



**UNIVERSITY OF WISCONSIN-RIVER FALLS  
STUDENT ASSOCIATION STUDENT SENATE BY-LAWS**

Prepared for  
University of Wisconsin-River Falls  
Prepared by  
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University of Wisconsin River Falls  
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This document has been established in order to provide further clarification and description of the organizational structure of the Student Association. It is the intent of the Student Association that these by-laws govern all units and sub-units of the Student Association Student Senate.

## ARTICLE I. Membership

### Section A.

The Student Association Student Senate will consist of 26 members.

### Section B.

The membership of the Student Association Student Senate will consist of the President, Vice President, 7 At-large Senators, 4 College Representatives, 1 Nontraditional Representative, 4 First year Senators, 2 Resident Hall Representatives, 1 Greek Representative, 1 Diversity Representative, 1 Athletics Representative, 1 Military Representative, the Allocable Fee Appropriation Board Chair, and the Facilities and Fees Board Chair.

### Section C.

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

### Section D.

The term for all elected or appointed Student Association Student Senate positions expire on the second to last Tuesday before spring semester finals.

### Section E

The Facilities and Fees Board Chair and the Allocable Fee Appropriation Board Chair are appointed by the Student Senate President subject to the approval of the Student Senate. Both positions will be voting members of the Student Association Student Senate.

## ARTICLE II. Senator Duties

### Section A.

Attend all meetings of the Student Association Student Senate and Student Association.

### Section B.

Maintain a minimum of five hours every two weeks (not including committee meeting hours or Student Senate meetings) in the Student Senate office area and/or attending events as approved by the Vice President. Office hours are not mandatory if classes are not in session.

### Section C.

Serve and actively participate on a minimum of one Student Association Student Senate Committee and two non-student governance University Committees.

### Section D.

Assist and actively participate in all Student Association Student Senate projects and endeavors upon the request of the Student Association Student Senate.

Section E.

Abide by all rules in this document.

ARTICLE III. Representative Duties

Section A.

College Representatives Duties

1. Express the concerns and needs of students of Representative's individual College to the Student Association Student Senate and/or to appropriate Committees in order to see positive development.
2. Keep good communication with Dean and Department Chairs (as feasible) of Representative's individual college in order to see positive development.
3. Attend periodically scheduled meeting of department chairs in Representative's individual college.
4. Perform all duties of a Senator listed in Article II of this document.

Section B.

Athletic Representative Duties

1. Express the concerns and needs of official UWRF Athletic teams and organizations in order to see positive development.
2. Keep in good communication with Assistant Director of Intramural Athletics in order to see positive development.
3. Perform all duties of a Senator listed in Article II of this document.

Section C.

Greek Representative Duties

1. Express the concerns and needs of all Fraternities, Sororities, and Greek organizations in order to see positive development.
2. Perform all duties of a Senator listed in Article II of this document.

Section D.

Nontraditional Representative Duties

1. Express the concerns and needs of Non-traditional students to the Student Association Student Senate.
2. Perform all duties of a Senator listed in Article II of this document.

Section E.

Residence Representative Duties

1. Express the concerns and needs of Residence Hall Councils, Department of Residence Life, and students living in UWRF Residence Hall on Representative's half of campus in order to see positive development.
2. Attend monthly Hall Manager meeting.
3. Perform all duties of a Senator listed in Article II of this document.

Section F.

Diversity Representative

1. Present any diversity issues to the Student Association Student Senate, Student Organizations dealing with diversity, and the Diversity Awareness Committee.
2. Express concerns and needs of minority groups on campus in order to see positive development.
3. Perform all duties of a Senator listed in Article II of this document.

Section G.

Military Representative

1. Express the concerns and needs of military personnel to the Student Association Student Senate.
2. Keep in good contact with the Veteran's Affairs, Chancellor's Task Force on Veteran's Affairs, Reserve Officer's Training Corps, and Veteran's Committee (as feasible) 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.
3. Military Representative must be or must have been in the service.
4. Perform all duties of a Senator listed in Article II of this document.

ARTICLE IV. Ex-Officio Members and Duties

Section A.

Ex-officio members of the Student Association Student Senate will not have voting privileges in the Student Association Student Senate meetings.

Section B.

Ex-officio members of the Student Association Student Senate will have the following privileges:

1. The right to debate motions on the floor of the Student Association Student Senate.
2. The right to move or second motions.

ARTICLE V. General Officer Duties

Section A.

Officers of the Student Association Student Senate shall be the: President, Vice President, Shared Governance Director, Student Affairs and Academic Services Director, Legislative Affairs Director, Diversity Initiatives Director, Women and Gender Initiatives Director, and Parliamentarian & Ethics Chair.

Section B.

The Student Association Student Senate President and Vice President will be elected by the student body as outlined in the *Student Association Election Rules*. The newly elected Student Association Student Senate President, will appoint all other officers before spring finals week if possible subject to confirmation of the newly elected Student Senate.

Section C.

All officers of the Student Association Student Senate must be members of the Student Association Student Senate.

Section D.

The Student Association Student Senate President's line of succession for absence in office and passing the gavel at Student Association Student Senate meetings will be:

1. Vice President
2. Shared Governance Director
3. Student Affairs and Academic Services Director
4. Legislative Affairs Director
5. Diversity Initiatives Director
6. Women and Gender Initiatives Director

7. Parliamentarian & Ethics Chair
8. Other non-officer Student Senators based on longevity as a Student Senator.

## ARTICLE VI. Specific Officer Duties

### Section A.

#### President

1. To preside over all official meetings of the Student Association.
2. To preside over all official meetings of the Student Association Student Senate.
3. To serve as official and ceremonial representative of the Student Association Student Senate and Student Association.
4. To serve as the chairperson of the Student Association Student Senate Executive Committee and to meet with each individual Board Chair as seen fit.
5. To be responsible for the operations of the Student Senate office upon consultation with the Vice President.
6. To carry out responsibilities as charged in various Student Association documents.
7. To report at all Student Association and Student Association Student Senate meetings.
8. To delegate projects to the appropriate board or committee and charge it with action and a deadline.
9. To refer all motions that the Student Association Student Senate has properly passed to the proper committee or board. To ensure that all motions passed by the Student Association Student Senate are carried out.
10. To choose the official parliamentarian of the Student Association Student Senate subject to approval of the Student Association Student Senate.
11. Attend all Faculty Senate meetings or send a designee.
12. To appoint the directors and the ethics chair subject to approval of the Student Association Student Senate.

### Section B.

#### Vice President

1. To carry out all necessary tasks delegated by the President.
2. To appoint a fall and spring elections committee, and establish operations for those committees, subject to approval of the senate.
3. To preside over all official meetings of the Student Association and the Student Association Student Senate in the absence of the President.
4. To serve as Interim President in the event that the Student Association Student Senate President leaves office prematurely.
5. Record and file all Student Association Student Senate and/or committee attendance, as well as office hours, minutes, and agendas.
6. To carry out responsibilities as charged in various Student Association documents.
7. To advise the President on all ventures and programs of the Student Senate.
8. To report at all Student Association and Student Association Student Senate meetings.

9. To decide what absences are excused.

Section C.

Shared Governance Director

1. To actively serve as the chair of the Student Association Student Senate Shared Governance Committee.
2. To coordinate the recruitment for and the appointment of students to University and Student Association Student Senate committees and the ad-hoc committees within them.
3. To organize training programs for students representing the Student Association.
4. To coordinate and head training programs surrounding Wisconsin State Statute 36.09(5) and "UWRF's Implementation of 36.09(5)."
5. To check with all University Committees and boards via chairs biweekly about the openings/appointment of positions and act as a liaison to the Student Association Student Senate.
6. To carry out responsibilities as charged in various Student Association documents.
7. To report at all Student Association and Student Association Student Senate meetings.
8. Attend all Faculty Senate meetings or send a designee.

Section D.

Student Affairs and Academic Services Director

1. To serve as the chair of the Student Association Student Senate Student Affairs and Academic Services Committee.
2. To report the needs of the Career Center, Health Services, and the Academic Success Center to the Senate President, Shared Governance Director, and General Student Body.
3. To formally survey students and receive input surrounding academic and student life issues, and to report them to the appropriate faculty, staff and administrators.
4. To work with appropriate Committees on any campaigns surrounding any academic or student life issues.
5. To carry out responsibilities as charged in various Student Association documents.
6. To report at all Student Association and Student Association Student Senate meetings.

Section E.

Legislative Affairs Director

1. To serve as the chair of the Student Association Student Senate Legislative Affairs Committee.
2. To create and maintain working relationships with various local, state, and federal legislators.
3. To carry out responsibilities as charged in various Student Association documents.
4. To report at all Student Association and Student Association Student Senate meetings.

Section F.

Diversity Initiatives Director

1. To serve as the chair of the Student Association Student Senate Diversity Initiatives Committee.
2. To recruit diverse student membership to University and Student Association Student Senate committees.
3. To carry out responsibilities as charged in various Student Association documents.
4. To work with representatives from any diversity oriented committees on the UW-River Falls campus about upcoming issues or problems.
5. To report at all Student Association and Student Association Student Senate meetings.

Section G.

Women and Gender Initiatives Director

1. To serve as chair of the Student Association Student Senate Women and Gender Initiatives Committee.
2. To insure representation that is reflective of the population of women of students and staff at UW-River Falls.
3. To work with pro-equality groups and individuals on campus on projects and issues pertaining to gender inequality and/or women's initiatives.
4. To work with representatives across campus to address upcoming events or problems pertaining to gender issues.
5. To carry out responsibilities as charged in various Student Association documents.
6. To work with student organizations currently dealing with gender rights.
7. To report at all Student Association and Student Association Student Senate meetings.

Section H.

Parliamentarian and Ethics Chair

1. To serve as the chair of the Ethics Committee.
2. This position will be chosen by the President and confirmed by the Senate.
3. To respond to any written concerns regarding ethical issues.
4. Chair duties are to contact members and to set up any meetings needed.
5. If there is a minor question on interpretation the chair will confer with the President.
6. To ensure that Student Association Student Senate meetings are run efficiently in accordance with Robert's Rules of Order.

ARTICLE VII. Standing Committees

Section A.

Executive Committee

1. Membership
  - a. The committee will consist of all Student Association Student Senate Directors, the Parliamentarian and Ethics Chair, the Facilities and Fees Board and Allocable Fee Appropriation Board Chairs, the Vice President, and the President.
2. Committee Duties
  - a. To generally advise the Student Association Student Senate and Student Association.
  - b. To coordinate the work of the Student Association Student Senate.

- c. To orient and educate new Student Association Student Senators as to their responsibilities.
- d. To recommend to the Student Association Student Senate a summer senator if the elected Student Association Student Senate President is not able to fulfill the duties of the summer senator.
- e. To set goals for the Student Association Student Senate operations.

Section B.

Shared Governance Committee

1. Membership

- a. This committee will consist of four Student Association Student Senators, one of which must be the Student Association Student Senate Shared Governance Director, and four students at-large.

2. Committee Duties

- a. To initiate and coordinate recommendations and appointments to the Student Association Student Senate in regards to University Committees at various capacities.
- b. To network with campus shared governance groups and develop the relationship between UWRF students, faculty, administration and ultimately the UW System.
- c. To work to advance students' rights and responsibilities, consistent with state law.
- d. To coordinate and initiate recruitment programs for University and Student Association Student Senate Committees.
- e. To coordinate and initiate recognition programs for members of University and Student Association Student Senate Committees.
- f. To organize and facilitate a Shared Governance training session within the first five weeks of the term.

Section C.

Student Affairs and Academic Services Committee

1. Membership

- a. This committee will consist of four Student Association Student Senators, one of which must be the Student Senate Student Affairs and Academic Services Director, and four students at-large.

2. Committee Duties

- a. To be responsible for the initiation, reviews, and support of projects and policies concerning student affairs and services.
- b. To be responsible for the initiation of services offered by the Student Association Student Senate and Student Association.
- c. To formally survey students to identify student needs and issues.
- d. To promote student academic concerns to appropriate members of the UW-River Falls faculty and administration, UW System Administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and President of the United States.

Section D.

Legislative Affairs Committee

1. Membership
  - a. This committee will consist of four Student Association Student Senators, one of which must be the Legislative Issues Director, and four students at-large.
2. Committee Duties
  - a. To promote student views on policy and legislative issues to appropriate members of the UW-River Falls faculty, administration, UW System Administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and President of the United States.
  - b. To network and coordinate legislative activities with other UW System Universities.

#### Section E.

##### Diversity Initiatives Committee

1. Membership
  - a. This committee will consist of three Student Association Student Senators, one of which must be the Diversity Initiatives Director, and three students at-large
2. Committee Duties
  - a. To be responsible for the initiation, reviews, and support of projects and policies concerning diversity issues.
  - b. To promote diversity issues and concerns to appropriate members of the UW-River Falls faculty and administration, UW System Administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and President of the United States.
  - c. To network with campus student organizations to provide a forum for review and response to diversity issues.

#### Section F.

##### Women and Gender Initiatives Committee

1. Membership
  - a. This committee will consist of three Student Senators, one of which must be the Gender Initiatives Director and three students at large. At least one student with women's studies minor must sit on the committee.
2. Committee Duties
  - a. To be responsible for the initiation, reviews, and support of projects and policies concerning women's and gender issues.
  - b. To communicate gender inequality or mistreatment issues to appropriate members of the UW-River Falls faculty and administration, UW System Administration, UW Board of Regents, Wisconsin state legislature, Wisconsin Governor, United States Congress, and President of the United States.
  - c. To network with other campus student organizations, committees, as well as other UW system groups, committees, and organizations regarding gender issues and/or women's initiatives.
  - d. To promote equality and equal treatment of all genders and sexes within the Student Association.

Section G.

Ethics Committee

1. Membership

- a. This committee will consist of three students: the Ethics Chair and two other Student Senators as appointed by the Ethics Chair. The Senate must approve these appointments.
- b. All members of the Ethics Committee are required to serve on another Student Association Student Senate Committee.

2. Committee Duties

- a. This is a standing committee that will only meet when there is a question involving the bylaws, election processes, and/or other student government documents.
- b. The committee will meet on any major questions posed by any student on a student government issue.
- c. Any questions should be written to the chair, deliberated to the committee, and the chair should write the response.
- d. Chair duties are to contact members and to set up any meetings needed.
- e. Committee duties are to make educated decisions about controversies and questions that exist in student government documents.

ARTICLE VIII. Ad-Hoc Committees

Section A.

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

Section B.

Ad-hoc committees should not last more than one year.

ARTICLE IX. Meetings & Transacting Business

Section A.

Student Association Student Senate Meetings

1. The annual session of the Student Association 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. Regular meetings of the Student Association Student Senate will be held at 7:00 p.m. every Tuesday during the academic year when classes are in session.
3. The President will call special meetings when he/she deems necessary or at the request of a two-thirds of the existing members.
4. A quorum for the purpose of holding a meeting shall consist of one half of the existing members.
5. All Student Association Student Senate motions must be written on the official form and contain the signature of at least one Student Association Student Senator making the motion or seconding it.
6. All motions, excluding those that deal with money allocations, have the ability to be sent to a specific committee if deemed necessary by a

majority vote on the Senate floor. At the next Senate meeting, after the next committee meeting, if the motion passed through committee, the motion will then be voted on.

7. The Student Association Student Senate Vice President will determine the agenda for Student Association Student Senate meetings and will post the agenda for each meeting no later than 24 hours before that meeting.
8. Each motion shall be numbered using the official Student Association Student Senate numbering system. (Academic year followed by a consecutive number. Ex. 01-02-001).

#### Section B.

##### Student Association Student Senate Committee Meetings

1. Regular meetings of the Student Association Student Senate committees will be held weekly when classes are in session.
2. The Chair of each committee will set forth the time and place for each meeting.
3. A special committee can be called at the request of one-half of the existing members.
4. A committee member can place a motion or item of business on the agenda as long as such motions or items are posted on the “motion bulletin board” in the Leadership Center no later than 27 hours before the meeting.
5. The Chair of each committee will determine the agenda for committee meetings. The Chair should submit a copy of this agenda to the Vice President for records, and will post the agenda for each meeting no later than 24 hours before a meeting.

### ARTICLE X. Attendance

#### Section A.

Attendance at all Student Association Student Senate meetings, attendance at committee meetings, and service of office hours is mandatory. In order to encourage members to attend meetings and serve office hours a demerit point system has been established. Demerit points accumulate each semester and do not carry over from semester to semester. Demerit points are given on the following basis:

1. Senate meeting unexcused absence = 4 points
2. Senate meeting unexcused tardy or unexcused leaving early = 2 points
3. Senate committee meeting unexcused absence = 2 points
4. Senate committee meeting unexcused tardy or unexcused leaving early = 1 point
5. Not serving the required office hours within a two week period = 1 point for every two hours. Student Senators shall be notified in writing by the Vice President, within one week (including dates and points), each time they receive demerit points. Ex-officio members of the Senate are not required to serve Senate Office hours.

6. Each senate meeting missed after the two excused absences will thus be considered an unexcused absence, subject to 4 demerit points.

Section B.

Student Association Student Senators who accumulate demerit points will be able to gain one point back per five office hours over and above their required office hours.

Section C.

Student Association Student Senators who accumulate 6 points in one semester will be given a written warning. Student Association Student Senators who accumulate 10 points in one semester will be automatically removed. It is the duty of the Vice President to automatically remove Student Association Student Senators who accumulate 10 or more points. The Vice President will include notice of the automatic removal in his/her weekly report to the Student Association Student Senate. The Student Association Student Senator being automatically removed may appeal the Vice President's notice to the Ethics Committee. The Student Association Student Senator will not serve on or return to the Student Association Student Senate unless the appeal is successful.

Section D.

Upon the request of a Student Association Student Senator or Student Association Student Senate ex-officio member, and with the approval of the Student Association Student Senate, a leave of absence may be granted on a temporary basis. The leave of absence may not exceed one month. The Student Association Student Senator or Student Association Student Senate ex-officio member will not receive a stipend nor have voting privileges on the Student Association Student Senate or its committees during the leave of absence.

Section E.

If a Student Association Student Senator or Student Association Student Senate ex-officio member is not able to attend a meeting or if a Senator is not able to fulfill her/his office hours, he/she must notify the Vice President. The Vice President will determine if the absence will be excused or unexcused. The following reasons will be accepted as excused absences, and the Student Association Student Senate President will deal with any other reason:

- Death in a family or of a close friend
- Illness
- A required academic commitment provided that adequate notice is given
- An emergency

Section F.

No committee member shall be required to wait more than ten minutes past the meeting time if the chairperson or designee is not in attendance. If the chairperson shows up more than ten minutes late and the committee members have already left, the chairperson will receive 2 demerit points for an absence, unless deemed excused by the Vice President or the Student Association Student Senate.

ARTICLE XI. Removal of a Senator or Officer

Section A.

In the event that a member or officer of the Student Association Student Senate is not performing her/his duties or fulfilling the ethics rules, the Student Association Student Senate or two or more individual Student Association Student Senators can file a complaint with the Ethics Committee asking that the Student Association Student Senator be impeached.

Section B.

If a complaint is filed then the Senator in question will be presented for removal or other suggested disciplinary action in front of the Senate. Removal and other actions will require a two-thirds vote.

ARTICLE XII. Vacancies

Section A.

In the event that there is a vacancy on the Student Association Student Senate or a vacant officer position (except the Student Senate President), the Student Senate Executive Committee, subject to confirmation by the Student Association 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 that the Student Association Student Senate President leaves office prematurely, the Vice President will assume the office as the Interim President.

**Facilities and Fees Board**

ARTICLE I. Membership

Section A.

The Facilities and Fees Board will consist of nine members, the chair of each of the seven committees, a student representative chosen by the Athletic Committee, and the Facilities and Fees Board Chair.

ARTICLE II. Member Duties

Section A.

Attend all meetings for the Facilities and Fees Board.

Section B.

Assist and actively participate in all Board projects and endeavors upon the request of the Board.

Section C.

Abide by all rules within this document.

ARTICLE III. Officers and Duties

Section A.

Officers of the Facilities and Fees Board will be the Chair and Vice Chair.

Section B.

The Board Chair will serve a one-year term.

Section C.

The Chair will be appointed by the Student Senate President, subject to confirmation by the Student Senate. The Chair will take office after the last Student Senate Meeting, before finals in the Spring Semester.

Section D.

The Vice Chair will be elected by the Board. The Vice Chair must be a member of the Board.

Section E.

Duties of the officers will be as outlined below:

1. Chair

- a. To preside over all official meetings of the Facilities and Fees Board.
- b. To attend and report at weekly meetings of the Student Association and Student Association Student Senate.
- c. To meet with the President and/or Vice President when any of the three positions see fit.
- d. To maintain a minimum of 10 office hours every two weeks as allowed by the President or Vice President of Student Senate.
- e. To record minutes of each official meeting of the Facilities and Fees Board.
- f. To prepare policy formulation documents, as needed, and present them at the weekly Student Senate meeting.
- g. To record board members attendance at each official meeting of the Facilities and Fees Board and report the names of the members who have more than five unexcused absences to that committee's members.
- h. To post all meeting minutes in the appropriate place(s).

2. Vice Chair

- a. To serve as interim Chair until Shared Governance Committee can appoint a new chair, if the Chair vacates her/his office prematurely.
- b. To preside over all official meetings of the Facilities and Fees Board in the absence of the chair.

ARTICLE IV. Standing Committees

Section A.

Student Health Advisory Committee (SHAC)

1. Membership

- a. This committee will consist of 8 students, 1 Director of Student Health and Counseling Services, 1 Student Health Services Health Education Coordinator (non-voting member), and 1 University Budget Officer/Assistant to the Vice Chancellor of Administration and Finance.
- b. The Student Association Student Senate Shared Governance Committee, subject to confirmation, will appoint student members by the Student Association Student Senate.

2. Committee Duties

- a. To serve as an advisory group related to the various contracted services offered through Student Health Services.
- b. To represent student interests as they relate to contracted services and other services and programming offered through Student Health Services.
- c. To assist in marketing and developing student awareness of services and programming offered to students through their Student Health Services fees.
- d. To assist in prioritizing and targeting health related services and programming for students.
- e. To provide input into the development, evaluation and review, and improvement and enhancement of health related policies, programming and services.

Section B.

Dining Services Advisory Committee

1. Membership

- a. This committee will consist of 1 representative from each residential living facility, as recommended by their respective hall council.
- b. One student representative nominated from the Facilities and Fees- University Centers Committee (non-voting)
- c. Two student representatives at large
  - i. Individual applications accepted by the Executive Committee
  - ii. Executive Committee is to make selection of the two representatives at large
  - iii. Selection will take into account:
    1. Off campus representation
    2. Representation of those not on a meal plan
    3. Vegetarian representation
- d. One faculty and/or academic staff member as recommended by their respective governance organizations (non-voting)
- e. The Director (or appointee) of the contracted dining service
- f. The Director of the University Dining Service

2. Committee Duties

- a. To provide feedback and recommendations on all aspects of the dining service operation and policies. Examples include but are not limited to:
  - i. Rate proposal for meal plans
  - ii. Evaluation of meal plans offered
  - iii. Retail and catering price adjustments
  - iv. Vending price adjustments
  - v. All campus picnic requests and policies
  - vi. Themes and special events
  - vii. Daily menu offering
  - viii. Hours of operation
  - ix. Review of menus and themes offered at both retail and residential venues

- x. Facility improvements and recommendations
  - b. To facilitate communication between the student body, the food service contractor, and the University Dining Service on all issues related to dining services.
  - c. To provide student input and representation on dining service related committees and issues, including, but not limited to:
    - i. Food Service Request for Proposal (RFP) Committee
    - ii. Vending Services Contracts
  - d. To assist in the development and implementation of a valid dining service customer satisfaction feedback system.\
3. Executive Committee
- a. Elections for the Executive Committee will take place during spring for duties taking effect the following academic year.
  - b. Nominations will be made by and from the members of the committee for each of the officers.
  - c. Executive Committee will consist of the following officers:
    - i. Chairperson
      - 1. Will preside over meetings.
      - 2. Will prepare the Agenda for committee meetings.
      - 3. Will serve as a representative to the Facilities & Fees Board
    - ii. Vice Chair
      - 1. Will assume the responsibilities of the Chairperson in their absence/ departure.
      - 2. Will have primary responsibility for the development and implementation of the customer feedback system.
    - iii. Secretary
      - 1. Will maintain the minutes of the meetings.
      - 2. Will maintain current and accurate membership records.
4. Meeting Schedule
- a. The Executive Committee will meet with the Director of University Dining Service no less than one time per month during the academic school year.
  - b. The entire committee will meet no less than one time per month during the academic school year.

#### Section C.

##### Recreation Committee

##### 1. Membership

- a. This committee will consist of 8 students, 1 student employee of Hunt Arena/ Knowles Center, 1 Athletic Director, 1 Recreational Leadership Coordinator. Student Chair of the Leadership
- b. Student members will be appointed by the Student Association Student Senate Shared Governance Committee, subject to confirmation by the Student Senate. The Hunt Arena/ Knowles student employee will be chosen by fellow staff members.

##### 2. Committee Duties

- a. To foster open communication with the students, faculty and staff members that frequent the Hunt Arena, Knowles Recreation Center, and Intramural Complex.
- b. To initiate policies and procedures pertinent to building use, and review recreational facilities budgets during the academic year.
- c. To coordinate, develop and oversee the quantity, quality, and scope of facilities utilized by students for recreational purposes.

#### Section D.

##### Residential Living Committee

###### 1. Membership

- a. This committee will consist of two student representatives from each residential living facility, excluding the chair. The Director of Student Life Facilities and the Director of Residence Life and Staff Development are to function as advisors.
- b. The student representatives from each residential living facility will be chosen by each facility's hall council.

###### 2. Committee Duties

- a. To provide on-campus living accommodations and services that support, enhance and advance the residential student life programmatic initiatives.
- b. To develop policies that governs and promotes the development, establishment, maintenance, enhancement, financing, dissolution, and utilization of student life residential living facilities.
- c. To act as a board of appeals, overseeing decisions made by Residential Services regarding the living arrangements of specific individuals.
- d. To provide oversight into the expenditure of residential services revenues and approve general user fee rates as outlined in the University of Wisconsin-River Falls Guidelines on Allocable/Non-allocable Segregated University and User Fees.

#### Section E.

##### Student Technology Committee

###### 1. Membership

- a. This committee will consist of 8 students, a representative from the Faculty Senate Information Technology Committee (ITC), and the Director of Academic Computing.
- b. The 8 students will be appointed by the Student Association Student Senate Shared Governance Committee, subject to confirmation by the Student Association Student Senate. The representatives from the Faculty Senate ITC will be chosen by that committee.

###### 2. Committee Duties

- a. To promote student use of technology.
- b. To develop policies that govern and promote development, establishment, maintenance, enhancement, financing, and dissolution of the student technology fee.
- c. To approve an annual budget detailing special technology fee expenditures.
- d. To offer recommendations regarding campus computing policies

and services that affect students, but are not funded through the Student Technology Fee.

Section F.

Textbook Services Committee

1. Membership

- a. This committee will consist of 8 students, 3 faculty members (one from each college), and the Director of Textbook Services.
- b. The Student Association Student Senate Shared Governance Committee, subject to confirmation by the Student Association Student Senate will appoint the 8 students. The Faculty Senate will appoint the faculty members.

2. Committee Duties

- a. To provide undergraduate textbook rental.
- b. To provide oversight into the expenditures of textbook services revenues.
- c. To develop policies that governs and promotes development, establishment, maintenance, enhancement, financing, and dissolution of undergraduate textbook services.

Section G.

University Centers Committee

1. Membership

- a. This committee will consist of 8 students and the Director of Student Life Facilities.
- b. The Student Association Student Senate Shared Governance Committee, subject to confirmation by the Student Association Student Senate will appoint the 8 students.

2. Committee Duties

- a. To provide facilities and services that support, enhance and advance general student life programmatic initiatives.
- b. To develop policies that govern and promote development, establishment, maintenance, enhancement, financing, and dissolution of non-food portions and the reservations position of the Hagestad Student Center and Rodli Commons, the North Hall Auditorium, and the Residential Hall Conference Rooms.
- c. To provide oversight into the expenditures of university centers revenue and approve general user fee rates as outlined in the *University of Wisconsin-River Falls Guidelines on Allocable / Non-Allocable Segregated University and User Fees*.

ARTICLE V. Standing Committee Officers and Duties

Section A.

Student officers of each standing committee will be the Chair, Vice Chair, and Recording Secretary, unless otherwise removed from the committee/s structure.

Section B.

All officers will serve one-year terms.

Section C.

All officers will be elected by their respective committee members. Officers must be elected prior to October 1<sup>st</sup>, with the exception of Residential Living

Committee and Joint Foods Committee.

Section D.

The duties of the officers will be as outlined below:

1. Chair
  - a. To preside over all official committee meetings.
  - b. To serve on and actively participate in all Facilities and Fees Board meetings.
2. Vice Chair
  - a. To serve as interim Chair until the committee can elect a new chair, if the Chair vacates her/his office prematurely.
  - b. To preside over all official committee meetings in the absence of the Chair.
  - c. To serve on and actively participate in all Facilities and Fees Board meetings in the absence of the chair.
3. Recording Secretary
  - a. To record minutes of each official meeting of the committee and post a copy of the minutes in the Student Government Center.
  - b. To prepare policy formulation document, as needed, and forward them to either the Facilities and Fees Board Chair or the Student Association Student Senate President.
  - c. To record committee member attendance at each official meeting of the committee, and report the names of committee members who have had more the two unexcused absences to the Student Association Student Senate Shared Governance Director.

ARTICLE VI. Meetings & Transacting Business

Section A.

Facilities and Fees Board Committees

1. Regular meetings of the Facilities and Fees Board's committees will be held at least monthly.
2. The Chair of each committee will set forth the time and place for each meeting.
3. A special meeting of a committee can be called at the request of two-thirds of the existing members.

Section B.

Facilities and Fees Board

1. Regular meetings of the Facilities and Fees Board will be held at least monthly.
2. The Chair will set forth the time and place for each meeting.
3. A special meeting of the Board can be called at the request of two thirds of the existing members.
4. The Chair will determine the agenda for Board meetings and will post the agenda for each meeting no later than 24 hours before the meeting.

ARTICLE VII. Attendance

Section A.

Facilities and Fees Board Committees

1. Attendance at all committee meetings is mandatory. The committee's recording secretary will record attendance at each meeting. If a member

has more than five unexcused absences, the Recording Secretary will inform the Shared Governance Director. The Shared Governance Director will automatically remove the person and the Student Association Student Senate Shared Governance Committee will appoint another student to fill the vacancy.

Section B.

Facilities and Fees Board

1. Attendance at all board meetings is mandatory. The board's recording secretary will record attendance at each meeting. If a member has more than five unexcused absences, the Recording Secretary will inform the Vice Chair of the committee in which the member represents. The Vice Chair will then convey the information to the committee. The committee may decide either:

- Remove the chair and appoint a new chair
- Take no action

ARTICLE VIII. Ad-Hoc Committees

Section A.

The Facilities and Fees Board or its chair may form ad-hoc committees.

Section B.

Ad-hoc Committees should not last more than one year.

ARTICLE IX. Standing Rules

Section A.

Committees under the Facilities and Fees Board will have the right to create standing rules that will be as strict or stricter than the by-laws of the Student Association.

Section B.

A committee's standing rules must be approved by the Student Association Student Senate Ethics Committee to ensure the fairness and / or legality of the proposed standing rules.

Section C.

If any section of the committee's standing rules conflict with the Student Association Constitution, Student Association By-Laws, or Student Association, Rules to Govern Elections, an appeal to suspend the rule in question should be forwarded to the Student Association Student Senate Ethics Committee.

Section D.

Committees that choose not to write their own standing rules will continue to follow the current Student Association By-Laws.

**Allocable Fee Appropriation Board**

ARTICLE I. Purpose

The Allocable Fee Appropriation Board (AFAB) is a standing committee of the Student Association and serves to recommend an equitable distribution of the allocable portion of the SUF(Segregated University Fees). Student Segregated Fees 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 Allocable Fee Appropriation Board.

## ARTICLE II. Membership

The Allocable Fee Appropriation Board will consist of 9 members; the chair, 4 student senators, 3 at-large students, and one campus media representative.

## ARTICLE III. Member Duties

### Section A.

Attend all meetings of Allocable Fee Appropriation Board.

### Section B.

Assist and actively participate in all Board projects and endeavors upon the request of the Board.

### Section C.

Abide by all rules within this document.

## ARTICLE IV. Officers and Duties

### Section A.

Officers of the Allocable Fee Appropriation Board will be the Chair, Vice Chair and recording secretary.

### Section B.

All officers will serve one-year terms.

### Section C.

The Chair will be appointed by the Student Senate President, subject to confirmation by the Student Senate. The Chair will take office at the last Student Senate Meeting, before finals in the Spring Semester.

### Section D.

The Vice Chair and the recording secretary will be elected by the Board no later than one month after the start of the school year. These officers will take office immediately after election. The Vice Chair and the recording secretary must be members of the Board.

### Section E.

The duties of the officers will be as outlined below:

#### 1. Chair

- a. To preside over all official meetings of the Allocable Fee Appropriation Board.
- b. To attend and report at all meetings of the Student Association and Student Association Student Senate.
- c. Present decisions and appeals to the Student Senate on the allocable budget.
- d. To meet with the Student Senate President biweekly and to meet with the Student Senate Vice President biweekly.
- e. To hold and maintain a minimum of 10 office hours every two weeks in the Involvement Center.
- f. To coordinate, review, and process the information related to the organized activities fee.
- g. To prepare policy formulation documents, as needed and forward them to the Student Association Student Senate President.
- h. Make all agendas for the Allocable Fee Appropriation Board,

have them posted in the proper places, and send all agendas to committee members 24 hours in advance.

- i. Inform organizations and departments of decisions made by the committee in a timely manner.
- j. To maintain an accurate balance of all related accounts through tools such as WISDM.

2. Vice Chair

- a. To serve as interim Chair until the Shared Governance Committee can appoint a new chair, if the Chair vacates her/his office prematurely.
- b. To preside over all official meetings of the Allocable Fee Appropriation Board in the absence of the chair.
- c. Bi-weekly meetings with the chair to discuss the balances in student organizations accounts and check to see if any audits are needed at the discretion of the chair and vice chair.

3. Recording Secretary

- a. To record minutes of each official meeting of the Allocable Fee Appropriation Board and post the minutes in the binder attached to the Involvement Center Desk, the bulletin board, and on the Shared Governance website.
- b. To record board members attendance at each official meetings of the Allocable Fee Appropriation Board and report the names of members who have more than four unexcused absences to the Shared Governance Director within Student Senate.

## ARTICLE V. Roles and Responsibilities

### Section A.

The Allocable Fee Appropriation Board will be responsible for all allocable fee distribution, following the budget procedure outlined in Article VII below.

### Section B.

Reallocation of money upon request of an organization can be approved or denied by majority vote in the AFAB.

1. Under \$500 dollars the Chair can approve without committee consent.
2. Over \$500 any request for fee reallocation must be approved by AFAB committee.
3. No reallocation can be made for a specific item(s), event(s), or service(s) that was cut across all student organizations in the annual budgets for that current year.

### Section C.

The Allocable Fee Appropriation Board will annually assess students interests as to how allocable segregated fees are distributed. The method used to assess student interest will be left up to the discretion of the committee.

### Section D.

The Allocable Fee Appropriation Board will be responsible for developing policies that govern and promote the development, establishment, maintenance, enhancement, financing and dissolution of student organizations.

### Section E.

The Allocable Fee Appropriation Board will be responsible for developing and administering policies that recognize student organizations and activities approved by Student Senate. Such organization policies include:

1. Five student member minimum with an advisor.
2. Mission Statement that reflects their mission to campus.
3. Constitution that states the rules that the organization will be governed by including how they will function.

Section F.

Once recognized by the Allocable Fee Appropriation Board, the student organization will receive \$25 in base funding to get started.

Section G.

The Allocable Fee Appropriation Board will research different organizations and departments to gain a better understanding of those departments, with the reasonable discretion of the chair.

Section H.

All organizations must be recognized by the Allocable Fee Appropriation Board annually.

Section I.

The Allocable Fee Appropriation Board will oversee the Shared Governance fee and budget.

## ARTICLE VI. Shared Governance Fee

Section A.

### Shared Governance Segregated Fee Amount

1. The Allocable Fee Appropriation Board Chair, Student Senate President, and Facilities and Fees Chair will meet to discuss the segregated fee allotted toward shared governance and must agree unanimously before the allocable fee can be changed.
2. If a consensus cannot be reached, the Executive Board of the Student Association Student Senate, officers of the Allocable Fee Appropriation Board, and officers of the Facilities and Fees Board will hold a meeting, and a 2/3 vote will be required to adjust the fee.
3. A 2/3 vote of the Student Association Student Senate is required to adjust the fee.

Section B.

### Budget Formation

1. Every committee within Student Senate will make a budget for the following year including any annual events.
2. All budgets must be turned in by directors to the AFAB the same time as student organizations.
3. Based upon prior years, an amount will be set aside for travel expenses such as, food, lodging, vehicles, gasoline, etc.
4. Any event, project, or service directly relating to Student Senate's mission statement or listed somewhere else in their documents will have priority.
5. Any money not allocated in this manner will be put in a miscellaneous fund for the Student Association Student Senate to request the use of from the Board.
6. If senate requests a budget less than their allocable fee the Board cannot override anything in the budget unless it is illegal or goes against other

UW System documents.

7. Should Senate budget for more than their allocable fee provides, the Allocable Fee Appropriation Board will make cuts as they see appropriate before presenting their allocable budget to Student Senate.
8. The Shared Governance Budget will go before Senate for approval at the same time as the organized activities fee and any other budget they present.

## ARTICLE VII. Budget Guidelines

### Section A.

Allocable Fee Appropriation Board funding consideration is available only to recognized UW-River Falls student organizations that have governing documents with clear written purposes or a mission statement. Recognized student organizations are defined in the *UWRF Student Organization Handbook*.

### Section B.

Segregated University Fee (SUF) funding is available for those items and activities that are related to the mission of the University, the Allocable Fee Appropriation Board and the purpose of the organization. All students must have the opportunity to join any SUF-funded organization.

### Section C.

The money available for funding by the Allocable Fee Appropriation Board is from segregated fees which are student money the organizations must be student run and they must be in charge of scheduling events, planning activities, and formulating their own budget. The decisions AFAB makes must be in the interest of the student body and must be appropriate to an institution of higher learning.

### Section D.

On-campus programmatic events and services that are open to the general University community are encouraged and assigned a higher priority for Board funding than off-campus events and activities that involve smaller numbers of students.

### Section E.

The Allocable Fee Appropriation Board (AFAB) recognizes the value in appreciating diversity, leadership development opportunities, free speech, and student-initiated programming and is committed to representing these ideals in its many programs and activities. Decisions related to the allocation of funds must reflect viewpoint neutrality.

### Section F.

SUF funds are not to be used for purposes that are exclusively academic in nature. These activities should receive tangible support from their department, school, or college.

### Section G.

AFAB funding allocations for one academic year are never guaranteed for subsequent years.

### Section H.

To be considered for any funding request all questions must be sufficiently answered in a timely manner.

### Section I.

Student organizations that wish to receive funding may only receive Single Event funding or Base funding if they did not receive an Annual Budget during the same year.

Section J.

To be considered for any funding request organizations must be recognized for at least one semester.

Section K.

All funding must meet UW system requirements set forth in UW System Financial Policy and Procedure Paper Number 50, available at the Allocable Fee Appropriation Board office and on the World Wide Web. These documents dictate "System-level" requirements and limitations for SUF funding that the AFAB must follow.

ARTICLE VIII. Budget Procedure

Section A.

The Allocable Fee Appropriation Board (AFAB) will organize a budget training session that student organizations must attend in order to receive a budget. In this training student organizations will learn what can and cannot be funded, the proper way to fill out the budget request form, and what will happen if they go into debt or have money left over.

Section B.

Every student Organization that would like to receive a budget must turn their budget into the Involvement Center desk by the date and time decided upon by the AFAB. If the budget is late or filled out incorrectly it may be penalized or denied at the discretion of the committee.

Section C.

The Allocable Fee Appropriation Board will hold annual budget hearing where they will hear from one representative from the student organization that is requesting money. The organization advisor is recommended to be present. After the representative gives the presentation on the budget the AFAB will ask any questions that they may have regarding the budget.

Section D.

The AFAB will discuss the budgets and assess what will and will not be funded for that year. Using their discretion and being fair across the board with cutting supplies, a type of event or anything else. Viewpoint Neutrality must be used.

Section E.

Once informed of the amount that has been approved by the AFAB, all of the organizations must submit a final revised budget that reflects the committees decisions including any formal stipulations made. When the organizations are informed of the committee's decision, they will also be informed of the specific revised budget requirements and the date and time that the revised budgets are due. If the revised budget is not turned in on time the AFAB can penalize or deny the request at the discretion of the AFAB.

Section F.

The AFAB chair will present the complete budget to the Student Association Student Senate for review and recommendation. If Student Senate reviews the budget and passes the motion, it will then go forward to the Chancellor for

approval or denial. If Student Senate has recommendations on the budget, it will then go back to the AFAB to look at and consider the Student Senate recommendations and then present the budget again, either with or without the recommendations, based on the committee's decision. If the Student Senate accepts the budget the second time, it will then proceed to the Chancellor with AFAB's and Student Senate's approval. If it does not pass through Student Senate a second time, the budget will go before the Chancellor with both sides giving a written reason for disagreement. The Chancellor will then decide to approve or deny the budget.

Section G.

At the end of each fiscal year, all remaining funds left in the account of any SUF- funded organization, unless receiving approval from the AFAB for a carry-over, will be put into the Shared Governance reserve account. This does not affect any fundraising or other profits the organization has made.

Section H.

If an organization wishes to deviate from the budget they were approved for, that organization must return to the AFAB for permission to reallocate any money.

### **General Student Association**

#### ARTICLE I. Ethics

Section A.

These ethical rules apply to all Student Association members unless otherwise noted.

Section B.

##### Remuneration and Compensation Increases

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.
2. Student Senators, Facilities and Fees Board Members, and Allocable Fee Appropriation Board Members, and all members of subunits of these three groups may not receive bonuses or honoraria from segregated university fees. All compensation increases may not go into effect sooner than the next academic year.
3. Items sold by the Student Association, its subunits and any subunits of the student shared governance structure must be made available to the general public for purchase before being sold to Student Senators, Facilities and Fees Board Members, Allocable Fee Appropriation Board Members, and all members of subunits of these three groups.
4. Opportunities for travel, attending conferences, meetings and other "perks", not solely necessary in exercising duties of an elected or appointed position in the Student Association, must be open to all members of the Student Association and remuneration shall be equal to all members of the Student Association participating.

Section C.

##### Possession and Consumption of Alcoholic Beverages During Meetings

There shall be no possession of open containers of, or consumption of,

alcoholic beverages by anyone during any meeting for the Student Association, its subunits, and/or any subunit of the student shared governance structure.

Section D.

General Ethical Rules

1. No member of the Student Senate, Facilities and Fees Board, Allocable Fee Appropriation Board, or a subunit of the three groups shall:
  - a. Neglect those duties lawfully charged to them,
  - b. Apply the powers and privileges of their office for any reason but their intended purpose,
  - c. Use Student Association resources for personal gain or illegal activity, others sexually or otherwise; nor should they harass, extort, or seek favors from them,
  - d. Accept gifts from individuals or organizations with a clear personal interest in pending, or recently approved issues or business before an association, board committee, organization, or senate that the member has voting privileges on,
  - e. Fail to disclose a personal interest, or one affecting family, roommates, or members of student organization or bodies, that stands to be affected by an official action or decision of the student shared governance unit that they are a member of,
  - f. Engage in gross personal misconduct as defined by the State of Wisconsin, be convicted of violating the laws of United States or any state, or violate Student Association, University of Wisconsin-River Falls, University of Wisconsin System, or Board of Regents policy.
2. No Individual or Organization shall:
  - a. Intentionally mislead any units or subunit of the Student Association,
  - b. Falsify reports on which payment of segregated university fees is based,
  - c. Submit intentionally inaccurate, incomplete, and misleading budgets, or budgets which overvalue or undervalue items to conceal financial rewards or interests by obtaining kickbacks from a party acting as a front.

Section E.

Members Holding Leadership Positions

1. No Student Senator may serve as a Board or Committee Chair of a unit or subunit of the Student Association other than as an officer of Student Association Student Senate or Student Senate approved ad-hoc committee.
2. No student may hold an officer position in more than one unit or subunit of the Student Association unless the other office held is as an officer of an ad-hoc committee or is an office held by the virtue of position.
3. Any Student Association member who is an officer or member of a board, committee, or Senate within the Student Association is required to be in good academic standing according to the Registrar's office and a registered student of the University of Wisconsin-River Falls.

## ARTICLE II. Quorum

### Section A.

Quorum, for the purpose of conducting a meeting will consist of one-half of the existing members. In order for a motion to be approved, it must obtain more positive votes than negative votes or obtain more than two thirds positive votes if governing documents specify. Abstentions to a vote will not be considered when determining if a vote passes.

## ARTICLE III. University Committees

### Section A.

Students appointed to University Committees must be in good academic standing as defined by the Registrar's office. No minimum credit requirement is needed.

### Section B.

Students appointed to University Committees who miss more than three meetings will be automatically removed from the committee by the Shared Governance Director.

### Section C.

Students wishing to serve on University Committees must be appointed by the Student Association Student Senate Shared Governance Committee, subject to Student Association Student Senate confirmation.

### Section D.

All students appointed to University Committees will serve until the end of the academic year in which they were appointed, unless otherwise noted.

### Section E.

All students appointed to committees and Student Association Committees by the Student Association Student Shared Governance Committee will be appointed based on the membership requirements for each committee. The secretary of each committee must inform the Student Association Student Senate Shared Governance Director if a specific committee seat is vacant. If a student meeting the required background called for cannot be found within three weeks of notification of the Student Association Shared Governance Director, the Shared Governance Committee may appoint any student interested and qualified.

## ARTICLE IV. Training

### Section A.

All students appointed by the Student Association Student Senate or elected to Student Association Student Senate must attend all training sessions that are instituted by the Shared Governance Committee and/or the Executive Committee.

## ARTICLE V. Finance

### Section A.

#### Shared Governance Account

1. The Shared Governance Account has been established to provide financial support for the administrative office and functions of the Student Association.
2. Monies collected and deposited into the Shared Governance Account will

be budgeted within the following areas; advertising, consumable supplies, equipment, food, general miscellaneous, photocopying, postage, printing, recognition, staff salary, stipends, telephone, training, and travel. Other budget lines may be added as needed.

3. The budget lines will be defined as listed below:
  - a. Advertising - Covers promotional items and activities such as advertisements in newspapers or purchasing pens or cups with the Student Association logo on it.
  - b. Consumable Supplies - Office supplies such as paper, pens, and cartridges for the computer printer, calendars, etc. to be utilized within the Leadership Center Student Senate office.
  - c. Equipment- Rental, leasing or purchasing of non-consumable office equipment such as computers, office furniture, file cabinets, chairs, etc. to be used within the Leadership Center Student Senate office.
  - d. Food - Food and beverages consumed at official meetings and programs of the Student Association and its subunits provided that the items are catered by the University Food Service.
  - e. General Miscellaneous- Covers miscellaneous expenses not detailed within the budget.
  - f. Photocopying - Covers the reimbursement of costs associated with authorized individuals making photocopies on university owned, leased, or rented photocopiers.
  - g. Postage - Covers the U.S. Postage cost of mailing official Student Association correspondence.
  - h. Printing - Covers the cost of printing items through the university's fast copy.
  - i. Recognition - Covers the cost of recognizing, individuals or organizations that deserve recognition by the Student Association.
  - j. Staff Salary - Covers the expenses associated with the Student Association employing student workers and non-student employees to assist official representatives of the Student Association and support the daily activities of the Leadership Center Student Senate office.
  - k. Stipends - Covers payment to students holding leadership position within the Student Association.
  - l. Telephones - Covers payment of telephone charges occurring within the Leadership Center Student Senate office and limited to phone calls made by authorized individuals.
  - m. Training – Covers expenditures related to educating and training students representing the Student Association and paid employees of the Student Association.
  - n. Travel - Covers transportation, meal, lodging costs and other costs associated with members of the Student Association and paid employees of the Student Association attending meetings, conferences, and tours off campus.
4. Expenditures of monies held in the Shared Governance Account may only be approved by the following people and organizations and must be within the following guidelines:

- a. A Student Association Student Senate Executive Board member, or chair of a subunit may spend up to \$10 per week without the approval of the Allocable Fee Appropriation Board or the Student Association Student Senate as necessary.
  - b. Student Association Student Senate President – any items/services to a limit of \$100, every two weeks if within a budget line.
  - c. The Allocable Fee Appropriation Board Chair – any items/services to a limit \$100 every two weeks if within a budget line, any expenses related to pay in stipends of student leaders as outlined in this document, any expenses related to payment of staff salaries for hours worked, any expenses related to photocopying services and telephones services that have been previously consumed or utilized.
  - d. The Allocable Fee Appropriation Board - any expenses per week under \$200 if within a budget line or under \$100 if not within a budget line.
5. Following approval of expenditures to be carried out by an individual or group who is not a Student Senator, the Student Senate will recognize an individual to lead and execute the expenditures and report back to the Allocable Fee Appropriation Board.

#### Section B.

##### University Student Reserve Account

1. All allocations from the University Student Reserve Account require Student Association Student Senate approval.
2. Reserve account monies will be allocated in the following situations:
  - a. An emergency basis
  - b. Organizations or activities that meet requirements outlined in the Reserve Fund Policy Paper and approved by the Allocable Fee Appropriation Board and the Student Association Student Senate.

#### Section C.

##### Stipends

1. Compensation for members of the Student Association will be limited to the following amounts for the listed positions:
  - a. Student Senate President: \$275/month-paid on the last day of the month June-May.
  - b. Student Senate Vice President, Facilities and Fees Board Chair and Leadership Development and Programming Board Chair: \$200/month-paid on the last day of the month Sept.-May.
  - c. Student Senate Directors: \$175/month-paid on the last day of the month September-May.

### ARTICLE VI. Rights and Responsibilities of the Summer Senator

#### Section A.

These rights apply to the Student Association Student Senate President, or her/his designee during the time between the end of the Spring Semester and the beginning of Fall Semester.

#### Section B.

The Student Association Student Senate Summer Senator may approve any item of business requiring approval by the Student Association, its units and

subunits, as long as the following conditions are followed:

1. The Student Association Student Senate Summer Senator discusses the issue, prior to making a decision, with the Executive Committee.
2. The decision being made cannot wait to be approved until the beginning of the fall semester.
3. It is impractical or impossible to hold a special Student Association Student Senate meeting.
4. The Student Association Student Senate is informed of the decision at its first meeting.

Section C.

The Student Association Student Senate Summer Senator or designee must attend all meetings requiring student representation.

Section D.

The Student Association Student Senate Summer Senator must produce a monthly newsletter updating all Student Senators and Board Chair of activities taking place on campus and actions taken by the Student Association Student Senate Summer Senator.

Section E.

If the Student Association Student Senate President cannot fulfill these requirements, he/she must designate a student to take her/his place. If this occurs, the designee will be paid the President's stipend for the month(s) he/she serves. In addition, the President will not receive a stipend for the month(s) he/she has designated someone to take her/his place.

ARTICLE VII. Staff Advisors to the Student Association

Section A.

Each unit or subunit of the Student Association will have an advisor designated by either the Student Leadership Development and Programming Center Director, Student Services Center Director, Dean of Students, or University Budget Officer.

Section B.

The Student Association Student Senate may choose an advisor(s) with the approval of the Dean of Students.

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. The advisor must explain the duties of the officers with them within the first three weeks of the term.

ARTICLE VIII. Amendments

Section A.

Review of this document is the responsibility of the Student Senate Executive Committee or a designated Ad-Hoc committee. Changes to this document are considered minor policy changes and only requires the approval of the Student Association Student Senate Executive Committee and the Student Association Student Senate.

Section B.

Changes to this document require a one week wait from the time they are

introduced on the Student Senate agenda to the time they may be debated or voted upon.

Section C.

All changes, unless noted on the motion differently, go into effect the first day of the next academic year.