 3.2: Student Media Committee

Chapter 3.3: Policies and Procedures for Non-Allocable and User Fee Oversight and Review

Chapter 3.4 Non-Allocable Review and User Fees

Chapter 3.5 New Fees

Chapter 4: Academic Council

Chapter 5: Student Affairs Committee

Chapter 6: External Relations Committee

Chapter 7: Oversight and Rules Committee

Chapter 8: Sustainability Programming and Events Committee (SPEC)

Chapter 9: Recognized Student Organizations

(RSO) Chapter 10: Amendments

# Chapter 1: Purpose

This document has been established in order to provide further clarification and description of the organizational structure of the Student Senate.

## Chapter 2: Student Government Association Student Senate and Executive Branch

### Chapter 2.1: Student Government Association Executive Branch

#### ARTICLE I. Purpose

Section A. The purpose of the Student Government Association Executive Branch shall be to advise the Student Body President and Student Body Vice President on all business relating to the University of Wisconsin-River Falls and the Student Government Association. Executive Branch members shall carry out all tasks and responsibilities delegated by the Student Body President and Student Body Vice President.

#### ARTICLE II. Specific positions, duties, qualification, and selection of the Student Senate Executive Branch

##### Section A. Student Body President

###### 1) Powers and Duties

- A. Shall preside over all official meetings of the Student Government Association.
- B. Shall serve as the official and ceremonial representative of the Student Government Association, and its affiliates.
- C. Shall have full authority over the Student Government Association operating budget
- D. Shall lead the Student Senate Executive Branch and shall have the full authority to delegate tasks and responsibilities to all its members.
- E. Shall ensure that all motions passed by the Student Senate are presented in an official Student Senate meeting.
- F. Shall attend all meetings of the University of Wisconsin Student Representatives or send a designee
- G. With the advice of the Student Senate, the Student Senate President shall have the authority to appoint student representatives to Student Government Association committees.
- H. Shall have the authority to create ad-hoc committees
- I. Shall have the authority to appoint a Chief of Staff without the approval of the Student Senate.

###### 2) Qualification

- A. There shall be no additional qualifications for this position.

###### 3) Selection

- A. This position is elected by a vote by the University Student Body.

##### Section B. Student Body Vice President

###### 1) Powers and Duties

- A. Shall carry out all necessary tasks delegated by the Student Body President
- B. Shall have the authority to appoint Senators to Student Government Association committees with the approval of the Student Government Association Executive Board.

- C. Shall determine the agenda for Student Senate meetings and will post the agenda for each meeting no later than 24 hours before that meeting.
- D. Shall oversee the non-allocable review process in tandem with the Finance Director and in consultation with the Student Body President and the University Budget Office.
- E. Shall sit on Student Government Association Finance Committee as a voting Senator representative.
- F. Shall update and maintain all legislation passed or failed onto the Student Government Associations official page featuring pertinent documents.
- G. Shall preside over all official meetings of the Student Government Association Executive Board and the Student Senate in the absence of the Student Body President.
- H. Shall serve as Interim President in the event that the Student Body President leaves office prematurely
- I. Shall act as the chief advisor to the Student Body President on all ventures and programs of the Student Government Association
- J. Shall report to all Student Government Association Executive Board and Student Senate meetings.
- K. Shall attend meetings of the University of Wisconsin Student Representatives or send a designee with the approval of the President

**2) Qualification**

- A. There shall be no additional qualifications for this position.

**3) Selection**

- A. This position is elected by a vote of the University Student Body.

**Section C. Chief of Staff**

**1) Powers and Duties**

- A. Shall carry out all tasks delegated by the Student Body President and Student Body Vice President
- B. Shall be the acting Parliamentarian and shall be responsible for ensuring that Student Government Association Executive Board and Student Senate meetings are run efficiently in accordance with Robert's Rules of Order. Any inquiry into a practice of parliamentary procedure will be immediately addressed to the Parliamentarian. Any disagreement in a meeting concerning the application of Robert's Rules of Order will be settled by the Parliamentarian.
- C. Shall record and file all Student Senate and Executive Branch meeting minutes
- D. Shall have complete authority to decide which absences from Student Government Association meetings qualify for being excused.
- E. Shall manage the operations of the Student Senate office including supplies, staffing, usage and appearance
- F. Shall update and maintain the Student Senate's online communication tools including, but not limited to, Facebook and FalconSync.
- G. Shall work in closely with the Marketing and Outreach Director to develop and assist in all Student Government Association related marketing and advertising.
- H. Shall officially approve all media related items by the Marketing and Outreach Director before being posted and/or sent to printing.

**2) Qualification**

- A. There shall be no additional qualifications for this position.

**3) Selection**

- B. This position is appointed by the President without needed approval by the Student Senate.

## **Section D. Student Senate Finance Director**

### **1) Powers and Duties**

- a. Shall carry out all necessary tasks delegated by the Student Body President and Student Body Vice President.
- b. Shall chair all meetings of the Student Government Association Finance Committee.
- c. Shall advise the Student Body President and Vice President on all matters relating to the finances of the Student Senate.
- d. Shall oversee the non-allocable review process in tandem with the Student Body Vice President and in consultation with the Student Body President and University Budget Office.
- e. Shall oversee the allocable review process as the Chair of the Student Government Association Finance Committee.

### **2) Qualification**

- a. There shall be no additional qualifications for this position.

### **3) Selection**

- a. This position is appointed by the Student Body President, and is confirmed by a majority vote of the Student Senate.

## **Section E. Academic Affairs & Student Success Director**

### **1) Powers and Duties**

- A. Shall carry out all necessary tasks delegated by the Student Senate President and Vice President.
- B. Shall Chair all meetings of the Academic Council and be directly responsible for all members and operations of the Academic Council.
- C. Shall serve on the University Curriculum Committee and Academic Program and Policy Committee
- D. Shall meet monthly with the Faculty Senate Chair.
- E. Shall give a detailed report to Student Government Association Executive Board and the Student Senate on legislative activity of the Faculty Senate and its sub-unites each week during their respective meetings.
- F. Shall keep in good communication with the Academic Council advisor.
- G. Shall review and update the Academic Priorities.
- H. Shall be responsible for the Professor the Year Awards in the Spring semester.

### **2) Qualification**

- A. There shall be no additional qualifications for this position.

### **3) Selection**

- A. This position is appointed by the Student Body President, and is confirmed by a majority vote of the Student Senate.

## **Section F. External Relations Director**

### **1) Powers and Duties**

- A. Shall carry out all tasks delegated by the Student Senate President.
- B. Shall Chair the External Relations Committee and be directly responsible for all members and operations of the External Relations Committee.
- C. Shall promote student concerns to appropriate members of the University of Wisconsin-River Falls faculty and administration, University of Wisconsin System Administration, University of Wisconsin. Board of Regents, Wisconsin State Legislature, Wisconsin Governor, United States Congress, and President of the United States.
- D. Shall promote volunteer and work opportunities within the City of River Falls and the surrounding area.

- E. Shall be in regular attendance of the City of River Falls City Council meetings and report relevant information to the External Relations Committee and the Student Body President and Student Body Vice President.
- F. Shall update Student discount cards on a semester basis.
- G. Shall follow Local/State/National news and updates as it pertains to Higher Education and University Students.

**2) Qualification**

- A. There shall be no additional qualifications for this position.

**3) Selection**

- A. This position is appointed by the President, and is confirmed by a majority vote of the Student Senate.

**Section G. Marketing and Outreach Director**

**1) Powers and Duties**

- A. Shall carry out all tasks delegated by the Student Senate President, Student Body Vice President, and Chief of Staff.
- B. Shall lead all marketing and outreach efforts for the Student Government Association.
- C. Shall maintain the Student Government Association social media platforms and official website.
- D. Shall keep in good communication with the Chief marketing employee for Student Affairs, University communications and all relevant parties.
- E. Shall be responsible for the creation of all posters and marketing materials
- F. Shall assist in recruitment efforts for all Student Government Association committees.
- G. Shall work closely with the Chief of Staff in relation to all Student Government Association marketing and advertising.

**2) Qualification**

- A. There shall be no additional qualifications for this position.

**3) Selection**

- A. This position is appointed by the President without needed approval by the Student Senate.

**Section H. Oversight and Rules Director**

**1) Powers and Duties**

- a. Shall be the official spokesperson of the Oversight and Rules Committee.
- b. Shall ensure that all decisions of the Oversight and Rules Committee are publicly published.
- c. Shall make and publish agendas for all meetings of the Oversight and Rules Committee.
- d. Shall serve as Chair of the Elections Commission for all Student Association elections and referenda, unless a conflict of interest shall occur.
- e. Shall serve on the Affirmative Action Advisory Committee and Non-academic Misconduct Hearing committee.
- f. Shall draft the official opinion of the committee on all cases which are heard.
- g. Shall publish committee Minutes to FalconSync.
- h. May, with 48 hours' notice and written notice to the individual, subpoena any member of the Student Government Association.

**2) Qualification**

- A. There shall be no additional qualifications for this position.

**3) Selection and Term**

- A. The members of the Oversight and Rules Committee shall elect amongst themselves a Chair.
- B. The Chair shall serve at the pleasure of the Committee until the end of their term.

## Chapter 2.2: Student Government Association Student Senate

### ARTICLE I. Purpose

The purpose of the Student Government Association Student Senate is to serve as the representative body of the University of Wisconsin-River Falls Student Body. The Student Senate shall have oversight of the Student Government Association Executive Branch and has the authority to amend the Student Government Association governing documents, appropriate funds and pass resolutions on behalf of the University of Wisconsin-River Falls Student Association.

### ARTICLE II. Membership of the Student Senate

#### Section A.

1. The voting membership of the Student Senate shall consist of the President, Vice President, 12 At-large Senators, 4 College Senators, On-Campus Senator, International Senator, CDIB's (Center for Diversity, Inclusion, and Belonging) Senator, Military Senator, Interfraternity Council Senator, and Collegiate Panhellenic Council Senator.
2. All SGA members must meet the 2.5 GPA requirement
3. All SGA members should be in good academic and conduct standing of the University.
  - a. If an SGA member falls under investigation of violating a UW policy or University policy during their term on SGA they will be suspended until the investigation has concluded and charges have been issued or resolved.
    - i. A SGA member under investigation is not allowed to use SGA funds, Vote, serve on any standing and Faculty committees, and cannot represent UWRF in any external capacity.

#### Section B.

The procedure for the procuring all elected positions is outlined in the Student Association Election Rules.

#### Section C.

Ex-Officio Members:

1. Ex-Officio Members shall only include current student members of Student Government Association Student Senate committees.
2. Ex-officio members of the Student Senate shall not have voting privileges in Student Senate meetings and shall not count towards quorum.
3. Ex-officio members of the Student Senate shall have the following privileges:
  - a. The right to debate motions on the floor of the Student Senate.
  - b. The right to move or second motions.

#### Section D.

Limitations of Voting and Ex-Officio Members

1. No Student Government Association Director may hold a Director position in more than one unit or subunit of the Student Senate unless the office held by the virtue of position.
2. All members of the Student Senate Executive Branch, excluding the President and Vice President shall be Ex-Officio members of the Student Senate

## **ARTICLE III. Voting Member Duties**

### **Section A.**

1. Attend all meetings of the Student Senate.

### **Section B.**

1. Serve and actively participate on a minimum of one Student Government Association Committee.

### **Section C.**

1. All members, excluding Executive Board and Student Government Association Finance Committee members, shall serve on a minimum of one Non-Student Senate Committee (Example: Faculty Senate Committee).

### **Section D.**

1. Abide by all policies and governing documents of the Student Government Association including the Code of Conduct.

### **Section E.**

1. If a member cannot attend any of the Student Government Association meetings or events for personal, academic, or family reasons, they must notify and be excused by the Chief of Staff. -

### **Section F.**

1. Serve a minimum of 5 service hours each semester, which include but are not limited to: office hours, community events, university events, or Student Government Association-sponsored events.

## **ARTICLE IV. Removal from Office**

### **Section A.**

1. Any member of the Student Association Student Senate who is found to have violated the Student Association Constitution, Student Senate Bylaws, election rules or any other official governing documents as well as the University student code of conduct can be referred to the Committee on Rules and Oversight by order of the Student Body President or a majority vote by the Student Senate.
2. The process for which the Committee on Rules and Oversight will govern the investigation and trial is outlined in Chapter 7 of the Student Senate Bylaws.
3. If found guilty by the Committee on Rules and Oversight, the Student Senate shall vote on whether to remove the guilty party from the Student Association Student Senate. In order to be removed from the body, a two thirds majority vote must be attained by the senate.
4. If the guilty party is removed from the Student Government Association Student Senate, they shall no longer be eligible to hold appointed or elected office in student shared governance at the University of Wisconsin-River Falls.

## **ARTICLE V. Specific, positions, powers, duties, qualification, and selection of the Student Government Association Student Senate.**



# 1. Positions.

## Section A. College Senators (CAFES, CAS, CEPS, and CBE Senator)

### 1. Duties

- A. Shall express the concerns and needs of the respective College to the Student Senate and Academic Council in order to see positive development
- B. Shall keep in good communication with the Dean and Department Chairs of the Senator's respective College
- C. Attend scheduled meetings with respective Department Chairs in the Senator's respective College.
- D. Shall serve on the Academic Council
- E. Shall serve on two of the following University of Wisconsin-River Falls Committees
  - i. Academic Program and Policy Committee
  - ii. Academic Standards Committee
  - iii. Advising Committee
  - iv. Assessment Committee
  - v. Learning Resources Committee
  - vi. General Education and University Committee

### 2. Qualifications

- A. A student of their respective college which includes CAFES, CAS, CEPS, or CBE

### 3. Selection

- A. This position is selected by a vote of the students of the respective colleges CAFES, CAS, CEPS, or CBE. If the position is vacant after Fall Elections, the Student Government Association Student Senate can appoint someone to this position by a majority vote.

## Section B. On-Campus Senator

### 1. Duties

- A. Shall express the concerns and needs of all students living on campus in order to ensure positive development on campus.
- B. Shall keep in good communication with the Residence Hall Association Chair, Residence Hall Association Advisor, Assistant Director for Residence Life Community Development and Education and the Director of the Department of Residence Life, and the Director of the Department of Residence Life.
- C. Shall report to the Student Government Association Executive Board and Student Senate weekly updates from the Residence Hall Association and Department of Residence Life.

### 2. Qualifications

- A. Shall be a student who is living in a residence hall during their term in office.

### 3. Selection

- A. This position is elected by the Residence Hall Association.

## Section C. International Senator

### 1. Duties

- A. Shall express concerns and needs of UWRF international students in order to ensure positive development on campus.

- B. Shall keep good communication with the Office of Admissions and Office of Global Connections
- C. Shall serve on the Academic Affairs Committee.
- D. Shall communicate with the External Relations Director for updates on community and university volunteer opportunities and events.

## **2. Qualification**

- A. A degree seeking (F-1) student.
- B. If the position is vacant after the Spring Elections, an exchange (J-1) student may be elected in the Fall Election.
  - 1. If the position is vacant after the Fall Election, an exchange student (J-1) may be appointed by the Student Senate with a majority vote.

## **3. Selection**

- A. This position is selected by a vote of the Student Body.
- B. If the position is vacant after the Spring Elections, and exchange (J-1) student may be elected in the Fall Election.
  - 1. If the position is vacant after the Fall Election, an exchange student (J-1) may be appointed by the Student Senate with a majority vote.

## **Section D. Center for Diversity, Inclusion, and Belonging Senator**

### **1. Duties**

- A. Express the concerns and needs of minority students to the Student Senate.
- B. Shall be a member of the Student Affairs Committee.
- C. Shall serve as a student representative on the Faculty Senate Diversity and Inclusivity Committee.

### **2. Qualification**

- A. There shall be no additional qualifications for this position.

### **3. Selection**

- A. This position is selected by a vote of the students. If the position is vacant after Fall Elections Student Government Association Student Senate can appoint someone to this position by a majority vote.

## **Section E. Military Senator**

### **1. Duties**

- A. Express the concerns and needs of military personnel to the Student Senate.
- B. Keep in good contact with the appropriate departments, committees, and organizations in order to provide an appreciation for UWRP population in the Service as well as expressing the concerns and needs of any student in the service.

### **2. Qualifications**

- A. A student who is or has been in service for the United States military and was not dishonorably discharged from the service.

### **3. Selection**

- A. This position is selected by a vote of the students. If the position is vacant after Fall Elections Student Government Association Student Senate can appoint someone to this position by a majority vote.

## **Section F. Interfraternity Council (IFC) Senator**

### **1. Duties**

- A. Express the concerns and needs of Fraternal Greek chapter and members to the Student

Senate.

- B. Communicate important Student Senate information to fraternal chapters and members.

## **2. Qualifications**

- A. Any student that serves on the Interfraternity Council.

## **3. Selection**

- A. This position is appointed by the Interfraternity Council and approved by the Student Senate.

### **Section G. Collegiate Panhellenic Council (CPH) Senator**

#### **1. Duties**

- A. Express the concerns and the needs of Sorority Greek chapters and members to the Student Senate.
- B. Communicate important Student Senate information to Sorority chapters and members.

#### **2. Qualifications**

- A. Any student that serves on the Collegiate Panhellenic Council.

#### **3. Selection**

- A. This position is appointed by the collegiate Panhellenic Council and approved by the Student Senate.

### **Section H. At-Large Senator (12 total)**

#### **1. Duties**

- A. To carry out all necessary tasks delegated by the Student Body President, Vice President, Committee, Council or Board Chairs
- B. Actively seek to represent student interest and bring issues forward that are concerning the campus.

#### **2. Qualification**

- A. There shall be no additional qualifications for this position

#### **3. Selection**

- A. This position is selected by a vote of the students. If the position is vacant after Fall Elections Student Government Association Student Senate can appoint someone to this position by a majority vote.

## **ARTICLE III. Student Senate Operations and Policies**

### **Section I. The Student Senate Office**

#### **Part A.**

All Student Government Association Directors including the President and Vice-President shall be required to serve 5 publicly posted office hours every week.

#### **Part B.**

The Student Senate office shall be staffed from 10am to 3pm during the weekday.

### **Section II. Student Senate Standing Committees, Councils, and Boards**

#### **Part A.**

All Student Senate Boards shall operate in accordance with the Constitution of Student Shared Governance at

the University of Wisconsin-River Falls.

## **Part B.**

### **Student Senate Committee Meetings.**

1. The Chair of each committee will set forth the time and place for each meeting.
2. The Chair of each committee shall schedule the committee meeting in a public meeting room. Committee meetings shall not be held in the Student Senate office or the Involvement Center.
3. All members of the respective Student Senate committee or board including the Chair, Vice Chair, Secretary, Student Senators and Student Representatives shall be prohibited from conducting non-emergency electronic communication which includes calling, texting and emailing. Members will also be prohibited from conducting internet searches or performing work on anything not relating to official Student Senate business. Enforcement of this policy shall be delegated to the Chair of the committee or a majority vote of the committee or board. If found in violation, the member shall either cease the prohibited behavior or leave the committee or board meeting immediately. If neither occurs, the member shall be referred to the Student Judiciary.
4. A special committee can be called at the request of one-half of the existing members.

## **ARTICLE IV. Ad-Hoc Committees**

### **Section A.**

The Student Senate, Student Senate President, and any Student Senate committee may form an ad-hoc committee to deal with a particular issue.

### **Section B.**

Ad-hoc committees cannot last more than one year.

## **ARTICLE V. Meetings & Transacting Business**

### **Section A.**

#### **Student Senate Meetings**

1. Regular meetings of the Student Senate will be held at 7:00 p.m. every Tuesday during the academic year when classes are in session.
2. The President will call special meetings when he/she deems necessary or at the request of a two-thirds of the existing members.
3. All members of the Student Senate shall be prohibited from conducting non-emergency electronic communication which is not relevant includes calling, texting and emailing. Members will also be prohibited from conducting internet searches or performing work on anything not related to Student Senate. Enforcement of this policy shall be delegated to the Chair of Student Senate or a majority vote of the committee or board. If found in violation, the member shall either cease the prohibited behavior or leave the Student Senate meeting immediately. If neither occurs, the member shall be referred to the Oversight and Rules Committee.

### **Section B.**

**The Student Body President's line of succession for absence in office will be:**

1. Vice President
2. Student Senate Finance Committee
3. Student Affairs Director
4. External Relations Director
5. Academic Council Director

6. Other non-officer Student Senators based on longevity as a Student Senator.

### **Section C.**

When the President passes the gavel in a meeting, it shall be passed down the line of Succession outlined in Section B. above until a chair is found or until quorum is lost.

### **Section D. Term Transition and Inaugural Proceedings**

1. The annual session of the Student Senate will end on the second to last Tuesday before spring finals. At this time, the outgoing Senate will adjourn and the newly elected Senate will convene their first meeting.
2. Inaugural proceedings for a new session of the Student Senate will take place after the conclusion of the meeting of the outgoing Senate.
3. Inauguration shall occur as follows:
  - a. Exiting members of the Senate will vacate their seats, except for the exiting Student Body President.
  - b. The exiting Student Body President will administer the following Affirmation of Office to incoming members of the Senate, except the incoming Student Body President and Vice President:
    - i. I <name of student>, affirm my commitment to upholding the rules of the Student Association and Student Senate, and effectively representing the students of the University of Wisconsin-River Falls.
  - c. The exiting Student Senate President will administer the following Affirmation of Office to the incoming Student Senate Vice President:
    - i. I <name of student>, affirm my commitment to upholding the rules of the Student Association and Student Senate, and to properly discharge my duties as Student Body Vice President.
  - d. The exiting Student Body President will administer the following Affirmation of Office to the incoming Student Body President:
    - i. I <name of student> affirm my commitment to the students of the University of Wisconsin-River Falls, to upholding the rules of the Student Association and Student Senate, and to properly discharge my duties as Student Association Student Body President.
  - e. The exiting Student Body President will pass the gavel to the incoming Student Senate President, and the exiting Student Body President will step aside from the chair.
  - f. The incoming Student Body President will bring the new session to order. The Student Body President may choose to make an inaugural address immediately following a call to order and establishment of a quorum.
  - g. In cases where a student is elected or appointed to the Senate, aside from the term transition meeting, the student shall be given the appropriate Affirmation of Office immediately upon appointment, or at the beginning of the first meeting following their election. This Affirmation shall be administered by the Student Body President, or Vice President in cases where a new President is being inaugurated.

## **ARTICLE VI. Vacancies Section**

**A.**

In the event that there is a non-officer vacancy on the Student Senate, the Student Body Vice President, subject to confirmation by the Student Senate, may appoint a student to fill the vacancy.

**Section B.**

In the event that a Senator vacates a position that was obtained through Spring Elections before the first meeting in the fall, his/her seat will be up for fall elections (as opposed to appointing a replacement).

**Section C.**

In the event of an officer vacancy other than the Student Body President on the Student Senate, the Student Body President, subject to confirmation by the Student Senate, may appoint a student to fill the vacancy.

**Section D.**

In the event that the Student Body President leaves office prematurely, the following steps must be taken:

1. The Student Body Vice President will assume the office as the Interim President. He or she can request for confirmation by the Student Senate to serve as President for remainder of the session within one week of the resignation.
2. If the Vice President, serving as the Interim President, does not receive confirmation by the Student Senate or chooses not to serve as President, an election for a new President will be held. The Interim President will resume his or her position as Vice President when a new President is elected.
3. Only current members of the Student Senate are eligible to run in this emergency election in order to forego the signature requirement. The election should take place within 15 days after the Vice President, serving as the Interim President, is announced to not assume the position of President. This election will follow all applicable election rules).

**ARTICLE VII. Fees and Budgets**

**Section A.**

**Student Government Association Fee and Budget**

1. The Student Government Association Budget has been established to provide financial support for the administrative office and functions of the Student Government Association.
2. The Student Government Association Fee is collected and deposited into the Student Government Association Budget. Monies will be budgeted within the following areas:

**Stipends**

**Salaries**

**Operating Expenses**

**“Onboarding, Training, and Recognition”**

**Printing and Advertising**

**Events and Programs**

**External Meetings**

**Special Funding Projects**

**Other budget lines may be added as needed.**

3. Expenditures from the Student Government Association budget require the approval from the President.
  - a. The Special Projects Line Item is populated by unspent funds from the prior fiscal years Student Government Association Budget, and expenses exceeding \$500 from the special projects line item shall require approval of the Student Senate.

## **Section B.**

### **Student Government Association Funding Pool**

1. The Student Government Association Funding Pool is populated by 75% of unspent funds from the prior fiscal years Organized Activity Budget.
2. All Allocations from the Student Government Association Funding Pool require Student Senate approval. Any request for funding through the Student Senate Funding Pool will require an “introductory-only” status for one week before being voted on. If the circumstances for whatever reason do not allow for this introductory status, Senate may, by a 2/3 majority vote, hear and vote on the motion.
3. All requests for allocation from the Student Government Association Funding Pool must be accompanied by an itemized budget presented to Student Senate when the request is first introduced.

## **Section C.**

### **Compensation**

1. No person may be appointed to or selected for any compensated position if the position was created the same academic year that the person served as a member of the body that created and/or approved the position without a 2/3rds majority vote of the Student Senate.
2. Compensation for members of the Student Senate will be limited to the following amounts for the listed positions:
  - a. Student Senate President: Shall be compensated with a scholarship of \$5,000.
  - b. Student Senate Vice President: Shall be compensated with a scholarship of \$3,500.
  - c. Chief of Staff: Shall be compensated with a scholarship of \$2,000.
  - d. Student Senate Finance Director: Shall be compensated with a scholarship of \$3,500.
  - e. Student Senate Standing Directors: Shall be compensated with a scholarship of \$2,000.
3. Upon the recommendation by the Student Body President, the Committee on Rules and Oversight of the Student Senate may vote to withhold payment from Student Government Association Officers who are deemed to not be providing sufficient work to the organization. A 2/3rds majority vote is required to withhold pay from any member of the Student Government Association. This decision may be appealed to the Student Senate.

## **ARTICLE VII. Segregated Fee Policy**

### **Section A.**

#### **Creation/Modification of an Allocable Fee or Non-Allocable Fee**

1. Proposals for the creation/modification of an allocable and non-allocable fees shall first be discussed and voted on by the Student Senate Finance Committee.
  - a. The proposal will then require a majority vote to pass.
2. Providing a proposal has to have approval from the Student Senate Finance Committee and Student Government Association Student Senate will hear and discuss the proposal.
  - a. The proposal will then require a 2/3 vote to raise any monetary charges, and a majority vote to lower monetary charges by the Student Government Association Student Senate. If the proposal is passed, it will be then sent to the Student Senate Executive Branch for final approval. If approved, it will be sent to the Chancellor for final approval/modification.
3. Any proposal to create/modify an allocable fee must follow the process listed above and occur before Spring Break of Spring Semester.

### **Section B.**

#### **Review of Existing Allocable Fees and Non-Allocable Fees**

1. The Student Senate Finance Committee is charged with the official review of all allocable fees and non-

allocable fees.

- a. At least once per school year, the Student Senate Finance Committee shall ensure that current allocable fees and non-allocable fees are properly funded, completing the purpose for which they are in existence, and are being utilized properly. This is subject to confirmation by the Student Government Association Student Senate.

## **ARTICLE IX. Summer Session**

### **Section A.**

These rights apply to the Student Government Association Executive Branch during the time between the end of the Spring Semester and the beginning of Fall Semester.

### **Section B.**

The Student Government Association Executive Branch led by the Student Senate President may approve any item of business requiring approval by the Student Senate, its units and subunits, as long as the following conditions are followed:

1. The decision being made cannot wait to be approved until the beginning of the fall semester.
2. The Student Body President seeks the advice of the Student Senate
3. The Student Senate is informed of the decision at the earliest convenience.

### **Section C.**

1. The Student Body President or designee must attend all meetings requiring student representation.

## **ARTICLE X. Staff Advisors to the Student Senate**

### **Section A.**

Each subunit of the Student Senate will have an advisor designated by either the Director of Student Life, Associate Vice Chancellor for Student Affairs, or University Budget Officer, and in accordance with the UW-River Falls 36.09(5) Implementation Document.

### **Section B.**

The Student Senate may choose an advisor(s)

### **Section C.**

The role of the advisor is to advise the officers as to what their particular duties are and explain policies and procedures that apply to their organization.

## **Chapter 3: Student Government Association Finance Committee**

### **Chapter 3.1: Finance Committee Bylaws**

#### **Article I. Purpose**

This chapter (formerly known as the Allocable Fee Appropriation Board, also known as "AFAB") has been established to ensure that the distribution of funds to all organizations and campus entities is carried out in a way that is consistent and follows UW System administrative policy 820 from one organization to the next by establishing the funding priorities and preferences of the Finance Committee (FC). The FC serves to oversee the expenditure of non-allocable segregated fees and to distribute allocable segregated fees. Allocable Segregated University Fees (SUF) are used to give support to programs and activities that serve to promote the "best interest" of the student body and the University, as determined by the members of the FC. The FC shall be advised by the Associate Director of Student Involvement.



## Article II. Definitions

**Annual Budget Request:** Refers to requests from Recognized Student Organizations (RSOs) to receive funding from the first day of classes in the fall semester to the last day of classes in the spring semester.

**Allocable Segregated Fees:** Used to give support to programs and activities that serve to promote the “best interest” of the student body and the University.

**Debt:** Any outstanding balance owed by RSOs from their FC account.

**Event:** Refers to any occurrence either on or off campus that is organized and/or hosted by an RSO.

**Funding:** Refers to any distribution, single event, annual budget, or debt relief of the allocable portion of the SUF.

**Non-Allocable Fees:** Provides support for student-services, operations, and facilities, e.g., Student Health Services and the University Center.

**Quorum:** 2/3 of all voting members that must be present to hold a FC meeting.

**Reallocation:** Refers to the transfer of an existing FC annual budget line item allocation to another existing line or a newly created line item.

**Recognized Student Organization (RSO):** Refers to a group of five or more individuals who have followed all policies and procedures to become an official student organization and have obtained approval from the Office of Student Involvement. They are subject to rules outlined by the Student Government Association Bylaws and the policies enforced by the Office of Student Involvement.

**Single-Event Funding:** Funding for single events, activities, and/or supplies that do not fall into an RSO’s Annual Budget.

## Article III. Committee Structure

### Section A. Positions

#### 1) Chair

- a. The Chair is appointed by the SGA President and then will be confirmed with a majority vote by the Student Senate.
- b. The Chair shall attend to all matters concerning the FC.
- c. The Chair shall act as official liaison between the FC and the SGA; attend all meetings of the SGA, and report activities and status of each group to the other.

#### 2) Vice-Chair

- a. The Vice-Chair shall assist the Chair in any matters concerning the FC.
- b. The Vice-Chair is nominated to the position by a member of the FC.
  - i. If more than one member of the FC is nominated for the Vice-Chair position, there will be a secret ballot in which each member of the FC gets one vote.
  - ii. If the vote ends in a tie, the Chair will vote to break the tie.
- c. The Vice-Chair shall assist any RSO as a budget oversight for Debt Relief. (See Article X).

#### 3) Secretary

- a. The Secretary shall be responsible for recording and posting meeting minutes to be available to the public.
- b. The Secretary is nominated to the position by a member of the FC.
  - i. If more than one member of the FC is nominated for the Secretary position, there will be a secret ballot in which each member of the FC gets one vote.
  - ii. If the vote ends in a tie, the Chair will vote to break the tie.
- c. The Secretary shall take roll call at the beginning of all regular meetings.

#### 4) Other Members

- a. There shall be a maximum of four Senators and six At-Large students on the FC.

## Section B. Meetings

- 1) The FC shall meet no less than weekly when school is in session.
  - a. The FC Chair has the authority to cancel a meeting if it is known that the FC will not meet quorum.
- 2) The FC Chair shall communicate the meeting schedule to all members of the FC at least 24 hours prior to the meeting via email and/or other methods available.
- 3) If the FC Chair cannot attend a meeting, the Vice-Chair will serve as the non-voting chair and the Secretary will serve as the Vice-Chair's alternative.
  - a. If the FC Secretary cannot attend a meeting, another member will be appointed to take minutes.
- 4) RSOs must submit any funding request at least 24 hours prior to a meeting time for it to be put on that week's agenda.
  - a. If the 24-hour minimum is not met, the committee may vote to hear the request with a majority vote.
- 5) All meetings of the FC must adhere to Wisconsin Open Meetings Law requirements, parliamentary procedure, and viewpoint neutrality.

## Section C. Attendance

- 1) Any member that will not be able to make it to a FC meeting must notify the Chair 24 hours before the meeting otherwise it will be considered an unexcused absence.
  - a. Any member more than 10 minutes late to a meeting will receive an unexcused absence.
- 2) In the event of more than 2 unexcused absences or repeated excused absences from meetings by a member of the FC, the FC chair will file a report to the Oversight and Rules Committee (ORC).
- 3) Any unexcused absence from annual budget deliberations will result in a report filed to the ORC.
- 4) Any member with an open case with the ORC will have their voting rights suspended until the case is resolved.

## Article IV. Allocable Fees

### Section A. Definitions

- 1) **Student Government Association Fee:** The FC allocates this fee to the SGA. This fee is intended to support students' rights in the institutional governance process as outlined in 36.09(5).
- 2) **Student Government Association Account:** This account holds the Student Government Association Operating Budget.
- 3) **Student Senate Funding Pool:** This account holds 75% of the pullback of the Organized Activities fee.
- 4) **The FC Single-Event Funding Account:** This account holds the Single-Event funding monies, it also holds 25% of the Organized Activities fee pullback.
- 5) **Organized Activities Fee:** This fee is controlled by the FC. The board allocates the monies collected from this fee to RSOs as outlined in 36.09(5).
- 6) **Organized Activities Account:** This account holds the Organized Activities Fee and is zeroed out at the end of every academic year.
- 7) **Student Involvement Programming Fee:** This fee is controlled by the FC. The committee allocates the monies collected from this fee to the Department of Student Involvement as outlined in 36.09(5).

## Article V. Single-Event Funding

## **Section A. Allocations**

- 1) A majority vote is required to approve the allocation of funds to a RSO.
  - a. The FC Chair shall only vote in the case of a tie.
- 2) The Chair may approve any single-event requests under \$500 without the consent of the FC but shall only do so in emergency situations, which is in the Chair's discretion.
  - a. The Chair may only approve three emergency requests per semester or a total of \$1,000, whichever occurs first.
  - b. The FC Chair must notify the Associate Director of Student Involvement, Budget and Operations Coordinator, the FC, and the SGA President within 48 hours of the approval.

## **Section B. Funding Report**

- 1) A current report of the Single-Event Funding Pool shall be stated by the Chair at every FC meeting.
  - a. If no report on the available funding is given, the FC may vote by majority to postpone request hearings until a report is given.

## **Section C. Single-Event Funding**

- 1) The Single-Event Funding Pool will consist of 10% of the projected Organized Activities Fee budget.
  - a. The 10% will be divided into two equal portions; with one being put into the fall Single-Event Funding Pool, and the other into the spring Single-Event Funding Pool.
  - b. On the final day of fall semester, unspent funds will be added into the spring Single-Event Funding Pool.
  - c. Unspent funds in the spring Single-Event Funding Pool will be placed back into the Student Senate Funding Pool. (See Article XII)
- 2) The FC may fund each RSO up to \$1,500 for Single-Event funding per semester toward lodging or registration for off-campus events.
  - a. Admission fees, (e.g. Fort Snelling entrance fee, museum entrance, etc.) will be treated the same as registration fees and therefore will be counted toward the \$1,500 per semester maximum allocation.
  - b. The FC will not fund any form of transportation or food items for travel.
    - i. This policy does not pertain to guest speakers or non-students traveling to campus.

## **Section D. Prerequisites**

- 1) RSOs who request funding must have their event open to everyone as defined by the SGA.
- 2) A RSO may not request funding if they are in debt (See Article X), meaning the RSO owes money to the University and do not have a payment plan or have violated policies and procedures.

## **Section E. Submission Process**

- 1) Single-Event Funding refers to funding that can be applied for three times a semester or a total approved amount of \$1,500, whichever comes first.
- 2) RSO's may only request Single-Event Funding once per event, whether funding was approved or denied.
- 3) RSOs cannot ask for Single-Event Funding for an event if the event is already being funded in their annual budget.
- 4) All Single-Event Funding requests must be submitted through the online budget module.

- 5) If any portion of the form is inaccurate, filled out by a nonstudent, or the requesting RSO is in bad standing the request shall be denied.
- 6) If any portion of the form is incomplete, the requesting RSO will be contacted by the FC Chair so that revisions may be made.
  - a. If the FC wishes to consider any request of a form that is incomplete, they may do so by a majority vote.
- 7) Single-Event Funding requests must be submitted 30 days prior to the event date.
  - a. If the FC wishes to consider any request of a form that is submitted late, they may do so by a majority vote.
- 8) Spring requests may begin being made upon the first FC meeting in December.
  - a. If a RSO would like to request spring funding before the first meeting in December, the FC may vote to hear the request with a 2/3 majority vote.

## **Section F. Hearings**

- i. RSOs will be contacted by the FC once their submission has been received at least 24 hours prior to the meeting they are expected to be at. The date and time of the next hearing will be included in the correspondence.
- ii. The requesting RSO will have two chances to send a representative to the FC hearing. If the RSO does not have a representative present at the second hearing, the request will be automatically denied.
- iii. Representative(s) will clearly explain their Single-Event request to the FC.

## **Section G. Unused Funding Policy**

- 1) Single-Event Funding allocated to a RSO and not utilized within 30 days of the event date will be pulled back into its respective Single-Event Funding Pool.

## **Article VI. Annual Funding**

### **Section A. Prerequisites**

- 1) All student organizations must become recognized before the required budget training in the spring in order to apply for an annual budget for the following academic year.
- 2) All RSOs must attend the fall budget training in order to spend money from their annual budget.
- 3) All RSOs must attend the spring semester budget training in order to request an annual budget.

### **Section B. Submission Process**

- 1) All annual budget funding requests must be submitted through the online budget module.
- 2) Annual budgets must be submitted by the posted date for the following academic year.
- 3) Annual budgets must have advisor approval via the budget module by the posted deadline.
- 4) If any portion of the form is inaccurate, filled out by a nonstudent, or the requesting RSO is in bad standing, the request shall be denied.
- 5) If any portion of the form is incomplete, the requesting RSO will be contacted by the FC Chair so that revisions may be made.
  - a. If the FC wishes to consider any request of a form that is incomplete with no revisions, they may do so

by a majority vote.

- 6) The representative from each RSO that submitted the annual budget will be sent information via UWRF email on how to sign up for an annual budget hearing.
  - a. If the RSO does not sign up for a budget hearing before the posted date, their annual budget request will be denied.

### **Section C. Annual Budget Hearing**

- 1) At least one representative from a RSO must attend a hearing with the FC in order to be considered for an annual budget.
- 2) All budget hearings must occur before the posted date.
- 3) Each RSO will be given the chance to meet with the FC regarding their annual budget.
  - a. If the RSO does not appear at their scheduled time to present their budget, they will be allowed the chance to reschedule for a later date if there are more presentations to be heard.
  - b. If there are no more scheduled presentations to be heard or if there are no available times to hear the presentation, the RSO will not be allowed to present and will have their budget request denied.
    - i. The faculty advisor of the RSO is encouraged to attend these hearings, but failure to do so will not incur any penalties. The advisor is encouraged to be present as a guide but is prohibited from presenting the RSO's budget.

### **Section D. Deliberation and Decision**

- 1) The FC holds exclusive voting power to approve or deny any annual budget requests, unless a decision violates other laws or relevant documents.
- 2) This approval or denial will be based on the Guidelines on Expenditures stated in Article VIII of this document as well as those listed in other relevant documents.
- 3) Once the FC reaches a decision of approval or denial, the requesting RSO will be contacted within three weeks.

## **Article VII. Appeals**

### **Section A. Process**

- 1) RSOs may choose to appeal the denial of an annual budget through the following process:
  - a. Appeals must be submitted to the Student Body President and Vice President in writing within one week of notification of the FC's decision.
  - b. Appeals must summarize the amount requested, the amount granted, and justification of the appeal.

### **Section B. Official Review**

- 1) The ORC shall hear all annual budget appeals from RSOs.
- 2) All annual budget appeal hearings shall take place in the following order:
  - a. Appealing RSO states their basis for appeal.
  - b. The FC Chair, or their designee, must state the FC's reason for the budget decision.
  - c. The ORC holds discussion and votes on whether to change or maintain the FC's decision.
    - i. If the ORC decides to change the FC's decision, they shall submit a recommendation of change to the FC.
- 3) If the appealing RSO is dissatisfied with the ORC's decision, the RSO may appeal to the SGA.

- 4) The FC must follow all appeal decisions made by the SGA.

## **Article VIII. Guidelines on Expenditures**

The FC will give priority to events and programming that take place within a five-mile radius of the University of Wisconsin-River Falls.

### **Section A. Permitted Expenditures**

- 1) The FC may fund each RSO up to \$2,000 for their annual budget per year toward lodging or registration for off-campus activities.
  - a. Admission fees (e.g. Fort Snelling entrance fee, museum entrance, etc.) will be treated the same as registration fees and therefore will be counted toward the \$2,000 annual maximum allocation.
- 2) The FC may fund promotional giveaway items (e.g. pens, buttons, t-shirts, etc.) that are given away at an open event.

### **Section B. Prohibited Expenditures**

- 1) The FC will not fund any form of transportation or food items for travel.
  - a. This policy does not pertain to guest speakers or non-students traveling to campus.
- 2) The FC will not fund items that remain with individual members of a RSO such as, but not limited to, t-shirts, trophies, and awards.
- 3) The FC will not fund events in which students are charged admittance.
- 4) The FC will not fund supplies or events that will be used to generate revenue for the RSO.
- 5) The FC will not fund supplies or events that will be used to donate items to non-UWRF students, staff, or faculty.
- 6) The FC will not fund salaries or lump sum payments made to students, staff, or faculty.
- 7) The FC will not fund the purchase of alcoholic beverages or controlled substances of any kind.
- 8) As mandated by UW-System Administrative Policy 820; student segregated fees and therefore FC funding shall not be used to fund academic, credit producing activities. These activities should receive tangible support from related departments, school, or college. Direct funding, release time for faculty advisors, or use of equipment would be appropriate means of academic department support and should be funded from that department, not the FC.

## **ARTICLE IX. Budget Reallocation and Reimbursement**

### **Section A. Reallocations**

- 1) Any RSO that wishes to deviate from their original budget request must do so through a reallocation.
- 2) RSOs must complete the Request for Reallocation form provided on the online budget module.
  - a. A request that involves a reallocation from one event to another will be reviewed at the next scheduled FC meeting.
    - a. Reallocation requests will be reviewed by the FC and approved or denied by a majority vote.
    - b. The RSO will be notified of the FC's decision within 24 hours of the meeting.
  - b. A request that involves a reallocation from one-line item to another within the same event may be approved at the discretion of the FC Chair.
    - a. The FC does not need to review reallocations between line items of the same event but will be informed of the FC Chair's decision at the next meeting.

- b. The RSO will be notified of the Chair's decision within 24 hours of the decision being made.
- 3) RSOs cannot reallocate to past events.
- 4) RSOs cannot reallocate money received through single-event funding to another event.
  - a. The RSO must submit a single-event request to receive funding for another event.
- 5) A single-event request that involves a reallocation from one-line item to another within the same event may be approved at the discretion of the FC Chair.
  - a. The FC does not need to review reallocations between line items of the same event but will be informed of the FC Chair's decision at the next meeting.
  - b. The RSO will be notified of the Chair's decision within 24 hours of the decision being made.

## **Section B. Reimbursements**

- 1) Any RSO seeking reimbursement for RSO-related expenditures must submit a Payment Request Form via the online budget module.
- 2) Requests must be made within 30 days of the receipt date.
  - a. The Student Involvement Budget and Operations Coordinator has the right to deny any reimbursement request submitted after the 30-day limit.
  - b. All receipts must be itemized (showing each individual item purchased) or the reimbursement will be denied.

## **Article X. Debt Relief Program**

### **Section A. Account**

- 1) A separate account, titled Debt Relief Program, will hold these FC funds.
- 2) The Debt Relief Funds will be transferred from the Single-Event Funding Account in the amount of \$1,000 at the beginning of fall semester.
- 3) At the beginning of spring semester, the account will be replenished up to the maximum of \$1,000 from the Single-Event Funding Account.
  - a. At the end of each semester, the FC reserves the right to vote on the amount in the Debt Relief Program account with a 2/3 majority vote.

### **Section B. Process for RSOs**

- 1) In order to be eligible for the Debt Relief Program, the debt acquired must be in the RSO's FC Account.
- 2) To seek financial assistance with their debt, a RSO should first meet with the Budget and Operations Coordinator and Associate Director of Student Involvement to discuss options.

- 3) Upon the review of options, it may be determined that the Debt Relief Form should be filled out and submitted to the FC Chair.
- 4) Any RSO that has filed for debt relief will be required to have a representative attend a FC meeting to present the circumstances by which the RSO acquired the debt.
  - a. It is at the discretion of the FC to determine the amount of, if any, debt forgiveness the RSO will receive with a 2/3 majority vote.
  - b. After the amount is approved, the Budget and Operations Coordinator will proceed with applying appropriate funds to the debt and/or assisting with a payment plan.

### **Section C. Oversight Period**

- 1) The FC can recommend disciplinary procedures to the Associate Director of Student Involvement to take actions toward RSOs to deter fiscal irresponsibility as well as to not take funding opportunities away from fiscally-responsible RSOs.
- 2) After the RSO comes out of debt, the Vice-Chair of the FC shall act as their oversight before they can request any more money from the FC.
- 3) The FC reserves the right to vote with 2/3 majority to provide an oversight for up to two semesters.
- 4) This RSO will work with the Vice-Chair to provide budgetary supervision before requesting any amount of money either as Single-Event Funding or Annual Budget Funding.

## **ARTICLE XI. Audits**

### **Section A. Audit Authority**

- 1) RSOs suspected of inaccurate information supplied on forms or by any other means may be audited by the FC by majority vote.
- 2) The Chair, Vice-Chair, and the Student Involvement Budget and Operations Coordinator, are responsible for conducting an official audit.

### **Section B. Audit Process**

- 1) The Chair, Vice-Chair, and the Budget and Operations Coordinator will be responsible for collecting relevant documentation to conduct the audit.
  - a. Documentation collected will include, but is not limited to financial statements, itemized budgets, and WISDM account ledgers.
- 2) The Chair, Vice-Chair, and the Budget and Operations Coordinator will present the information found to the FC.
- 3) A majority vote will be required by the FC to determine the outcome of the audit.
  - a. If the conclusion of the audit determines the RSO in question is not guilty of providing inaccurate information, no action will be taken against the RSO.
  - b. If the conclusion of the audit determines the RSO in question is guilty of providing inaccurate information, the party in question will be officially referred to the Associate Director of Student Involvement for appropriate action.
- 4) The FC Chair will share the determination of the audit with the Associate Director of Student Involvement.

## **ARTICLE XII. Pullback Policies**



### **Section A. Single-Event Pullback**

- 1) All unused funds allocated to RSOs for single-events in the fall will be placed into the spring Single-Event Funding Pool.
- 2) Any money left unallocated from the fall Single-Event Funding Pool will be placed into the spring Single-Event Funding Pool.
- 3) All unused funds allocated to RSOs for single-events in the spring will be pulled back following the policy stated in Section C.

### **Section B. Annual Budget Pullback**

- 1) All unused funds designated for fall semester that are not reallocated by the stated deadline will be placed into the Single-Event Funding Pool for the spring semester.
- 2) Any RSO annual budget funds not utilized by the end of the spring semester will be pulled back following the policy stated in Section C.

### **Section C. Organized Activity Fee Pullback**

- 1) All unused funds from the Organized Activities Segregated Fee at the end of the academic year will be pulled back.
  - a. 75% of the total amount will be placed into the Student Senate Funding Pool.
  - b. The other 25% of the total funds will be placed into the Single-Event Funding Pool for the next academic year.

## **Chapter 3.2: Student Media Committee Bylaws**

The Student Media Committee is a Subunit of Student Senate Finance Committee.

### **ARTICLE XIII. Definition**

#### **A) Funding Pool**

1. Will be Student Media Committee's reserve consisting of any excess funds

#### **B) Reserve**

1. Unused funds held aside to meet expected or unexpected demands

### **ARTICLE XIII. Purpose**

- A) A. To coordinate the efforts of the University of Wisconsin-River Falls (UWRF) Student Media organizations.

**B)** To recommend an allocation of funds collected from the Student Media Fee for recognized Student Media organizations.

**C)** Approve Registered Student Organizations as Student Media groups.

## **ARTICLE XIV. Structure**

### **A) Membership**

**1. Chair**

- a. Shall be Elected by the members of the Student Media Committee.
- b. Shall serve as the official representative of the Student Media Committee on all matters, including financial.

c. In the absence of the Chair, duties will fall to the Vice-Chair. If the Vice-Chair must also be absent, the meeting is canceled.

**2. Vice-Chair**

- a. Shall be elected by the members of the Student Media Committee.
- b. Shall assist the Chair in matters concerning Student Media Committee.
- c. Shall be responsible for recording meeting minutes, and posting them to FalconSync within 24 hours after the meeting

**3. SMC Representative on Student Senate Finance Committee**

- a. Shall be appointed by the current SMC chair and follow Student Senate Finance Committee membership procedure.
- b. Shall attend Student Senate Finance Committee meetings to report on the activity of Student Media Committee.
- c. Shall report to the Student Media Committee on the activity of Student Senate Finance Committee.

**4. Students at Large**

- a. Any students at large must be appointed by the Student Media Committee.
- b. There may be no more than four Students at Large.

**5. Student Media Seats**

- a. Shall be appointed by their respective organizations.
- b. No more than two seats per Student Media organization shall be voting members.

### **B. Advisor**

**1.** The Advisor will work collaboratively to recommend action, inform, and assist the committee of students. The Advisor may not be the advisor for any other student media organization.

## **ARTICLE IV. Voting & Meeting Requirements**

### **A. Voting**

- 1.** The Chair will only vote in case of a tie
- 2.** A majority vote is required to approve any allocation of funds from the SMC. This includes reallocation of funds from within individual student media groups.

3. The Advisor may not votes
- B. Meeting Requirements
  1. The agenda and all relevant documents must be uploaded to FalconSync 24-hours prior to the meeting where they will be reviewed
    - a. If 24-hour minimum is not met, the board may vote to hear the request by a majority vote
    2. The meeting must be conducted according to parliamentary procedure and view-point neutrality
  - C. Quorum
    1. 2-3rds of all voting members must be present to vote on financial matters
    2. In the absence of the Chair, duties will fall to the Vice-Chair. If the Vice-Chair is also absent, the meeting is canceled.
    3. A representative from each SMC must be present to vote on financial matters
      - a. If a voting member cannot attend a meeting, they must notify the Chair/Vice-Chair 24-Hours in advanced. If the Chair/Vice-Chair is not notified in advanced, the committee reserve the right to hold the meeting as scheduled.

## **Article XV. Budget**

### **Section A. Funding Eligibility Requirements**

- 1) Each represented organization must be an approved RSO.
- 2) Must print, broadcast, or publish as outlined in UW System Policy F50.
- 3) Shall have one member attend the fall semester Student Senate Finance Committee budget training

### **Section B. Annual Funding Submission Process**

1. Each Student Media organization must submit any funding request through the budget module on FalconSync.
2. All Annual Budgets must be submitted by the deadline set by Student Senate Finance Committee for the following academic year.

### **Section C. Budget Timeline**

- 1) The Student Media Committee must follow the same budget process and voting requirements as the Student Senate Finance Committee.
- 2) After Student Media Committee approval, a comprehensive Student Media program budget must be submitted to the Student Senate Finance Committee, in accordance with the Student Senate Finance Committee budget approval process and deadlines.

### **Section D. Funding Priorities**

1. Operational Expenses
  - a. This refers to equipment and services that are integral to the basic operations of each Student Media organization.

2. Facility Use
  - a. This refers to securing locations for Student Media events and tables.
3. Travel
  - a. This refers to the representation of student activity and student media through members traveling for student events abroad.

#### Section D. Student Media Funding Pool

#### Section E Student Media Funding Pool

1. Shall consist of funds allocated during the Student Media Committee budget process.
2. The Student Media Committee shall use these funds to maintain a reserve and purchase items such as, but not limited to, equipment.
3. Any excess funds at the end of the academic year shall be rolled over into the Student Media Funding Pool the following academic year.
4. The Student Media Committee shall present and update Student Senate Finance Committee bi-weekly on present and future activity concerning the Student Media Funding Pool.
5. The funding pool may not exceed \$10,000 each year.
  - a. If the funding pool exceeds the \$10,000 cap then the money will rollover to the Student Senate Funding Pool.

## 3.3 Policies and Procedures for Non-Allocable and User fee Oversight and Review

- I. Purpose
  - a) To initiate policies that improve campus departments and entities.
  - b) To provide oversight into the expenditure of non-allocable, user, and parking revenue.
  - c) To provide feedback and recommendation to the Chancellor and other campus leadership to enhance the quality of the student experience at UW-River Falls
  - d) To facilitate communication between the student body and campus departments and entities on all issues relating to the student experience with these campus departments and entities.
- II. Procedure
  - a. The Student Senate Finance Committee shall meet weekly to discuss non-allocable, user and parking policies and expenditure of revenue.
  - b. The Financial Affairs Director shall establish a calendar that provides time each month for every campus entity utilizing non-allocable, user and parking fees to testify to the Student Senate Finance Committee on the usage of the respective funds, department policy, and other campus activities related to campus life.
- III. Scope of oversight
  - a) Campus recreation, Falcon Center Operations, Athletics, Career Services, C.H.I.L.D Center Building, Falcon Center Debt Service, Student Involvement Operations, Carding office, Municipal Services, Ramer Stadium Sports Complex, Student Health Services, Rodli Enrollment

## Chapter 3.4: Non-Allocable Review and User Fees

### Annual Process

#### UWRF Procedures for Review of Non-allocable and User Fees

The following is a summary of the process used for the review of non-allocable fees by the Student Government Association. This process has been agreed upon by the, Student Government Association (SGA) Student Body President the SGA Finance Director and the University Administration.

#### Article 1: The Actual Process

- Once the campus receives the PR budget guidelines from System Administration, the University Budget Office summarizes the guidelines and sends them to the budget managers.
- The budget managers prepare their updated budgets.
- Early in the Spring Semester, the budget managers discuss their budgets in detail with the Student Senate Finance Committee
- During the next two or three weeks, the Student Senate Finance Committee shall formalize their recommendation to the Student Government Association Student Senate.
- At the next Student Government Association Student Senate meeting after review and recommendation of the budgets are finalized, the Finance Director will briefly review each budget and present the Student Senate Finance Committee recommendations. Budget Managers, or designee, of the respective fees will be present to answer any questions the Student Government Association Student Senate might have.
- If a budget manager is requesting an increase in the segregated fee, the Student Senate Finance Committee shall provide a list of reasons for support or non-support to the Student Government Association Student Body President and to the Chancellor. These recommendations must be approved by a majority vote of the Student Senate Finance Committee.
- If the Student Government Association Student Senate recommends the budget by a two-thirds vote, it shall be submitted to the Student Government Association Executive Branch. If the Student Government Association Student Senate does not recommend the budget by a two-thirds vote, it shall still be sent to Student Government Association Executive Branch with the recommendation that the Student Government Association Student Senate does not recommend the budget.
- One week after the Student Government Association Student Senate review period begins, the Finance Director shall present all budgets to the Student Government Association Executive Branch by highlighting the recommendations of the Finance Committee and the Student Government Association Student Senate.
- During the next week, the Student Government Association Executive Branch votes on the recommendation and forwards the recommendation to the Chancellor. If the recommendation is to not support a budget, Student Government Association Student Body President must provide specific

reasons for the non-support. A joint meeting, to resolve these funding concerns, is held with the Finance Director, the Budget Manager of the respective fee, the Student Government Association Student Body President, and the Chancellor or Chancellor's designate.

#### **Article 2: Amendments**

This chapter (8.1) is an agreement between the Chancellor and Student Government Association Student Body, and shall be reviewed annually by the Student Government Association Student Body President, Finance Director, and Chancellor. Amendments shall be approved by the signature of the Chancellor and Student Government Association Student Body President, no later than November 1<sup>st</sup> of each year.

## **Chapter 3.5: New Fees**

The following is an outline of the process to be used for the student review of new Non-Allocable Segregated University Fee(s) This process has been agreed upon by the Student Body President and Chancellor.

#### **Article 1: Proposed fees and Semester of Review**

- Falcon Center Fee (Spring 2015)

#### **Article 2: Process**

- During the Semester(s) prior to the scheduled semester of review, presentations may be made at Student Senate Finance Committee by relevant departments, committees, and university entities.
- During the first week of the scheduled semester of review, the Chancellor or designee shall officially introduce the proposed Segregated University Fee(s) to the Student Senate Finance Committee.
- During the following week, the Student Senate Finance Committee shall conduct a vote of recommendation on the proposed Segregated University Fee(s).
  - The Student Senate Finance Committee shall submit a written justification for their recommendation to the Student Body President and Chancellor/designee.
- During the following week, the Chancellor/designee shall officially introduce the proposed Segregated University Fee(s) to the Student Government Association Student Senate.
  - The Finance Director immediately following the introduction from the Chancellor/designee the Finance Director shall present the recommendation from the Student Senate Finance Director
- During the following week, the Student Government Association Student Senate shall conduct a vote of recommendation on the proposed Segregated University Fee(s).
  - The Student Body President shall create written statement summarizing the recommendation of the Student Government Association Student Senate
- During the following week, a non-binding referenda shall be held on the new Non-allocable Segregated University Fee.

#### **Article 3: Amendments**

- This chapter (8.2) shall be reviewed by the Student Body President and Chancellor annually.
- Amendments to chapter (8.2) shall require the approval of both the Student Body President and Chancellor.

## Chapter 4: Academic Council

### 1. Structure

- The Academic Council shall consist of Chair, the 4 College Senators, the International Senator, and 6 at large students.
- At large students shall serve on at least one of the following committees;
  - Academic Program and Policy Committee
  - Academic Standards Committee
  - Advising Committee
  - Assessment Committee
  - Learning Resources Committee
  - General Education and University Requirements Committee

### 2. Purpose

- To promote and secure conditions conducive to student intellectual and educational advancement.
- To review and update the “Student Academic Priorities” document each semester.

### 3. Meeting Schedule

- This committee shall meet monthly

### 4. Advisor

- The Academic Council shall be advised by a member of the Faculty Senate.

## Chapter 5: University Center Committee (UCC)

### Article I. Purpose

- Shall provide feedback, recommendations, and aid to University Center programming.
- Shall provide feedback and recommendations into the creation and review of University Center policies.
- Shall provide feedback and recommendations into the creation and review of Recognized Student Organization policies.
- Shall provide feedback, recommendations, and aid for facilities projects.

### Article II. Committee Structure

#### Section A. Positions

- Chair
  - The Chair is to be appointed by the SGA President and is to be confirmed with a majority vote by the Student Senate.
  - The Chair shall preside over all meetings of the University Center Committee.
  - The Chair shall serve as the official representative of the committee to the Student Senate Executive Board.

- d) The Chair shall post the UCC meeting agendas to FalconSync at least 24 hours in advance of a committee meeting.
- 2) Vice Chair
  - a) The Vice-Chair shall assist the Chair in any matters concerning the UCC.
  - b) The Vice-Chair is nominated to the position by a member of the UCC.
    - i) If more than one member of the UCC is nominated for the Vice-Chair position, there will be a secret ballot in which each member of the UCC gets one vote.
    - ii) If the vote ends in a tie, the Chair will vote to break the tie.
  - c) The Vice-Chair shall be responsible for recording and posting meeting minutes to be available to the public.
- 3) Other Members
  - a) There shall be a maximum of ten student representatives.
    - i) Recommendations for student representatives include a student representative from Student Involvement, a student representative from University Center Operations, one Student Senate Representative, with the rest being at large students.

#### **Section B. Advisors**

- 1) The UCC shall be co-advised by a professional staff member from both University Center Operations and Student Involvement.

#### **Article III. Meetings**

- 1) The UCC shall meet twice monthly while school is in session.
  - a) The Chair shall have the authority to cancel a meeting if it is known that the UCC will not meet quorum.
- 2) The UCC Chair shall communicate the meeting agenda to the members of the UCC at least 24 hours prior to meeting via email or through other methods available.
- 3) All meetings of the UCC shall adhere to the Wisconsin Open Meetings law requirements, parliamentary procedure, and viewpoint neutrality.

## **Chapter 6: External Relations Committee**

### **1. Structure**

- a. The External Relations Committee shall consist of a Chair, Vice Chair, four Student Senators, and three at-large students.

### **2. Purpose**

- a. To provide a forum for students and shared governance leaders to discuss important federal, state and local policies and legislation as they would impact UW-River Falls students
- b. To act as the advocate arm of the Student Senate in all areas of federal, state and local legislation and policies.

### **3. Election of Vice Chair**

- a. The Chair shall appoint a Vice Chair and the External Relations Committee shall confirm the appointment.

### **4. Meeting Schedule**

- a. This committee shall meet twice monthly

## **Chapter 7: Oversight and Rules Committee**



## **Article I. Purpose**

The purpose of the Oversight and Rules committee shall be to settle all disputes arising in the Student Association, in accordance with all procedures and rules outlined below as well as in accordance with all University and System policies. The Oversight and Rules committee shall have direct oversight over the Executive Branch of the student government. The Committee is tasked with the review and alteration of all governing documents. The Committee shall have the authority to appoint members to the Election Commission.

## **Article II. Committee Structure**

### **Section A. Positions**

#### **1. Chair**

1. The Chair of the Oversight and Rules Committee shall be elected amongst the members of the Oversight and Rules Committee via a majority vote.
2. The Chair, once elected, will serve a one-year term until the next year's session committee election.
3. The Chair shall preside over all meetings of the Oversight and Rules Committee.
4. The Chair shall serve as the official representative of the committee to the Student Senate Executive Board.
5. Shall create and publish all agendas of the Oversight and Rules Committee at least 24 hours in advance of all meetings.
6. Shall draft all official opinions of the committee on all cases which are heard.
7. Shall serve as the Chair of the Elections Commission for all Student Association elections and referenda, unless a conflict of interest were to arise.
8. If a conflict of interest arises with the Chair in reference to viewpoint neutrality for the election, a member of the Oversight and Rules Committee may nominate another committee member. This member will be approved by a majority vote by all members of the Oversight and Rules Committee. The Chair will then recuse themselves from all election commission business.
9. If available spots arise on the Oversight and Rules committee, the Vice President will appoint a student(s) with the approval of the Student Government Association Executive Board.
10. May, with 48 hours' notice and written notice to the individual, subpoena administration officials in the Student Government Association.
11. Shall serve on the Non-Academic Misconduct Hearing Committee.

#### **2. Vice Chair**

1. Shall be responsible for recording and posting meeting minutes to be available to the public.
2. Is nominated and appointed to the position by the chair of the Oversight and Rules Committee.
3. The Secretary shall take roll call at the beginning of all regular meetings.

#### **3. Other Members**

1. The Oversight and Rules Committee shall consist of three Student Senators, and four At-Large Students including the Secretary.
2. Any of the aforementioned members shall recuse themselves from any particular case if a conflict of interest were to arise.

### **Section B. Advisor**

1. The Advisor of the Oversight and Rules Committee shall be the Senior student Affairs Officer at the University of Wisconsin-River Falls or their designee.

2. Shall advise the committee on both University and System policy.

### **Section C. Meetings**

1. The Oversight and Rules Committee shall meet when appropriate while school is in session, and when appropriate for both elections and any cases needing being heard.
  - a. The Chair shall have the authority to cancel a meeting if it is known that the Oversight and Rules Committee will not meet quorum.
  - b. The Chair shall have the authority to cancel a meeting if it is known that there are insufficient agenda items for a meeting.
2. The Oversight and Rules Committee shall communicate the meeting agenda to the members of the Oversight and Rules Committee at least 24 hours prior to the meeting via email or through other methods available.
3. All meetings of the Oversight and Rules Committee shall adhere to the Wisconsin Open Meetings law requirements, parliamentary procedure, and viewpoint neutrality.

### **Section D. Attendance**

1. Any member that will not be able to make it to a meeting of the Oversight and Rules Committee must notify the Chair 24 hours before the meeting otherwise it will be considered an unexcused absence.
2. In the event of more than two unexcused absences or repeated excused absences from meetings by a member of the Oversight and Rules Committee, the Chair shall have grounds for removal of the Student Oversight and Rules member.

## **Article III. Resignations and removal**

### **Section A. Resignations**

1. Any member of the committee that intend to resign must state that intention in writing to the chair. That resignation will be in effect immediately unless stated otherwise in the resignation.

### **Section B. Removal of the Committee Chair**

1. The removal of a committee member may be removed from their position by a majority vote of the committee.
2. Such a vote will be taken at the request of any committee members.
3. Given the request at least 24 hours before the meeting, the Committee Chair must include "Removal of Committee Chair" as an agenda item for the next meeting.
4. The Committee Chair shall retain a seat on the Committee as a committee member if removal occurs.

## **Article IV. Temporary Orders and Injunctions**

### **Section A. Mediation and other orders**

1. In the event of an imminent injury, loss, damage, etc. to an individual, group, or body of the Student Association, such parties may request of the Advisor a temporary injunction upon an action of the Oversight and Rules committee, the Student Senate, or subcommittees thereof.
2. If the advisor grants the request, the Committee Chair shall call for a special meeting to occur within 72 business hours. At such time, the committee must vote to approve the temporary injunction in effect until such a time as the rights of the parties can be ultimately settled. If the committee does not vote to approve the injunction order granted by the advisor, then it is no longer in effect.

3. If the Student Association or Student Senate committee, including the Oversight and Rules Committee, with an unresolved issue or action in regards to the Student Government Association, may contact the Oversight and Rules Committee Chair to delegate an arbitrator to resolve the conflict and negotiate a solution. The party bringing forth the complaint must contact the Oversight and Rules Chair at least 24 hours after the issue arises via email.

## **Article V. General**

### **Section A. Voting**

1. Decisions of the committee shall be made by a majority vote except when noted elsewhere in the Bylaws.

### **Section B. Deadlines**

1. For the purposes of the deadlines specified in this subsection, the deadline will be postponed during the Thanksgiving recess, the winter recess, the spring recess and the summer session.
2. Wherever this article specifies "day" it means a "school day" - Monday through Friday, on which classes meet, not including finals week.

### **Section C. Deadline Extensions**

1. The committee shall make forms available to members of committees, organizations, individuals, or the Student Senate if these forms are requested by them.
2. The timeline may be extended by either the majority vote of the Oversight and Rules Committee, consent of both parties involved, or by the request of the Chair-with consent of the Vice President and President.

### **Section D. Statute of Limitations**

1. The affected party must file a complaint to the Committee Chair within ten school days of the alleged infraction.
2. Any other Student Association member must file a complaint to a decision within ten school days of the publication of the decision.
3. The Committee may not consider any appeal filed after this deadline, unless the committee members find that information regarding the alleged incident could not have been discovered by reasonable means within the deadlines set forth in the bylaws.

### **Section E. Recusal**

1. Any committee member may recuse themselves from a case for any reason.
2. The Chair may recuse any committee member when, given the circumstance of the case, that committee member cannot be impartial.

### **Section F. Confidentiality**

1. This committee may be hearing cases in which sensitive matter is discussed.
2. The Chair will have the authority to require a closed hearing with the approval of their advisor.
  - (i) Minutes and records of such hearings shall not name parties or provide sufficient detail that parties are easily recognizable.
3. All deliberations by the committee on a case shall be conducted in closed meetings. No formal motion shall be necessary for such a closed deliberations.

## **Article VI. General Hearings**

## **Section A. The Complaint**

1. Any member of the Student Association or a Recognized Student Organization may file a complaint alleging an election violation, a case or controversy arising under the Constitution, Bylaws, rules and laws of the Student Association, or an issue over discipline of a Recognized Student Organization.
2. A party wishing to file a complaint with the Student Association must submit a Notice of Grievance in writing to the Committee Chair within the statutory limitations specified by these bylaws.
3. When a party submits a Notice of Grievance within the specified deadlines , both the Committee Chair and the Committee Advisor must approve the Notice of Grievance for a hearing of the committee to occur on the complaint.
4. If only one party approves the Notice of Grievance the committee shall vote on whether to approve or deny the Notice of Grievance.
5. A Notice of Grievance may be accepted in whole or in part. In the event that a Notice of Grievance is not accepted as filed in its entirety, the Committee Chair shall outline in a memo to the parties which specific issues raised by the appellants are to be heard by the Committee.

## **Section B. Evidence**

1. All material evidence must be submitted to the Committee Chair at least twenty - four (24) hours prior to the scheduled hearing.
2. The Committee Chair shall distribute all submitted evidence to all committee members and parties to the case.
3. The Committee Chair may compel parties to bring forth such evidence or witnesses' necessary to provide clarity to a case.
4. In the event that furnishing such evidence or witnesses is impossible, parties may state as such in writing to the Committee Chair.

## **Section B. The Hearing**

1. At the time scheduled by the Chair, the Committee shall convene a hearing on the matter brought forth by the petitioner.
2. The hearing shall be conducted pursuant to the procedure outlined in the Oversight and Rules Committee Rules of Procedure.

## **Section C. The Deliberations**

1. The Committee Chair shall preside over the deliberations.
2. No record of deliberations shall be recorded.

## **Section D. The Decision**

1. The committee members shall publish a decision on the case within ten school days of the complaint hearing.

## **Section E. Appeals**

1. Any party materially affected by the outcome of the complaint hearing may file an appeal to the decision of the panel within ten (10) school days of the publishing of the committees' decision.
2. An appeal shall be considered filed upon the Committee Chairs receipt of a written appeal.
3. The Advisor shall submit the Appeal to the Assistant Chancellor of Student Affairs. The Assistant Chancellor of Student Affairs may uphold, strike down, or alter all decisions of the Committee.

## **Article IX . Types of Complaints**

### **Section A. Procedural Complaints**

1. A procedural complaint is based on a procedural or similar violation that does not address viewpoint neutral concerns.

### **Section B. Election Complaints**

2. A complaint shall be considered an election complaint if the matter concerns a violation of Student Association elections bylaws, candidate or affiliate conduct.
3. Election Complaints must be filed no later than five (5) school days after the Student Election Commission releases the election results.

### **Section C. Viewpoint Neutrality Complaints**

1. Any person or organization/program may appeal an eligibility or funding decision on the basis that the decision was not made in a viewpoint neutral manner.
2. A Notice of Grievance concerning an application of viewpoint neutrality shall be approved by the Committee Chair.
3. Should the Committee find a funding body to have committed a viewpoint neutrality violation against a particular party:
  - a. The Committee may forward the funding decision to the Student Association Student Senate if the funding body is incapable of making a viewpoint neutral decision.
  - b. The Committee may remand the funding decision back to the funding body.
  - c. If a particular member of the funding body is found to have committed a viewpoint neutrality violation while the body corporate remained viewpoint neutral, the Committee may preclude said member from participating in the funding decision.

### **Section D Complaints Concerning Student Organizations**

1. All Complaints filed against Recognized Student Organizations exclusively involving a potential Student Organization Code of Conduct violation will be directly forwarded to the office of Student Involvement.
  - a. All complaints involving the Student Senate and Student Senate subunits shall be handled directly by the Committee.
2. The Committee shall retain jurisdiction over complaints regarding the Student Association law, as well as Code of Conduct complaints, and shall serve as the appellate body for the office of Student Involvement decisions pursuant to the procedures outlined in this section.
  - a. Upon notification of the office of Student Involvement decision, affected parties shall have the right to seek review of the office of Student Involvements decision by submitting a request to the Committee within five (5) school days of the

office of Student Involvement decision.

b. If the Committee grants review of an office of Student Involvements decision, the Committee shall follow the general hearing procedures.

3. The office of Student Involvement shall forward the complaint on to the Committee Chair . For the purposes of this section, the date the complaint was filed with the office of Student Involvement shall serve for the Committee as the date the complaint was received.

## **Article X. Referenda Procedure**

### **Section A Placement of Referenda on the Student Association Election Ballot**

1. Sponsors of referenda shall bring the matter before the Student Senate.

Sponsors may be:

a. The Student Senate who wish to place the measure on the ballot through the Student Senate.

b. Individuals or groups who plan to petition the Student Senate for the measure's placement on the ballot

2. Referenda approved by the Student Senate shall be placed on the next election ballot or the SJ may hold a special election.

### **Section B Referenda Language**

1. The referenda language shall be determined by the committee.

2. Following a brief presentation by the sponsors, the committee members may question the sponsors.

3. The committee will then deliberate in an open session to provide the sponsors with recommendations for referendum language.

4. Appropriate language must conform to the following structure:

a. The "question" shall be given as a statement to which voters can either agree or disagree.

b. Voters shall be able to vote "yes" or "no" in response indicating either agreement or disagreement with the question.

c. Proposed referenda that are not presented to the Oversight and Rules Committee in the form of singular, yes/no questions may be converted to the above format by the members of the committee . If the referendum cannot be stated in the proper format, the members of the committee may reject its placement on the ballot.

5. The committee members recommendations shall aim to maximize the following:

- a. Neutrality: The question should neither advocate for nor discourage a particular outcome. This may involve severely limiting the amount of information presented in the official referendum language.
- b. Accuracy: The question should correctly indicate the outcome that will directly follow from the passage of the referendum.
- c. Clarity: The question should not have the potential to confuse or mislead.

6. Committee members may not adjust or reject referenda language due to disagreements with the content or outcome of a particular proposed referendum. The language shall be affirmed by a majority vote of the Committee.

## **Chapter 8: Sustainability Programming and Events Committee (SPEC)**

### **Article I. Purpose**

- a. Shall initiate collaboration between sustainability-based Student Organizations, the Office of Sustainability, and the Student Government Association.
- b. Shall plan and promote educational programs and events on the University of Wisconsin-River Falls campus.
- c. Shall prepare and maintain a Sustainability Programming and Events budget.

### **Article II. Committee Structure**

#### **Section A. Positions**

- 1. Chair

- a. The Chair of this committee is to be appointed by the SGA President and is to be confirmed with a majority vote by the Student Senate.
- b. The Chair shall preside over all meetings of the Sustainable Events and Programming Committee.
- c. The Chair shall serve as the official representative of the Sustainable Events and Programming Committee to the Student Senate Executive Board.
- d. The Chair shall post the Sustainable Events and Programming Committee meeting agendas to FalconSync at least 24 hours prior to a committee meeting.

## **2. Vice-Chair**

- a. The Vice-Chair shall assist the Chair in any matters concerning the SEPC.
- b. The Vice-Chair is nominated to the position by a member of the SPEC.
  - i. If more than one member of the FC is nominated for the Vice-Chair Position, there will be a secret ballot in which each member of the SPEC gets one vote.
  - ii. If the vote ends in a tie, the Chair will vote to break the tie.
- c. The Vice-Chair shall be responsible for recording and posting meeting minutes to be available to the public through FalconSync.

## **3. Other Members**

- a. There shall be a maximum of three Senators and three At-Large Students on the Sustainable Programming and Events committee.

## **Article III. Meetings**

- a. The Sustainable Programming and Events Committee shall meet twice monthly at a minimum while school is in session.
  - i. The Chair shall have the authority to cancel a meeting if it is known that the SPEC will not meet quorum.
- b. The SPEC Chair shall communicate the meeting agenda to the members of the SPEC at least 24 hours prior to the meeting via email or through other methods available.
- c. All meetings of the SPEC shall adhere to the Wisconsin Open Meetings law requirements, parliamentary procedure, and viewpoint neutrality.

# **Chapter 9: Recognized Student Organizations (RSO)**

## **ARTICLE I. RSO Category Policy**

### **1) Outline**

#### **(a) Categories**

##### **(i) All RSOs will be categorized as one of the following:**

- a. Open Student Organization
- b. Selective Student Organization



## c. Departmental Student Organization

### **(b) Category Determination**

- i. All RSOs are categorized based on their fulfillment of the specific requirements outlined. The requirements for their appropriate category must align with the organization's constitution and bylaws.
- ii. If an organization would like to change their category, they must update their constitution and bylaws to reflect the desired category requirements and contact the Student Senate Executive Committee for review.

## **2) Basic Requirements and Benefits**

### **(a) Basic Requirements**

#### **(i) All categories will follow these basic requirements:**

#### **(ii) Initially, must undergo the New Student Organization Application process.**

- i. Must participate in the annual re-recognition process on FalconSync.
- ii. Must maintain a UWRF Faculty or Staff Advisor.
- iii. Must participate in the Mandatory Student Organization Officer Training
- iv. Meet UW-System Administrative Policy 820 document requirements as applicable.

## **3) Basic Benefits**

### **(a) All categories will receive the following basic benefits:**

- i. Granted Recognized Student Organization status at the University of Wisconsin-River Falls.
- ii. Access to the Involvement Center resources (supplies, Resource Library, mailboxes, storage, Marketing and Graphics workshops)
- iii. Support from the Office of Student Involvement staff (Assistant Director, Student Budget and Operations Coordinator)
- iv. Participation in the Involvement Fair
- v. FalconSync Portal designated for the organization
- vi. Reserve space on campus within Category 1 (may be Category 2 if applicable)
- vii. Ability to advertise within residence halls and on AxisTV
- viii. Ability to fundraise using the Office of Student Life food safety procedures and supplies
- ix. Hold a raffle using the University of Wisconsin-River Falls' Raffle License
- x. May collect dues

## **4) Specific Requirements**

**(a) Open Student Organization**

**(i) Membership**

- a. Must have at least 4 active members, at least three-fourths of who are current University of Wisconsin-River Falls students.
- b. Extend membership and privileges, including voting and eligibility to hold office, to all students as long as they affirm they support the organization's goals and beliefs.

**(ii) Selection Process**

- a. Voting process for officer positions must consist of majority students as eligible voters.

**(iii) Constitution and Bylaws**

- a. All constitution and bylaw changes must be reviewed by the Student Senate Student Affairs.

**(iv) Public Information**

- a. Must have all meetings listed as "Events" on FalconSync and visible on the FalconSync calendar.

**(v) Funding**

- a. May request Annual Funding and Single-Event Funding from Student Senate Finance Committee.

**(b) Selective Student Organization**

**(i) Membership**

- a. Must have at least 4 active members, at least three-fourths of who are current University of Wisconsin-River Falls students.
- b. May institute Grade Point Average checks for members and officers.

**(ii) Selection Process**

- a. May have a selection process to determine membership and officers.

**(iii) Constitution and Bylaws**

- a. All constitution and bylaw changes must be reviewed by the Student Senate Student Affairs.

**(iv) Public Information**

- a. Must have all Student Senate Finance Committee funded events listed as “events” on FalconSync and visible on the FalconSync calendar.

**(v) Funding**

- a. May request Single-Event Funding from Student Senate Finance Committee for events that are open to all students.

**(c) Departmental Student Organization**

**(i) Membership**

- a. Membership must be made up of at least three-fourths current University of Wisconsin-River Falls students.

**(ii) Selection Process**

- a. May have a selection process to determine membership and officers.

**(iii) Constitution and Bylaws**

- a. Constitution and bylaws may be changed and updated as needed.

**(iv) Public Information**

- a. Do not need to publicize any events or meetings.

**(v) Funding**

- a. May not request any funding from Student Senate Finance Committee due to having an alternative funding plan.
- b.

## **Chapter 10: Amendments**

### **ARTICLE I. Amendments to Student Senate Bylaws**

#### **Section A.**

All bylaw changes pertaining to Student Government Association Subunits must be approved by the designated Subunits first before being brought the Student Government Association Student Senate table.

#### **Section B.**

Once the bylaw changes are approved they shall be placed on the next the Student Senate Government Association agenda.

#### **Section C.**

All changes, unless noted on the motion differently, go into effect immediately.

