

University of Wisconsin—Green Bay
Student Government Association Student Senate Bylaws

Article I. Title and Charge

Section 1.01 Title

- (a) The name of the organization shall be the University of Wisconsin-Green Bay Student Senate, which hereafter may be referred to as the Student Senate.

Section 1.02 Charge

- (a) The Student Senate shall participate in all levels of institutional governance and shall be the chief student legislative authority for information and review of policies concerning student life, services, and interests in keeping with Wisconsin State Statute 36.09(5).

Article II. Membership

Section 2.01 Membership of the Senate

- (a) The Senate shall include the Chair of the Student Senate, a number of Senators at-large including a Speaker of the Student Senate.
- (b) The number of at-large Senators shall not exceed thirty-six (36).
- (c) Only the speaker and senators at-large shall have the power to vote. In case of a tie the Chair of the Student Senate shall cast the deciding vote.

Section 2.02 Membership Vacancies

- (a) During the first meeting of the Student Senate after the spring elections, Senators shall elect from its membership a Speaker of the Student Senate. The Chair of the Student Senate will entertain nominations from the floor and hold election via Approval voting.
- (b) In the event of a vacancy in the position of the Speaker, the Senate shall vote upon a successor in the same method as initial choosing in accordance with Section 2.02(a) of these by-laws.
- (c) If during the course of the academic year senator seats become available, an application process to include 50 signatures of enrolled UW-Green Bay students is to be used to fill vacancies. The Senate must then approve applicants by a simple majority.
- (d) Any member of the Student Senate who finds it necessary to resign shall do so in writing to the Speaker.

Article III. Duties of Senate Members

Section 3.01 Duties of at-large Members

- (a) All Senators holding at-large seats shall serve on at least two standing committees as specified in the constitution as available.
- (b) All Senators shall represent and inform the students of University of Wisconsin—Green Bay of issues before the Senate and Senate committees. All Senators shall respond to students with questions, concerns and problems. All Senators shall be receptive to feedback from other students pertaining to the University. All Senators shall become familiar with Student Government Association structure, university policies, and Robert's Rules of Order.

- (c) All Senators must attend all required meetings unless excused. If a Senator is to be absent from a meeting Section 4.01(a) should be followed.
- (d) All Senators shall make a good-faith effort to participate constructively in committee business.
- (e) Student Senators are required to keep at least two (2) separate open office hours a week each semester to make themselves available to their constituencies.

Section 3.02 Duties of the Speaker

- (a) The Speaker of the Student Senate shall represent the Student Senate at all levels of University governance and administration, other Student Government Association bodies, and other groups or organizations the Senate deems necessary.
- (b) The Speaker of the Student Senate and the Chair of the Student Senate shall collaborate on the setting of the location, time, and agenda for Senate Meetings. The Speaker of the Student Senate shall have final authority of the location, time, and agenda for Senate Meetings.
- (c) The Speaker of the Student Senate shall make the agenda available at least twenty-four (24) hours before the Student Senate meeting.
- (d) The Speaker of the Student Senate shall promote and recruit for the Student Senate.
- (e) The Speaker of the Student Senate shall meet at least once in every fourteen (14) day period while the senate is in session with the Student Senate's resource liaison.
- (f) The Speaker of the Student Senate shall provide invitation to the Secretary of the Faculty and Academic Staff, Chancellor, Student Government Executive Chairs, and Student Government President to attend Student Senate meetings and to recommend for consideration measures they judge necessary and expedient.
- (g) The Speaker of the Student Senate shall be responsible for the hiring, evaluation and supervision of the Student Senate Administrative Assistant.
- (h) The Speaker of the Student Senate shall vote in all matters before the Student Senate, and in the case of a roll call vote, shall vote last.
- (i) The Speaker of the Student Senate may form ad-hoc committees to address issues of particular complexity or controversy.
- (j) The Speaker of the Student Senate shall appoint senators to serve on ad-hoc and standing committees.
- (k) The Speaker of the Student Senate shall be responsible for all the financial transactions of the Student Senate, and shall submit a budget to the Student Government Association President.

Section 3.03 Duties of the Student Senate Administrative Assistant

- (a) Student Senate Administrative Assistant shall be responsible for recording of minutes, the duplication and distribution thereof, available at least twenty-four (24) hours before the next Senate meeting.
- (b) Student Senate Administrative Assistant shall be responsible for typing, duplicating, and other pertinent Student Senate clerical work as designated by the President of the Student Senate or Speaker of the Student Senate.
- (c) The Student Senate Administrative Assistant shall monitor the use of Student Senate office supplies and ordering replacement supplies with the consultation of the President of the Student Senate and/or Speaker of the Student Senate.

- (d) The Student Senate Administrative Assistant shall perform any research deemed necessary by the Student Senate and/or Speaker of the Student Senate.
- (e) The Student Senate Administrative Assistant shall ensure that all items passed by the Senate be properly archived with the campus library and made available on the Student Government Association website.
- (f) The Student Senate Administrative Assistant shall coordinate efforts with the Executive Administrative Assistant to best perform their duties.

Article IV. Proxy Voting

Section 4.01 Proxy Voting

- (a) If a Senator is unable to attend a meeting, the Senator must contact the Speaker of the Student Senate prior to the scheduled meeting time, notify the Speaker of the reason for the absence, identify who the proxy holder is, and provide proxy votes for any Action Items on the meeting agenda.
- (b) Any proxy vote shall be provided to the Speaker or Chair of the Student Senate in writing or by e-mail prior to any Senate meeting.
- (c) Each Student Senator shall have exactly one vote per Action Item and must proxy his/her votes in the event of his/her absence at a Student Senate Meeting.

Article V. Meetings of the Student Senate

Section 5.01 Senate Meetings

- (a) The Student Senate shall meet at a minimum of once every fourteen (14) days while in session at a time and location accessible to the members.

Section 5.02 Meeting Procedures

- (a) All matters not provided for in these bylaws, the SGA Constitution, the Merger Implementation Statement, University regulations, State Statutes, or the most recent edition of Robert's Rules of Order shall be determined at the discretion of the Speaker and Chair of the Student Senate.
- (b) Any motion to regulate debate shall require a two-thirds majority vote in order to be enacted.
- (c) Any member making a motion shall be given first opportunity to speak to his/her motion and may not speak again until all others have, if so desired.
- (d) Any motion requiring action on the part of the Student Senate shall contain a proviso as to which officer, director, senator, or committee shall be designated to follow through on the intent of the motion.
- (e) A minority report may be filed in the Student Senate minutes upon request.

Section 5.03 Resolution and Bills

- (a) Resolutions and bills need not originate within a Senate committee.
- (b) Any resolution submitted for approval to the Student Senate must be co-sponsored by a current member of the Student Senate.
- (c) The sponsor and co-sponsor of a resolution must provide written documentation of sponsorship and co-sponsorship to the Speaker of the Student Senate.

Section 5.04 Disciplinary Procedures

- (a) The Speaker of the Senate shall have the power to remove Senators from Senate if and only if at least one of the criteria enumerated in this section is met. The Senate may by majority vote overturn the Speaker's decision to remove a senator.
- (b) A Senator may be removed if the Senator is in violation with the Student Government Association's Constitution.
- (c) A Senator may be removed if the Senator is not attending senate meetings. More than two (2) excused absences or one (1) unexcused absence may result in termination from position. After a second absence the Speaker shall issue a warning in writing to the Senator. A termination shall not happen unless a warning is received.
- (d) A Senator may be removed if the Senator is not fulfilling the minimum requirement of office hours.
- (e) A Senator may be removed if the Senator has missed three (3) committee meetings of any one (1) committee on which the Senator serves. The Speaker shall not remove a senator for failure to attend committee meetings unless the chair of the respective committee approves of the removal.
- (f) A Student Senator removed from the Student Senate may appeal their removal to the Student Court on the grounds of procedural violation or viewpoint neutrality violation, and the removal can be overturned by simple majority.

Article VI. Senate Committees

Section 6.01 Environmental Affairs Committee

- (a) The Environmental Affairs Committee shall see that affects to the natural environment and effects occurring within campus infrastructure are considered in all matters taken up by the University. The Environmental Affairs Committee is to ensure students voice is heard in these activities by working with campus administration. The committee shall track any legislation, programs or services within the surrounding communities that will impact the natural environment. The committee shall encourage sustainable habits of the student body. The Chair and Committee shall also oversee and recommend project proposals to the Student Government Association body to utilize the Student Sustainability Fund.
- (b) The committee shall have a designee to serve on the Chancellor's Sustainability Committee, should the Environmental Affairs Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Environmental Affairs committee shall be the Sustainability and Strategic Planning Coordinator or the Dean of Students designee.

Section 6.02 University Governance Committee

- (a) The University Governance Committee shall be responsible for the encouragement of civic engagement among the student body. The University Governance Committee shall assist in the operation of local, state, and federal elections in conjunction with Student Court and other city officials. The University Governance Committee shall oversee the record keeping within the Student Government Association by assisting the Executive Administrative Assistant and Senate Administrative Assistant for the administrative year.
- (b) The committee shall have a designee to serve on the University's Legislative Affairs committee, should the University Governance Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the University Governance committee shall be the Special Assistant to the Chancellor or the Dean of Students designee.

Section 6.03 Union and Dining Committee

- (a) The Union and Dining Committee shall be responsible for ensuring student input in the application process for any new food services on campus. The Union and Dining Committee shall be responsible for collecting and addressing the concerns of the student body regarding the Union and dining on campus.
- (b) The committee shall have a designee to serve on any University committees regarding the Union and dining facilities and services, should the University Governance Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Union and Dining committee shall be the Union Director or the Dean of Students designee.

Section 6.04 Academic Affairs Committee

- (a) The Academic Affairs Committee shall ensure the student voice is heard at all levels of administration in regards to academics. The Academic Affairs Committee shall be responsible for informing the student body on any changes to academic requirements. The Academic Affairs Committee shall be responsible for the evaluation and implementation of policies, programs, or procedures supported by the Student Senate.
- (b) The committee shall have a designee to serve on the University's Academic Affairs Council, should the Academic Affairs Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Academic Affairs Committee shall be the Associate Provost or the Dean of Students designee.

Section 6.05 Health and Safety Committee

- (a) The Health and Safety Committee shall encourage students to use any services provided by Public Safety and Counseling and Health. The Health and Safety Committee shall collect and address the concerns of the student body in regards to the safety and health concerns on campus. The Health and Safety Committee shall assist the Student Resources Committee with any transportation matters including but not limited to the University contract with Green Bay Metro. The committee is to work with administration to make sure that the safety requirements for campus are met or exceeded.
- (b) The committee shall have a designee to serve on the University's Healthy Choices Taskforce, should the Health and Safety Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Health and Safety Committee shall be the Director of Public Safety and Director of the Counseling and Health Center or the Dean of Students designee.

Section 6.06 Student Resources Committee

- (a) The Student Resources Committee shall be responsible for providing student input in matters related to spending technology funds. The committee shall be responsible for collecting and addressing the concerns of the student body in regards to student services on campus, to include but not limited to the Cofrin Library, the Tutoring Center, the Writing Center and the General Access Lab.
- (b) The committee shall have a designee to serve on the University's Technology Council, should the Student Resources Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Student Resources Committee shall be the Chief Information Officer & Associate Provost for Information Services or the Dean of Students designee.

Section 6.07 Student Recreation and Athletics Committee

- (a) The Student Recreation and Athletics Committee shall encourage student participation and attendance at athletic and recreational events. The Student Recreation and Athletics committee shall encourage student participation and usage of the Kress Events Center services. The Student Recreation and Athletics committee shall collect and address student concerns regarding the Kress Events Center, athletics, and recreational policies, programs, and services.

- (b) The committee shall have a designee to serve on the University's Kress Advisory Council and the Inter-Athletics Committee, should the Student Recreation and Athletics Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Student Recreation and Athletics Committee shall be the Director of Athletics and Director of Operations of the Kress Events Center or the Dean of Students designee.

Section 6.08 Equity and Diversity Committee

- (a) The Equity and Diversity Committee shall support development of new resources and centers for marginalized groups. The Equity and Diversity committee shall encourage inclusivity and equity in all university events, services, and policies. The Equity and Diversity committee shall ensure and support the formation of ad-hoc committees at all university levels to deal with issues concerning equitable access.
- (b) The committee shall have a designee to serve on the University's Diversity Taskforce and the Chancellor's Committee on Diversity and Inclusive Excellence, should the Student Recreation and Athletics Chair be unable to fulfill the obligation.
- (c) The Resource Liaison to the Equity and Diversity Committee shall be the Director of the American Intercultural Center or the Dean of Students designee.

Section 6.09 Committee Guidelines

- (a) Each committee shall be responsible for filing Project Report Sheets, End of Semester Report Sheets, and Transition Report Sheets. Each committee will also be responsible for composing a resource packet for inclusion in a transition binder.
- (b) Each committee shall have a minimum requirement of proposing three (3) new projects each semester. Each committee shall have accomplished at least one (1) project by the end of the academic year. Any long-term projects must be included in a resource packet for inclusion in a transition binder.

Article VII. House Decorum Rules

Section 7.01 House Decorum Rules

- (a) All members of the Student Senate are expected to be silent when anyone has the floor.
- (b) Each speaking term shall be allotted no more than three (3) minutes as timed by the Chair of the Student Senate. Speaking limit does not apply to presentation of resolutions or amendments or guests of the Senate.
- (c) Civil discourse must be adhered to at all times. All members of the Senate will be treated with respect and courtesy.
- (d) All members shall conduct themselves in a professional manner as to not disrupt the meeting.
- (e) All members are to report to meetings on time.
- (f) All electronic devices are to be silenced. Members may be asked to discontinue use if they become a distraction.

Section 7.02 House Decorum Disciplinary Actions

- (a) If at any time the Speaker or Chair of the Student Senate feels that a member of the Senate is in violation of said rules, the Chair of the Senate reserves the right to reprimand said member in a responsible manner. The Chair has one week from the incident to present a recommendation of disciplinary action to the Senate.
- (b) The Student Court reserves the right to overrule the disciplinary action of the Chair if the member being reprimand files an appeal on the grounds of procedural violation or viewpoint neutrality violation.

Article VIII. Bylaw Amendments

Section 8.01 Amendments

- (a) Amendments to these bylaws of the University of Wisconsin-Green Bay Student Senate may be proposed and heard at any regular meeting of the Student Senate.
- (b) All proposed amendments to these bylaws must be submitted in writing to each of the Senators three (3) days prior to the date of the meeting in which the amendments will be considered.
- (c) All bylaw amendments will require a 2/3 majority vote of the present, voting Student Senators in order to be enacted.

RATIFIED BY THE STUDENT GOVERNMENT ASSOCIATION SENATE
FIFTEENTH APRIL TWO THOUSAND THIRTEEN

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