

University of Wisconsin-Green Bay
Student Government Association Executive 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 Government Association Executive Branch, which hereafter may be referred to as the Executive Board.

Section 1.02 Charge

- (a) The Executive Board shall participate in all levels of institutional governance and shall be the chief advisors to the President and Vice President of Student Government. The Executive Board shall implement the year-long agenda set forth by the President at the beginning of the academic year.

Article II. Executive Board

Section 2.01 Functions

- (a) The Executive Board shall serve as an advisory board to the Student Government Association President and Vice President.

Section 2.02 Executive Actions

- (a) The Executive Board shall meet a minimum of one (1) time every fourteen (14) calendar days while the Senate is in session, unless there is no new business pending before the Executive Board, in which case it must meet every twenty-eight (28) calendar days while the Senate is in session.
- (b) The Executive Board shall set a year-long agenda at the retreat at the beginning of each academic year.

Article III. Duties of the Executive Board

Section 3.01 President

- (a) The President shall be the official representative of the student body in all matters affecting student life, services, and interests.
- (b) The President shall serve a minimum of ten (10) office hours per week, five (5) of which need to be posted, while the Senate is in session.
- (c) The President shall serve as a liaison between Student Government Association and Faculty Senate, the University Committee, and the University Administration.
- (d) The President shall chair the Executive Board and serve as the general supervisor of the Executive Branch.
- (e) The President shall have the power to issue executive orders.
- (f) The President shall have the power to create ad-hoc committees to address specific issues. Such ad-hoc committees need not be composed of members of the Student Government.
- (g) The President, in conjunction with the Vice President and Speaker of the Senate, is in charge of planning a retreat at the beginning of each academic year to set a year-long agenda for the Student Government Association. All resource liaisons and executive board members shall be invited to attend and participate in the planning of the year-long agenda.
- (h) The year-long agenda shall be revisited at the first executive board meeting of the second semester.
- (i) The President shall be responsible for coordinating with the Vice President and Speaker of the Senate to set the Executive Board meeting agendas. This agenda shall be made available at least twenty-four (24) hours before the Executive Board meeting.
- (j) The President shall conduct end-of-semester evaluations of officers of Student Government compensated with scholarships prior to the dispersal of such scholarships.
- (k) The President shall prepare an annual budget for the Student Government Association to present to the Segregated University Fee Allocation Committee (SUFAC) and the Senate.

Section 3.02 Vice President

- (a) The Vice President shall serve a minimum of ten (10) office hours per week, five (5) of which need to be posted, while the Senate is in session.
- (b) The Vice President shall represent the President and Student Government Association in any manner that the President may deem necessary.
- (c) The Vice President shall meet with the Speaker of the Senate once every seven (7) days while the Senate is in session to discuss matters pertaining to the Student Senate, progress of committee projects, and setting of Student Senate agendas.
- (d) The Vice President shall assist the Speaker of the Senate in recruiting, promoting, and mentoring Senators.
- (e) The Vice President shall make a reasonable effort to attend the President's Council meetings when the President is unable to attend.

Section 3.03 President and Vice President

- (a) The President and Vice President shall conduct mid-semester reviews of all executive board members at least once per semester.
- (b) The President and Vice President shall conduct scholarship evaluations of the Executive Branch for each semester. These scholarship evaluations shall include feedback from the resource liaison, self, and peer.
- (c) The President and Vice President shall meet together at least once every seven (7) days while the Senate is in session to discuss project progress, executive board performance, issues needing to be addressed by the Senate, and Student Government Association's year-long agenda progress.
- (d) The President, Vice President, and Speaker of the Senate shall meet with the resource liaison at least once every fourteen (14) calendar days while the Student Senate is in session.
- (e) The President and Vice President shall be responsible for coordinating effective transitions between outgoing and incoming administrations. Processes may include but not limited to, transition binders and hosting a meeting between the executive boards of both administrations.
- (f) The President and Vice President shall share responsibility in attending every meeting of the SUFAC and the Residence Hall and Apartment Association. The President and Vice President need not attend every meeting together.
- (g) The President and Vice President shall be responsible for organizing any volunteer opportunities Student Government engages in.

Section 3.04 Administrative Assistant

- (a) The Administrative Assistant shall be responsible for record keeping of the current administration and the Senate.
- (b) The Administrative Assistant shall make the previous meeting's minutes and the current agenda available at least twenty-four (24) hours before the next Executive and Senate meeting.
- (c) The Administrative Assistant shall serve a minimum of two (2) office hours per week while the Senate is in session.
- (d) The Administrative Assistant will serve as special assistant to the President and Vice-President by fulfilling any specific tasks asked of them pertaining to Student Government Association and its business.

Section 3.05 Parliamentarian

- (a) The Parliamentarian shall be the official advisor to the SGA on all matters of parliamentary procedure.
- (b) The Parliamentarian shall be responsible for attending all Senate and Executive Board meetings as an impartial, nonvoting member.
- (c) The Parliamentarian shall be responsible for responding to inquiries of members relating to parliamentary procedure bearing on the meeting of the assembly.
- (d) The Parliamentarian shall be responsible for conferring with the President and Chair of the Senate prior to meetings in order to anticipate and avoid any problems that may arise.
- (e) The Parliamentarian shall be responsible for calling to attention any error in the proceedings of any meeting that may affect any member.
- (f) The Parliamentarian shall be responsible for holding a training session of parliamentary procedure at least one (1) time per semester.

Section 3.06 Director of Outreach and Communications

- (a) The Director of Outreach and Communications shall be responsible for running SGA social media accounts and promoting SGA events on social media.
- (b) The Director of Outreach and Communications position can be completed as an internship with the Communication Department of UWGB, otherwise they shall report to the President.

Section 3.07 Duties of Committee Chairs

- (a) Each committee chair shall convene with their committee at least once in every fourteen (14) calendar day period while in session, unless in the case of an emergency.
- (b) Each committee chair shall be responsible for composing a resource packet for inclusion in a transition binder.
- (c) Each committee chair or their designated representative shall attend Student Government Association meetings and provide a report of committee activity to the body.
- (d) Each committee chair shall serve five (5) office hours weekly while the Student Senate is in session that must be posted.
- (e) Each committee chair shall be responsible for ensuring that their committee's meeting minutes are transmitted to the Speaker of the Senate, President, Vice President and Administrative Assistant. They need not record minutes themselves, but they must ensure that written minutes are recorded by someone present.
- (f) Committee chairs are permitted to delegate their shared governance meeting responsibilities to senators on their committee.

Amended by the Executive Board on April 1st, 2024.

- (g) Each committee chair shall meet with the committee's resource liaison at least once every twenty-eight (28) days while the Student Senate is in session, unless in the case of an emergency. Each committee chair shall ensure that the Constitution and Student Senate Bylaws are adhered to.

Committee chairs are broadly responsible for keeping in routine contact with student organizations germane to their committee's subject matter.

Section 3.08 Chair of Academics Affairs

- (a) Shall be responsible for attending the Academic Affairs Council.
- (b) Shall be responsible for attending the Academic Actions Committee.
- (c) Shall be responsible for attending the General Education Council.
- (d) Shall be responsible for attending the University Accreditation and Assessment Council.
- (e) Shall be responsible for collaborating with faculty and administration on academic activity.

Section 3.09 Chair of Arts and Performance

- (a) Shall be responsible for reaching out to related student organizations, such as Alternate Theatre and UWGB Dance Team.
- (b) Shall be responsible for making a reasonable effort to attend and promote events related to the arts and performing arts here at UWGB.
- (c) Shall be responsible for working with staff from the Lawton Gallery, the 407 Gallery, and the Weidner Center.
- (d) The Arts and Performance Committee shall maintain the Arts and Culture Fund in accordance with its Bylaws.

Section 3.10 Chair of Environmental Affairs

- (a) Shall be responsible for reaching out to related student organizations, such as Public and Environmental Affairs Council (PEAC).
- (b) Shall be responsible for supporting and striving for the EcoU status of the University of Wisconsin - Green Bay.
- (c) Shall be responsible for keeping in contact with the Cofrin Center for Biodiversity regarding the arboretum
- (d) The Environmental Affairs Committee shall maintain the Sustainability Fund in accordance with its Bylaws.
- (e) Shall be responsible for coordinating with the Union and Dining Committee regarding the composter operated by the University Union.

Section 3.11 Chair of Equity & Diversity

- (a) Shall be responsible for attending the Council for Equity, Diversity, and Inclusion.
- (b) Shall be responsible for attending the Committee on Accessibility Issues.

Amended by the Executive Board on April 1st, 2024.

- (c) Shall be responsible for reaching out to related student organizations, such as the Sexuality and Gender Alliance (SAGA) and multicultural organizations, and foster communication amongst these organizations.
- (d) Shall be responsible for maintaining open communication with both the Pride Center and Multicultural Resource Center (MRC).

Section 3.12 Chair of Health & Safety

- (a) Shall be responsible for attending the Health and Safety Committee.
- (b) Shall be responsible for attending Healthy Choices Task Force.
- (c) Shall be responsible for maintaining open communication between the students and University Police.
- (d) Shall be responsible for assisting to inform students and maintaining open communication between the students and the Wellness Center.

Section 3.13 Chair of Intergovernmental Affairs

- (a) Shall be responsible for updating the Student Government Association Constitution, Student Senate Bylaws, and Executive Bylaws to include changes from documents that pass the Student Senate.
- (b) Shall be responsible for continuous review and improvement of student governance structures, and a yearly SGA Constitution and Bylaws review.
- (c) Shall be responsible for promotion of local, state, and national elections within the campus community from a nonpartisan standpoint.
- (d) Shall be responsible for working with political leaders from the community to inform and involve students in prominent political issues.
- (e) Shall be responsible for connecting local elected officials to the campus from a nonpartisan standpoint.

Section 3.14 Chair of Location Campus Affairs

- (a) Shall be responsible for providing updates to the location campus Student Government Associations on relevant policy changes and decisions implemented by the Student Government Association.
- (b) Shall assist the Chair of the Intergovernmental Affairs Committee in leading a constitutional review ad hoc committee which is set up once a year to review the SGA Constitution and its governing bylaws.
- (c) Shall be responsible for conducting meetings, setting agendas, and other responsibilities reasonably incumbent upon a chair of a committee.
- (d) The Chair of the Location Campus shall nominate the Vice Chair of the Location Campus Committee

Section 3.15 Vice Chair of Location Campus Affairs

- (a) The Vice Chair, in consultation with the Chair, be responsible for committee record-keeping, minute-taking and other administrative tasks.

Amended by the Executive Board on April 1st, 2024.

- (b) The Vice Chair shall become Chair if the Office of the Chair is vacant.

Section 3.16 Chair of Recreation & Athletics

- (a) Shall be responsible for attending the Intercollegiate Athletics Committee.
- (b) Shall be responsible for attending the Student Athlete Advisory Committee.
- (c) Shall be responsible for reaching out to related student organizations, such as Pep Band and the Green Bandana Brigade.
- (d) Shall be responsible for making a reasonable effort to attend and promote university teams' home events.
- (e) Shall be responsible for promoting intramurals and UREC activities.

Section 3.17 Chair of Union & Dining

- (a) Shall be responsible for organizing collaborations (and seeking feedback from students) with the University Union and its staff.
- (b) Shall be responsible for seeking feedback from students regarding the University Union and its services.
- (c) Shall be responsible for seeking feedback from students regarding food services.
- (d) Shall be responsible for maintaining communication with the Environmental Affairs Committee regarding the composter operated by the University Union.

Section 3.18 Segregated University Fees Allocation Committee

- (a) The SUFAC's Executive Board representative shall be entitled to one vote.
- (b) The SUFAC shall operate under the jurisdiction of the SUFAC Bylaws.

Article IV. Amendments

Section 4.01 Amendment Process

- (a) Amendments to these bylaws shall require a 2/3 majority vote of the Executive Board.
- (b) Revisions to these bylaws for cases of grammatical mistakes may be made by a simple majority vote of the Intergovernmental Affairs Committee.