

Constitution of the University of Wisconsin Colleges STUDENT GOVERNANCE COUNCIL

Preamble

We, the students of the University of Wisconsin Colleges, in order to create and provide a Student Government to maintain shared governance and to promote community and communication between the UW Colleges campuses, while remaining autonomous as separate freshman/sophomore campuses, do adopt this Constitution.

Article I: Name

The name of this organization is the University of Wisconsin Colleges Student Governance Council, hereafter known as SGC.

Article II: Membership

Section 1. Membership in this organization shall consist of associate members and voting members.

Section 2. Associate members are defined as any student enrolled at a University of Wisconsin Colleges campus, and shall enjoy the benefits, responsibilities, and protections thereof.

2.1 A campus is defined as one of the physical UW Colleges campuses, or the UW Colleges Online “virtual campus” when effective.

Section 3. Two voting members will be selected by each campus’s officially recognized student government organization from its student body. Voting members must be currently enrolled students at their campus and it is recommended that they be members of their campus’s officially recognized student governing body organization.

3.1 A student enrolled at more than one campus may not serve as a voting member for more than one campus at a time.

Section 4. Officers of SGC are to be considered voting members, with the exception of the President who may only vote in the event of a tie.

Article III: Officers

Section 1. The officers of the SGC shall be as follows: President, Vice President, Executive Director, Financial Director, and First Year Officer. Officers of SGC must maintain at least half time status on their campus.

Section 2. **Executive Board:** Together the officers make up the Executive Board.

Section 3. Duties of the Officers

3.1 **President:** the duties and powers of the president shall be:

3.1.1 To be the official representative of SGC.

3.1.2 To preside over meetings of SGC.

- 3.1.3 To prepare an agenda for all SGC meetings.
- 3.1.4 To be the official student representative to the Chancellor's Office.
- 3.1.5 To appoint Ad/Hoc committee members.
- 3.1.6 To inform SGC of pertinent information.
- 3.1.7 To maintain and/or enhance existing networks through consistent dialogue and/or UW Colleges campus visits.
- 3.1.8 To serve as a Student Senator on the UW Colleges Senate.
- 3.1.9 To serve on Senate Steering Committee.
- 3.1.10 To provide a written report after each UW Colleges Steering Committee meeting to all Campus Student Governments, the SGC Executive Board, and to give an oral report at each SGC meeting.
- 3.1.11 To write an end of the year report, and submit it to the Executive Director for permanent storage.

3.2 Vice President: The duties and powers of the Vice President shall be:

- 3.2.1 To assume the office and duties of the President in the event of his/her absence and/or vacancy.
- 3.2.2 To chair the SGC Constitution Review Committee
- 3.2.3 To be responsible for addressing shared governance issues.
- 3.2.4 The Vice President shall assist the President in visiting the UW Colleges campuses, if needed.
- 3.2.5 The Vice President shall act as parliamentarian.
- 3.2.6 To serve as a Student Senator on the UW Colleges Senate.
- 3.2.7 To serve on the Senate Academic Policy Committee.
- 3.2.8 To write an end of the year report, and submit it to the President who will forward it on to the Executive Director for permanent storage.

3.3 Executive Director: The duties and powers of the Executive Director shall be:

- 3.3.1 To assume the office and duties of the President in the event of the absence of the President and Vice President.
- 3.3.2 To record minutes of all SGC meetings and arrange for distribution to all UW Colleges campus student government organizations, the SGC Advisor, and the Chancellor within ten working days of the adjournment of the SGC meeting.
- 3.3.3 To maintain a complete set of records containing all SGC proceedings including: the Constitution, minutes, elections, written reports of the SGC officers, and all other records which may be deemed necessary to help the SGC recognize and exercise its duties and powers on the SGC Website.
- 3.3.4 To collect and maintain the schedules and contact information of the elected officials at the beginning of each semester.
- 3.3.5 To update and maintain SGC website.
- 3.3.6 To serve as the first alternate Student Senator on the UW Colleges Senate.
- 3.3.7 To write an end of the year report and submit it to the President and then place it in permanent storage.

3.4 Financial Director: The duties and powers to the Financial Director shall be:

- 3.4.1 To serve as a Student Senator on the UW Colleges Senate.
- 3.4.2 To serve on the UW Colleges Senate Budget Committee.
- 3.4.3 To provide written reports after each Senate Budget Committee meeting to all Student Governing Body Presidents, SGC officers, and to give an oral report at the SGC meetings.
- 3.4.4 To serve as chair of the SGC Budget Committee.
- 3.4.5 Submit a budget proposal to the full body of the SGC by the last meeting of the first semester for approval.

- 3.4.6 To assist the President in presenting the SGC budget to the Chancellor and Chief financial officers for colleges central office.
- 3.4.7 To write an end of the year report, and submit it to the President who will forward it on to the Executive Director for permanent storage.

3.5 **First Year Officer:** The duties and powers to the First Year Officer shall be:

- 3.5.1 To serve as a voting member of the Executive Board.
- 3.5.2 To serve as the second alternate Student Senator on the UW Colleges Senate.
- 3.5.3 To write an end of the year report, and submit it to the President who will forward it on to the Executive Director for permanent storage.

Section 4. Elections

4.1 The President, Vice President, Executive Director, and Financial Director shall be elected during the spring semester at the last meeting prior to April 1, and shall serve a term of one year.

- 4.1.1 The First Year Officer shall be elected at the first meeting of the fall semester and shall serve for one academic year.

4.2 All nominees must be enrolled UW Colleges students with at least half time status. All positions shall be elected by a simple majority vote of members present at the election.

4.3 Election Procedure

- 4.3.1 Nominations will be submitted in writing to the President and the Advisor beginning one month before the election.
- 4.3.2 Nominations may also take place at the election meeting with consent of the SGC voting members.
- 4.3.3 Each nominee shall have 5 minutes to speak to his/her nomination in order as listed under Art.3 Sec.3.
- 4.3.4 This shall then be followed by a brief question and answer session.
- 4.3.5 The SGC voting members shall then vote by voice during a campus roll call for the candidate of their choice.
- 4.3.6 If no majority is found the top two shall run-off.
- 4.3.7 If a tie occurs between the top two after the run-off, another 2-minute speech, and 5-minute question and answer session shall take place.
- 4.3.8 The SGC voting members shall again vote by voice roll call for the candidate of their choice.
- 4.3.9 If another tie occurs the winner shall be determined by coin flip.

4.4 Transition Period

- 4.4.1 Following the spring semester election of the President, Vice President, Executive Director, and Financial Director, the outgoing officers shall retain their positions through May 1 of that year, to provide a period of transition and handoff.
- 4.4.2 Both incoming and outgoing student Senators shall attend the final UW Colleges Senate meeting of the academic year occurring during the transition period. As provided by UW Colleges Senate policy, incoming Student Senators may serve as voting members for any committee appointments at that meeting.
- 4.4.3 Once this transition period has expired, the newly-elected officers shall immediately assume their new roles.
- 4.4.4 This transition period may be shortened or extended as needed by mutual agreement of the outgoing and incoming officers.

- 4.4.5 In the case of a vacancy of an outgoing officer within the transition period, if an incoming officer has been elected for the position, the incoming officer shall immediately assume their new role.

Section 5. Vacancies of Officer Positions

- 5.1 Vacancies shall be filled by a majority vote of SGC members, except for the President, in which case the Vice President will vacate the Vice President's position, assume the President's position, and be officially approved at the next meeting of the full body.
- 5.2 In the case of failure of ascension of the Vice President to President, a new President shall be elected.
- 5.3 The President shall appoint an interim officer in the event of a vacancy until an election can be held at the next meeting of the full body.

Section 6. Officer Attendance, Conduct, and Impeachment

- 6.1 Executive Board members are allowed two unexcused absences during the academic year. Excused absences are left to the discretion of the President when informed at least 24 hours prior to the meeting.
- 6.2 In the event of an officer accumulating an excess of two unexcused absences, that officer will be immediately removed from office. This position will then be filled pursuant to Article III, Section 5.
- 6.3 Justifiable reasons for impeachment are as follows:
 - 6.3.1 Violation of any Article of the Student Governance Council Constitution
 - 6.3.2 Unethical Conduct
 - 6.3.3 Illegal activities
 - 6.3.4 Significant failure to carry out assigned duties
 - 6.3.5 Other actions deemed to be detrimental to the Student Governance Council of the University of Wisconsin Colleges, the Executive board, or the associate or voting members.
- 6.4 Impeachment Procedure
 - 6.4.1 Any voting member or officer may, during any official full SGC meeting, motion for the impeachment of an elected officer.
 - 6.4.2 Upon the impeachment motion being made, a vote of the full SGC body shall take place. A 2/3 majority of the voting members present shall be required to pass the motion.
 - 6.4.3 Upon passage of the impeachment motion a hearing will be scheduled for the next full SGC meeting.
 - 6.4.3.1 If the President deems it necessary, the President may appoint an interim officer to temporarily replace the officer who is the subject of the impeachment proceedings.
 - 6.4.4 At that next meeting, the voting member who motioned for impeachment will have an opportunity to speak to the impeachment. The officer who is the subject of the impeachment hearing will then be given no less than 10 minutes to defend themselves. This will be followed by question and answer session.
 - 6.4.5 The full SGC body shall then vote on the impeachment. A 2/3 majority of the voting members present shall be required to remove the officer from their position.

Article IV: Meetings

Section 1. SGC shall assemble for a minimum of three meetings of the full body each fall and spring semester.

Section 2. The meeting schedule for each semester shall be voted on at the last meeting of the preceding semester.

Section 3. Notice of all regular meetings shall be sent at least one week prior to the date of the meeting.

Section 4. Voting members and all officers, with the exception of the President, shall have voting rights.

Section 5. Quorum must be present before official votes can be taken on any SGC business. Quorum shall be defined as a majority of the UW Colleges campuses.

5.1 The Executive Board may also take action on SGC business when time sensitive issues arise through a majority vote of the members of the Executive Board. The actions must then be reported at the next full SGC meeting.

Section 6. Telephone or video conference meetings may be held. These may be counted as official meetings and all meeting rules apply.

Section 7. In the event of absence, a voting member may give a proxy for his/her vote if and only if the voting member notifies the Executive Board at least 24 hours before the meeting.

Article V: Autonomy

Section 1. Each campus's officially recognized student governing organization's autonomy shall be respected by the SGC. It is recommended that they refer to the SGC on all matters of institutional concern and merit.

Article VI: Procedure and Rules

Section 1. The rules contained within the current edition of Robert's Rules of order, newly revised, are adopted as governing SGC meetings, Executive Board meetings, and committee meetings; and in all other cases applicable except when they are inconsistent with this document, and any by-laws SGC may adopt.

Section 2. By-laws and policies may be established or modified upon a 2/3-majority vote of SGC voting membership. Proposed by-laws and policies modifications shall be issued at a SGC meeting and voted upon at the following SGC meeting.

Section 3. The Standing Committees of SGC, their composition, and their function(s) will be specified within the by-laws.

Section 4. Ad/Hoc Committees may be created at any SGC meeting by simple majority of the voting membership. Ad/Hoc committees shall file a report, upon completion of task, with the President. Reports shall include purpose of creation, activities, and recommendations.

Section 5. Black's Legal Dictionary will define terminology in this document.

Section 6. This constitution may be suspended upon $\frac{3}{4}$ majority vote of the floor.

Article VII: Amendments

Amendments to this Constitution may be adopted by a 2/3-majority vote of the SGC voting membership. Proposed amendments shall be introduced at a SGC meeting and voted upon at the following SGC meeting.

Article VIII: Ratification

This Constitution shall be ratified by a two-thirds majority vote of the SGC voting membership, effective immediately.

Approved April 16, 1994
Revised February 8, 1997
Revised April 28, 1998
Revised April 10, 1999
Revised November 12, 1999
Revised December 4, 1999
Revised February 25, 2001
Revised February 16, 2002
Revised February 22, 2003
Revised March 11, 2005
Revised February 18, 2011
Revised March 12, 2016

**By-Laws
Of the
University of Wisconsin Colleges
STUDENT GOVERNANCE COUNCIL**

Article I: Bylaws

Section 1. Under authority of Article 6, Section 3 of the SGC Constitution, these by-laws shall govern the conduct of internal affairs and establish procedures and policies as deemed necessary by the SGC.

Article II: Standing Committee

Section 1. **Constitution Review Committee (CRC)**- shall be chaired by the Vice President and consist of any SGC members who wish to participate. The CRC shall annually review the Constitution each November and meet regularly via teleconference and/or email correspondence until it submits a report and any possible amendments or revisions at the first meeting of the second semester.

Section 2. **Budget Committee (BC)**- shall be chaired by the Financial Director and consist of the Financial Director, at least three voting members from three different campuses selected by the full SGC body, and the President who shall serve as an ex-officio non-voting member. The BC shall create the annual SGC budget and definition beginning in the month of November, and meet regularly via teleconference and/or email correspondence until it submits a report and budget at the last meeting of the first semester.

Section 3. **Judicial Committee (JC)** - shall be chaired by the President, unless the President is an accused party in which case the Vice President shall serve as chair. If both the President and the Vice-President are in the accused party, any un-accused voting member shall serve as chair upon majority approval of the SGC voting membership. The JC shall consist of three Executive Board members as well as three senators appointed by the chair. It is recommended that the JC consist of equal gender representation. If any member sitting on the JC comes under prosecution of the Committee, the chair shall appoint another senator on a temporary basis.

The JC shall be a temporary committee only activated when a party has been accused in writing of violating the Zero Tolerance Policy or Controlled Substance Policy. The JC must reach a decision over whether or not the accused party is in violation of these policies by a 2/3-majority vote. If the JC finds the accused party guilty of violating either policy, the SGC then reserves the right to suspend the rights and privileges of the accused party for an undisclosed amount of time. If the accused party is again found guilty in violating either policy after their first suspension has been served, all of the accused party's rights and privileges as a member of SGC will be terminated permanently.

Section 4. **Executive Board (EB)** - shall consist of the President, Vice President, Executive Director,

and Financial Director and the First Year Officer. The EB shall have the power to act for SGC in time sensitive situations as deemed necessary by a majority of present EB members, not less than two. The Executive Board shall meet regularly via teleconference.

Article III: Zero Tolerance Policy

Section 1. Acts of discrimination and/or harassment based on gender, race, national origin, age, sexual orientation, differently-abled, religion, or creed will not be tolerated by the SGC. Any officer or voting member of SGC that commits an act of discrimination and/or harassment based on gender, race, national origin, age, sexual orientation, religion, or creed at any SGC event can be brought before the Judicial Committee by any offended party.

Article IV: Controlled Substance Policy

Section 1. Acts of discrimination, harassment, violence, and/or destructive behavior, which has been influenced by a controlled substance, shall be referred to the Judicial Committee. Any officer or voting member that commits any of the above acts can be brought before the Judicial Committee by any offended party.

Article V: Empty Pockets Policy

Section 1. The SGC recognizes that voting privileges are an irrevocable right. We also recognize that these voting privileges may be jeopardized due to an inability for a campus to pay their portion of the SGC annual budget. If a campus decides not to pay its portion of the SGC annual budget, SGC is no longer responsible to pay any of said campus' travel/lodging costs in attending the meeting.

Section 2. If a campus determines that they are unable to pay their SGC annual budget fee, they may appeal to the SGC floor to be considered to have their fee waived or reduced. The appeal will then be subject to the discretion of the floor, pursuant to review of proper budgetary documents. If the floor deems that a campus is able to pay but is unwilling to do so, SGC is no longer responsible for any of said campus' travel/lodging costs.

Article VI: SGC Advisor

Section 1. The Chancellor shall appoint an advisor subject to a 2/3 majority vote of the full SGC voting membership.

Section 2. The Advisor will assist the officers with developing agendas, organizing meetings, and with other areas beneficial to the SGC. Duties of the Advisor will be directed by the SGC Executive Board. The Advisor will also serve as the College Administration Representative.