

UNIVERSITY OF WISCONSIN STOUT STOUT STUDENT ASSOCIATION CONSTITUTION AND BY-LAWS

OFFICIAL LAST UPDATED:

1 September 2009

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PREAMBLE

We the students of the University of Wisconsin-Stout, in order to provide for the development of an effective student democracy through responsible student participation in the policy and decision making process in education and student welfare, and for the promotion of campus justice, do ordain and establish this constitution of the Stout Student Association.

CONSTITUTION OBJECTIVE

The objective of this Constitution shall be to maintain a stable and united student government on campus of the University of Wisconsin-Stout. This constitution shall contain the student government name, responsibilities, and system of membership. This Constitution shall provide for two divisions of the one united government.

CONSTITUTION

Article I . Name

The name of this government shall be the Stout Student Association of the University of Wisconsin-Stout, hereinafter referred to as the S.S.A.

Article II . Purpose

All government responsibilities herein granted by federal, state, and local laws, the board of regents and the chancellor of the university shall be vested in the legislative and judicial division of the S.S.A.

Article III . MEMBERSHIP OF THE STOUT STUDENT ASSOCIATION

Section 1 . ASSOCIATION MEMBERSHIP

Part 1. A student shall automatically become a member of the S.S.A. upon enrollment at UW-Stout and payment of the Segregated University Activity fee.

Part 2. The S.S.A. shall consist of all UW-Stout students

Part 3. All S.S.A. members shall be given the right to vote in all the S.S.A. university wide elections.

Section 2 . DIVISIONAL MEMBERSHIP

Part 1. The S.S.A. members elected or appointed to the Legislative Division of the Judicial Division shall be limited full-time or part-time member with at least six (6) credits for undergraduates or graduate student and be in good academic standing according to the Academic Probation/Dismissal policy at UW-Stout.

Article IV . LEGISLATIVE DIVISION

Section 1 . POWERS

Part 1. All legislative powers herein granted shall be vested in a congress of the S.S.A. hereinafter referred to as the University Student Senate, U.S.S.

Part 2. A quorum shall be necessary to conduct business. Simple majority of the voting membership of the U.S.S. shall constitute a quorum. An affirmative vote of the majority of the U.S.S. voting membership shall constitute the decision of the U.S.S. Voting membership that shall constitute the decision of the U.S.S.

1. Simple Majority: 1 more than half of the filled positions, 8 minimum.
2. 3/5 Majority: 3/5 of the filled seats, 9 minimum.
3. 2/3 Majority: 2/3 of the filled seats, 10 minimum.
4. 3/4 Majority: 3/4 of the filled seats, 12 minimum. A minimum of fifteen (15) filled seats and dependent upon the number of
5. filled seats thereafter.

Section 2 . RESPONSIBILITIES

Part 1. To determine student policy of the S.S.A

Part 2. To allocate Segregated University Activity Fees available to the treasury of the S.S.A.

Part 3. To act as the representative voice of the student body on all levels of the University of Wisconsin System.

Part 4. To promote the university's functions, purposes, and responsibilities granted by the United States Constitution.

Part 5. To promote, review, and approve all S.S.A. activities and approve for recognition all student organizations.

Part 6. To ratify, by two-thirds (2/3) affirmative vote, the pool of eight (8) Associated Student Justices, two (2) Chief Justices and Advisor of the University Court, within the Judicial Division.

Section 3 . STUUDENT MEMBERSHIP

The student voting membership in the U.S.S. of the Legislative Division shall be:

Part 1. There shall be nineteen (19) Senators from the Undergraduate sector. The candidates shall run for their particular college; the candidate receiving the most votes shall get to choose their constituency group first, followed by the second, third, and fourth highest vote getters. These groups have been broken down based on a similar Senator to student ratio.

1. The constituency groups for the five (5) College of Management groups will be broken down as follows:
 - a. Business Administration
 - b. Hotel, Tourism and Restaurant Management
 - c. Golf Enterprise Management, and Retail Merchandising
 - d. Fall appointed Senator
 - i. Will work with the other four (4) College of Management Senators
2. The constituency groups for the five (5) College of Science, and Technology, Engineering and Mathematics groups will be broken down as follows:
 - a. Construction
 - b. Graphic Communications Management, Information and Communications Technology, Information Technology Management, and Apparel Design.
 - c. Computer Engineering, Engineering Technology, and Applied Math and Computer Science
 - d. Manufacturing Engineering, Packaging, Plastics, and Applied Science
 - e. Fall appointed Senator
 - i. Will work with the other four (4) College of Science, Technology, Engineering Mathematic Senators
3. The constituency groups for the five (5) College of Education, Health and Human Services groups will be broken down as follows:
 - a. Art Education, Family and Consumer Science Education, Marketing and Business Education, Special Education, and Technology Education
 - b. Human Development and Family and Consumer Studies, and Early Childhood Education
 - c. Psychology and Vocational Rehabilitation
 - d. Dietetics, Food Systems Technology, Career, and Technical Education and Training
 - e. Fall appointed Senator
 - i. Will work with the other four (4) College of Education, Health and Human Services Senators
4. The constituency groups for the three (3) College of Arts, Humanities, and Social Sciences groups will be broken down as follows:
 - a. Graphic Design, Industrial Design, and Technical Communication
 - b. Interior Design, Multimedia Design, and Studio Art
 - c. Fall appointed Senator
 - i. Will work with the other four (4) College of Arts, Humanities, and Social Sciences Senators
5. One (1) senator will represent the undecided undergraduates
6. The duties of the Senators shall include but not be limited to:
 - a. Serve as a representative on at least one (1) shared governance committee
 - b. Meet with the program director(s) for the major(s) they represent on an as needed basis
 - c. Report to the U.S.S. on issues of importance from their Shared Governance Committee(s)
 - d. Shall post and serve one (1) weekly office hour in the S.S.A. office
 - e. Shall attend weekly caucus and senate meetings

Part 2. Two (2) Senators from the Graduate School.

1. Of the two (2) senators from the Graduate School one (1) shall be from On Campus residence, and one (1) shall be from Off Campus residence.
2. The duties of the Senators representing the Graduate School shall include, but not be limited to:
 - a. Serve as a student representative on at least one (1) Shared Governance Committee.
 - b. Report to the U.S.S. on issues of importance from Shared Governance Committees.
 - c. Post and serve one (1) office hour per week in the S.S.A. office.

Part 3. Six (6) Senators representing organizations on campus.

1. One (1) Greek Senator
 - a. The Greek Senator shall be a member of one of the Greek organizations on campus.
 - b. The duties of the Greek Senator shall include but not be limited to:
 - i. Attend the Inter-Fraternal Council meetings and Panhellenic Council meetings at least once a month fulfilling their requirement of shared governance.
 - ii. Report to the U.S.S. on issues of importance from Greek Life
 - iii. Post and serve on (1) office hour per week in the S.S.A. office.
2. One (1) Religious Senator
 - a. The Religious Senator shall be a member of one of the religious organizations on campus.
 - b. The duties of the Religious Senator shall include but not be limited to:
 - i. Serve as a student representative on at least one (1) Shared Governance Committee.
 - ii. Report to the U.S.S. on issues of importance from Shared Governance Committees.

- iii. Post and serve on (1) office hour per week in the S.S.A office.
 - iv. Act as a liaison between students of and religious groups on campus.
- 3. One (1) Sports Club Senator
 - a. The Sports Club Senator shall be a member of at least one of the sports club organizations on campus.
 - b. The duties of the Sports Club Senator shall include but not be limited to:
 - i. Serve as a student representative on at least one (1) Shared Governance Committee.
 - ii. Report to the U.S.S. on issues of importance from Shared Governance Committees.
 - iii. Post and serve on (1) office hour per week in the S.S.A office.
 - iv. Report to the U.S.S. on issues of importance in Sports Clubs.
- 4. One (1) Diversity Senator
 - a. The Diversity Senator shall be a member of one of the diversity organizations on campus.
 - b. The duties of the Diversity Senator shall include but not be limited to:
 - i. Serve as a student representative on at least one (1) Shared Governance Committee.
 - ii. Report to the U.S.S. on issues of importance from Shared Governance Committees.
 - iii. Post and serve on (1) office hour per week in the S.S.A office.
 - iv. Assist the Director of Diversity when needed.
- 5. One (1) Inter-Residence Hall Association Senator
 - a. The Inter-Residence Hall Association Senator shall be an On-Campus student.
 - b. The duties of the Inter-Residence Hall Association Senator shall include but not be limited to:
 - i. Attend the Inter-Residence Hall Association meetings fulfilling their requirement of shared governance.
 - ii. Report to the U.S.S. on issues of importance from Inter-Residence Hall Association.
 - iii. Post and serve one (1) office hour per week in the S.S.A. office.
- 6. One (1) Athletics Senator
 - a. The Athletics Senator shall be a member of at least one of the athletic teams.
 - b. The duties of the Athletics Senator shall include but not be limited to:
 - i. Attend the Chancellor's Intercollegiate Athletics Advisory Committee meetings fulfilling their requirement of shared governance.
 - ii. Report to the U.S.S. on issues of importance from Intercollegiate Athletics.
 - iii. Post and serve one (1) office hour per week in the S.S.A. office.
- 7. One (1) Sustainability Senator
 - a. The Sustainability Senator shall be the chair of one (1) sustainability council.
 - b. The duties of the Sustainability Senator shall include but not be limited to:
 - i. This senator must appoint at least four to six (4-6) members to the S.S.A. sustainability council. Members are not required to be U.S.S. Senators.
 - ii. Hold at least one (1) meeting per week.
 - iii. Attend the Sustainability Committee meetings fulfilling their requirement of shared governance.
 - iv. Report to the U.S.S. on issues of importance on sustainability.
 - v. Post and serve one (1) office hour per week.

Article V . JUDICIAL DIVISION

Section 1 . POWERS

Part 1. All judicial powers hereinafter granted shall be vested in the courts of the S.S.A.

Section 2 . DUE PROCESS

Part 1. This University shall insure that every member of the University community be granted fundamental due process.

Section 3 . JURISDICTION OF THE UNIVERSITY COURT

The University Court Shall:

Part 1. Have jurisdiction for the interpretation of constitutions and policies of any recognized student organization, including the S.S.A. Constitution by-laws and policies when and only when specific challengers are brought before it.

Section 4 . MEMBERSHIP OF THE UNIVERSTIY COURT

Part 1. The University Student Court shall consist of a pool of eight (8) Associate Student Justices, two (2) Chief Justices who have voting power and one (1) advisor with non-voting membership.

Part 2. If any of the justices or advisor is a member of an organization in a dispute or challenge, they must step down until the challenge or dispute is resolved. The Vice President of the S.S.A. shall appoint replacement until the challenge or dispute is resolved.

Part 3. No advisor or justice may be a member of the Legislative Division of the U.S.S.

Article VI . STUDENT ORGANIZATIONS CODE OF CONDUCT

Part 1. All recognized organizations, subject to the powers of the Organizational Affairs Conduct Oversight Committee, shall adhere to the policies as stated in the Recognized Student Organizations Code of Conduct.

Article VII . AMENDMENTS TO THE CONSTITUTION

Section 1 . PROPOSAL

Part 1. Amendments may be proposed to this Constitution by a voting member of the U.S.S.

Part 2. Amendments may be proposed to this Constitution by a member of the Executive Branch.

Section 2 . PUBLICATION

Part 1. The proposed amendment, together with the parts affected by the amendment shall be publicized immediately after the first reading before the U.S.S.

Section 3 . READING

Part 1. The proposed amendment shall be read before the Congress of the Legislative Division, with some form of a copy distributed to each member of the Legislative Judicial Divisions. The Congress of the Legislative Division shall vote on the amendment not less than three (3) sessions following the reading.

Section 4 . VOTING BY THE ASSOCIATION

Part 1. Such amendment shall be approved by an affirmative vote of three-fourths (3/4) of the voting membership of the Legislative Division or by an affirmative vote of two-thirds (2/3) of the S.S.A.

BY-LAWS OF THE LEGISLATIVE DIVISION

Article I . NAME

The name of the governing body of the Legislative division shall be the University Student Senate, U.S.S.

Article II . PURPOSE

Section 1 . OBJECTIVES OF THE U.S.S. ARE:

Part 1. To provide representation for student's principles, desires, and interests.

Part 2. To provide representation with an opportunity to learn governmental procedures where the responsibility is vested in the students.

Part 3. To develop a system which will delegate responsibility among its members and ensure that the S.S.A. remains one (1) government.

Article III . RESPONSIBILITIES

The responsibilities of the U.S.S. are stated in Article IV, section 2 of the S.S.A. Constitution.

Article IV . ORGANIZATIONS OF THE S.S.A

Section 1. RECOGNIZED ORGANIZATIONS

Part 1. A recognized organization must have a constitution approved by the U.S.S. by two-thirds (2/3) vote of the Legislative Division.

Part 2. A recognized organization will abide by the S.S.A. Code of Conduct.

Part 3. Recognized organizations shall have the opportunity to be financed by the Financial Affairs Committee of the S.S.A.

Part 4. Recognized organizations of the S.S.A. shall be non-profit.

Article V. EXECUTIVE BRANCH OF THE S.S.A.

Section 1 . EXUCTIVE BRANCH

Part 1. The Executive Branch shall be within the domain of the Legislative Division of the S.S.A.

Part 2. The main objective of the Executive Branch shall be to insure the execution of the S.S.A Constitution.

Part 3. The Executive Branch of the S.S.A. shall include: President, Vice President, Director of Legislative Affairs, Director of Organizational Affairs, Director of Financial Affairs, Director of Public Relations, Director of Diversity, and Director of Creative Development.

Section 2 . MAJOR RESPONSIBILITIES

Part 1. The President:

1. Reports to the U.S.S.
2. Attends the scheduled meeting of the U.S.S. The President has table privileges, but no voting power.
3. Directs and attends the U.S.S. Executive Board Committee, has one voting privilege.
4. Cannot hold any other major office other than his/her delegate position.
5. Assures the implementation of the State Statue 36.09(5).
6. Chairs the scheduled meetings of the U.S.S. of the S.S.A.
7. Has veto power over all motions presented before the University Student Senate.
8. Shall be a member of the Chancellor's Council, Stout Foundation University Board of Directors, and attend Stout Alumni Association Board of Directors, and City Council when necessary.
9. Shall conduct meetings using parliamentary procedure.
10. Shall delegate work to the Executive Board as necessary.
11. Shall post and keep five (5) weekly office hours.
12. Act as a liaison between students, faculty, academic staff, administration, and the Menomonie community.

13. Shall appoint or have final approval of recommendations presented to the U.S.S. on any vacancies that occur, prior to the final approval of the U.S.S.
14. Be responsible for appointing and maintaining a pool of eight (8) Associate Student Justices, and two (2) Chief Justices to serve on the University Court.
15. Assist in selection of four (4) Student Justices and one (1) Chief justice from a pool to the University Court if and when a court case arises.
16. The President, in conjunction with the Dean of Students, shall appoint the chairperson and four (4) additional members of the OACOC from the U.S.S. as needed. With the approval of the U.S.S. of the S.S.A.

Part 2. The Vice President:

1. Reports to the U.S.S.
2. Attends the scheduled meetings of the U.S.S. The Vice President has table privileges, but no voting power.
3. Attends the S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office other than his/her delegate position.
5. Chair the meeting of the U.S.S. in the absence of the President.
6. Schedule the S.S.A. all-university elections. Supervise the elections according to Article V. Section 3 Parts 1, 2 and 3 of the Legislative Division by-laws. In addition, the clerk of the elections shall be responsible for the preparation of the ballots and the general supervision of the campaign. The Clerk of Election shall be the Vice President unless the Vice President is running for an office, the U.S.S. will then appoint the Clerk of Election.
7. Acts as treasurer for the U.S.S. of the S.S.A.
 - a. Develop and approve budget expenditures.
 - b. Complete paperwork for purchase requisitions, travel request, reimbursements, honorariums, and payrolls.
8. Shall post and keep five (5) weekly office hours.
9. Serve as a voting member on the Strategic Planning Committee.
10. Shall oversee all execution and development of office policies and procedures.
11. Coordinate S.S.A. evaluations each semester.
12. Responsible for recruiting S.S.A. volunteers for commencement ceremonies.
13. Coordinate and keep on file all S.S.A. Executive Quarterly reports.
14. Records the minutes of all U.S.S. meetings
15. Provides the U.S.S. of the S.S.A. with minutes and agenda before each scheduled U.S.S. meeting.
16. Keeps an updated minutes and motion file.
17. Maintain an official copy of all policies and procedures.
18. Shall maintain a list of standing committees and appointees to such committees.
19. Shall appoint an ad-hoc committee to assist him/her with the election process.
20. Shall assign the alphabetical breakdown of constituency for each of the four (4) Undergraduate college / school senators, and for each of the Graduate School senators. The assignment shall take effect upon confirmation of the elections results by the U.S.S. of the S.S.A.

Part 3. The Director of Legislative Affairs:

1. Reports to the U.S.S.
2. Attends scheduled meetings of the U.S.S. The Director of Legislative Affairs has table privileges, but no voting privilege.
3. Attends the S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office other than his/her delegate position.
5. Chairs the Legislative Affairs Committee of the U.S.S.
6. Keep students of Stout informed of current Local, State, and National Legislative issues, which directly affects them as students.
7. Act as Coordinator for Stout voter registration for the city of Menomonie and be a voter registrant.
8. Act as a lobbying force for Stout Students
9. Keep in contact with State Representatives.
10. Shall post and keep five (5) weekly office hours.
11. Shall attend or appoint a designee for the regular meetings of the City Council of Menomonie and subscribe to the council minutes.
12. To be aware of and inform Stout students of local, county, and state regulations involved in renting.
13. To seek information pertinent to specific cases, documents, sources, and outline sources of action concerning landlord/tenant activities.
14. To keep files of complaints on the behalf of the tenants and landlords.
15. Be familiar with small claims court process.
16. To keep an active working relationship and open lines of communication with the City of Menomonie and Chamber of Commerce.
17. To read and be well versed in the Guide to Off-Campus Living.
18. Shall consult with, and assign each Off Campus Senator to maintain regular communication with specific Menomonie City Council Person within two (2) weeks after the confirmation of the election results by the U.S.S. of the S.S.A.
19. Shall consult with, and assign each On Campus Senator to maintain regular communication with specific UW-Stout Residence Hall Council within two (2) weeks after the confirmation of the elections results by the U.S.S. of the S.S.A.

20. Shall assign newly appointed Senators to maintain communication with the appropriate On or Off campus governance structure as appropriate upon confirmation of the appointment by the U.S.S. of the S.S.A.

Part 4. Director of Organizational Affairs:

1. Reports to the U.S.S.
2. Attends the scheduled meetings of the U.S.S. The Director of the Organizational Affairs has table privileges, but no voting power.
3. Attends the S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office other than his/her delegate position.
5. Chairs the Organizational Affairs Committee of the U.S.S.
6. Recruits and submits student candidates for faculty and University committees for the Senate approval.
7. Keep file of all recognized organizations.
8. Shall post and keep five (5) weekly office hours.
9. Distribute Constitution Renewal Forms to all recognized organizations.
10. Advise organizations on constitutional questions.
11. Attends the Access to Learning Fee Committee meetings.
12. Introduces Constitutions and By-laws of newly formed organizations to the S.S.A. for approval.

Part 5. The Director of Financial Affairs:

1. Reports to the U.S.S.
2. Attends the scheduled meetings of the U.S.S. The Director of Financial Affairs has table privileges, but no voting power.
3. Attends S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office other than his/her delegate position.
5. Chairs the Financial Affairs Committee of the U.S.S.
 - a. Coordinate Budget Allocations, Assumes an advisor position
 - b. Oversees preparation of annual budget from the money allocated for the Student Activities Fee.
6. Supervise funded organization's spending.
7. Enforce FPP #20 and FPP #37
8. Develop and implement all policies pertaining to Segregated Fees.
9. Consult Advisor and Financial Affairs Committee on budget documentation.
10. Have monthly meetings with the Assistant chancellor and the Director of Budget and Financial Services to discuss segregated fees.
11. Shall post and keep five (5) weekly office hours.
12. Revise the S.S.A. Policies and Procedures for segregated fees at the beginning of each new fiscal year.
13. Shall abide by and enforce the S.S.A. Policy and Procedures for Segregated Fees.
14. Shall review and recommend Home/health insurance plan for the University student community.
15. Shall annually report the Segregated Fee Budget (allocable/ nonallocable) to the U.S.S.
16. Shall attend the Stout Student Technology Fee Committee meetings
17. In conjunction with the Director of Public Relations Coordinate and oversee a Housing Fair during the second semester, before fall contracts are sent out to on campus residents.
18. Be the Legal Service Coordinator of the S.S.A. legal services.

Part 6. The Director of Public Relations

1. Reports to the U.S.S.
2. Attends the Scheduled meetings of the U.S.S. The Director of Public Relations has table privileges but no voting power.
3. Attends the S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office than his/her delegate position.
5. Chairs the Public Relations Committee of the U.S.S.
6. Develop and administer public relation promotion for the S.S.A., with approval of the executive board and/or the U.S.S.
7. Coordinate the S.S.A. Spring Awards Banquet.
8. Submit press releases to local and campus newspapers and display advertisements.
9. Shall post and keep five (5) weekly office hours.
10. Coordinate the Medallion Awards.
11. Responsible for all nametags, badges, business cards, and paper supplies (letterhead, envelopes, etc.)
12. Coordinate website development for S.S.A.
13. In conjunction with the Director of Financial Affairs Coordinate and oversee a Housing Fair during the Second Semester, before fall contracts are sent out to on campus residents.

Part 7. The Director of Diversity

1. Reports to the U.S.S.
2. Attends the scheduled meetings of the U.S.S. The Director of Diversity has table privileges, but no voting power.
3. Attends the S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office other than his/her delegate position.
5. Chairs the Diversity Committee of the U.S.S.
6. Creates an on-campus network with groups represented by the Special Interest Senators.

7. Actively promotes open communication with community and UW-System schools concerning gender and multicultural related issues.
8. Keeps in contact with Stout Support Services Department regarding the recruitment and retention of multicultural students, staff, faculty, and administration.
9. Creates awareness and acts as resource person regarding sexual assault, sexual harassment, rape, incest, and other safety issues.
10. Inform students of legislation concerned with gender, multicultural and diversity issues on the local, state, and national levels.
11. Serve as a student representative on at least two (2) shared governance committees dealing with issues of Diversity.
12. Works with other Directors on projects to coordinate as appropriate.
13. Shall post and keep five (5) weekly office hours.
14. Shall work with the Diversity Committee every September to develop up to three (3) Diversity Priorities for the Academic School year. Priorities should align with the University-wide priorities whenever possible, and must be approved by the U.S.S. of the S.S.A.
15. Shall work with the Vice President, and Financial Affairs Director, as needed to find appropriate funding for programs related to priorities.
16. Shall work with diverse populations and student organizations to motivate students of diverse background to run for election, and apply for vacancies in the U.S.S.
17. Shall work with the Diversity Committee to research and collect data that they will use to inform and educate the U.S.S. of diversity issues, including but not limited to: gender, sexual orientation, disability, and multicultural concern.
18. Shall be a voting member of the Special Representation Committee.
19. Shall work with the Director of Academic Affairs to ensure student representation on the Equal Employment Opportunity/ Affirmative Action and the Diversity Education Committees.

Part 8. The Director of Creative Development

1. Reports to the U.S.S.
2. Attends scheduled meetings of the U.S.S. the Director of Creative Development has no voting power.
3. Attends the S.S.A. Executive Board Committee. Has one voting privilege.
4. Cannot hold any other major office other than his/her delegated position.
5. Shall post and keep five (5) weekly office hours.
6. Coordinate website development for the S.S.A with the Director of Public Relations.
7. Shall work as a member of the Public Relations Committee of the S.S.A. The Director of Creative Development has one voting privilege on this committee.
8. Shall have background in appropriate graphic design, web interface design and or web programming.
9. Shall work to enhance and adhere to establish visual schema guidelines of the S.S.A.
10. Shall work with Executive of the S.S.A. upon request to publish materials to the web.
11. Shall maintain, and be responsible for the maintenance of the S.S.A.'s web presence, including but not be limited to: The Off Campus Housing List, Subleasing Central, and the Stout Student Association Main Web site.
12. Shall publish the minutes of the S.S.A. to the web weekly.
13. Shall perform other duties as delegated by the President.

Section 3 . ELECTION OF OFFICERS

Part 1. Election of officers shall take place one (1) week prior to the election of senators.

Part 2. There shall be an absentee ballot for all S.S.A. elections. This ballot is for the S.S.A. members who may be off-campus because of illness or school business. This ballot may be obtained from the Clerk of the election committee and must be returned by 7:00 p.m. on the day prior to election day.

Part 3. The general election for officers shall take place on the second Thursday of April. If this date is not possible the specific date will be recommended by the Vice President and approved by the University Student Senate. The elected officers shall take office the Tuesday following officer elections.

Part 4. An officer of the Executive Branch shall hold no other major office in any University Organization.

Part 5. Each candidate must submit a petition bearing the signature of one hundred (100) members of the S.S.A. declaring his/her candidacy to the U.S.S. The petition shall be submitted at least two (2) full weeks prior to the election.

Part 6. Any candidates for the office shall be in good academic standing with the University according to the Academic Probation/Dismissal Policy and submit evidence of such status to the Clerk of the Election Committee for approval.

Part 7. The President of the S.S.A. shall have been enrolled in the UW-Stout's academic program for at least two (2) consecutive semesters and be in his/her third (3) consecutive semester.

Part 8. The Vice President and the Directors shall have been enrolled in the UW-Stout's academic program at least one (1) semester and in at least the second (2) consecutive semester at the time of the election.

Part 9. The Director of Public Relations shall prepare a list of the candidates and their activities to be published in the issue of the Stoutonia of the week preceding the election.

Part 10. Officers of the S.S.A. shall hold office beginning the meeting following officer elections for one calendar year, of until their successor takes office.

Section 4 . FILLING VACANCIES

Part 1. A President vacancy shall be filled by the Vice President of the S.S.A.

Part 2. Vice President and Director vacancies:

1. Shall be advertised for not less than two (2) weeks prior to the filling of the vacancy.
2. A petition containing one hundred (100) signatures from the S.S.A. must be presented to the U.S.S.
3. The vacancy shall be filled within three (3) weeks by majority vote of the U.S.S.

Part 3. Senator Vacancies:

1. Senator vacancies shall be filled upon recommendation from the Vice President of the S.S.A., with approval by the Majority of the U.S.S.
2. A retiring Senator may remain in an advisory capacity to his/her replacement for a period of two (2) weeks or three (3) meetings.

Section 5 . RETIRING OFFICERS

The retiring Executive Officers shall remain in an advisory capacity to the student government until the end of the term in which he/she was to fill.

Section 6 . REMOVAL OF OFFICERS

An Executive Officer shall be removed from office for not fulfilling the responsibilities of the position as outlined in Article V, Section 2 of the S.S.A. By-Laws.

Section 7 . PROCEDURE FOR REMOVAL OF OFFICERS

Part 1. Complaint Procedure:

1. A resolution shall be brought forth from the accuser detailing the charges against the accused and given to the President to initiate the impeachment hearing. If the President is the accuser or accused the Vice President shall receive the resolution. If the Vice President is the accused or accuser then the resolution shall be given to the next person in the order of succession. The succession shall follow the officer progression; if this is not possible the caucus leader shall receive the complaint.
2. The President shall hand deliver the resolution to the accused. If the president is the accused then the Vice President shall deliver the accused. If the president of Vice President cannot deliver the resolution the order of succession shall follow the officer progression, if this is not possible the caucus leader shall hand deliver the complaint.

Part 2. Resolution Hearing:

1. The President will preside over the hearing. If the President is the accused the Vice President will chair the hearing, if the president or Vice President cannot chair the chairing the order of succession shall follow the officer progression, if this is not possible the caucus leader will preside over the hearing.
2. The chair shall not hear the resolution until at least one session of the U.S.S. of the S.S.A. has passed since the resolution has been received by the accused.
3. The tabling privileges of the accused and accuser will be suspended until action has been taken on the resolution.
4. The resolution must be passed by two-thirds (2/3) vote with constitutional quorum within the U.S.S. of the S.S.A. in order to initiate the impeachment proceedings.
5. If the resolution is passed the meeting shall be suspended. There will be fifteen (15) minute recess.

Part 3. Impeachment Proceedings:

1. The accuser will speak up to ten (10) minutes to the resolution. Followed by the accused speaking up to ten (10) minutes in a rebuttal. Their comments will be directed to the chair. The chair of the proceedings will keep time.
2. The floor will be open to questions from the Senate. The accused and the accuser will be allowed to respond to questions. The accused and accuser will have a one (1) minute time limit for each response.
3. The accuser and accused will have a two (2) minute closing statement.
4. The accuser and accused shall leave the current session during the voting process.
5. The resolution must pass or fail with a three-fourths (3/4) vote of constitutional quorum in the affirmative.
6. If found guilty by an affirmative vote senate shall motion a penalty by two-thirds (2/3) vote .
7. The penalty shall either be:
 - a. Warning
 - b. Removal from office
8. If necessary, follow through the progression of officers, as listed in the constitution.

Section 8 . SPECIAL REPRESENTATION PROVISIONS

Part 1. At least one member of the Executive Board Committee or a designated delegate must be present on campus throughout the calendar year.

This representative shall act as the official spokesperson of the S.S.A.

Part 3. This officer shall make provisions for his/her official representation if he/she must leave campus for a period of more than one week.

Article VI. MEMBERSHIP OF LEGISLATIVE DIVISION

Section 1 . UNIVERSITY STUDENT SENATE MEMBERSHIP

Part 1. The voting members of the U.S.S. shall be in compliance with Student Membership, Article IV, Legislative Division.

Part 2. The non-voting members of the U.S.S. shall be in compliance with Student Membership, Article IV, Legislative Division.

Part 3. Any member of the U.S.S. shall be in good academic standing with the University as defined by the Academic Probation/Dismissal Policy

Part 4. Any member of the U.S.S. shall hold office for one (1) calendar year beginning the meeting following officer elections.

Part 5. The U.S.S. shall have at least one (1) advisor with a non-voting seat, appointed by the U.S.S. and approved by the Chancellor of the University.

The Advisor(s) may be from academic staff, faculty or administration.

Section 2 . ELECTION OF SENATORS

- Part 1. The five (5) senators from the College of Human Development; the five (5) senators from the College of Arts and Sciences; the five (5) senators from the College of Human Development; the five (5) senators from the College of Technology, Engineering and Management; the two (2) Graduate School Senators; and six (6) Organizational / Athletic Senators shall be elected by all students that are members of the S.S.A.
1. The Sports Club Senator shall be appointed to the U.S.S. by a recommendation of the Sports Club Commission.
- Part 2. Of the five (5) senators from the School of Education; College of Arts and Sciences; College of Human Development; College of Technology, Engineering & Management, at least one (1) shall be from an On Campus Residence and at least one (1) shall be from an Off Campus Residence.
- Part 3. The Clerk of Elections shall verify candidate eligibility prior to the election.
- Part 4. The general election for senators shall take place one week following officer elections. If this date is not possible the date will be recommended by the Vice President and approved by the University Student Senate. The elected senators shall take office the Tuesday following senator elections.
- Part 5. One (1) seat from every college, four (4) senators total, shall be elected in the fall. The election for these senators shall take place before the 3rd week of the second quarter. The specific date will be recommended by the Vice President and approved by the Senate. The elected senators shall take office the Tuesday following elections.
- Part 6. Each candidate shall submit a petition signed by fifty (50) members of the S.S.A. no later than (2) weeks before the elections. Petitions may be filed with the clerk of the Election Committee.
- Part 7. The U.S.S. by a majority vote, shall elect a senator for a group that is not sufficiently organized to elect its own senator(s). The Vice President shall recommend candidates for the position to the Senate.
- Part 8. If an Organizational / Athletic Senator ceases to be a member of the group from which he/she is elected, his/her Senate membership shall be automatically terminated.
- Part 9. A senator may be elected to represent one (1) and only one (1) senator position.

Senator 4 . VACANCIES

- Part 1. A vacancy in any position shall be filled by an eligible member of the respective group in which the vacancy has occurred, upon recommendation of the Vice President and confirmation by the U.S.S. If such a candidate cannot be found, any student in good academic standing may be considered eligible to fill the vacancy. The vacancy shall be filled by the recommendation of the Vice President and confirmation of the U.S.S.
- Part 2. A retiring senator may remain in an advisory capacity to his/her replacement for a period of two (2) weeks or three (3) meetings.

Section 5 . REMOVAL OF SENATORS

- Part 1. A senator shall be removed from their position for not fulfilling the responsibilities of the position as outlined in Article IV, Section 3 of the S.S.A. Constitution.
- Part 2. A list of charges containing the signatures of five (5) voting senators of the U.S.S. of the S.S.A. must be submitted to the Senate at least one (1) scheduled meetings prior to the vote by the U.S.S. of the S.S.A.
- Part 3. Must be approved by two-thirds (2/3) vote of the U.S.S.
- Part 4. Any senator may be removed from office by a three-fourths (3/4) vote of the U.S.S. providing he/she is given at least one (1) week's notice before the vote is taken. The reasons for removal must be entered in the U.S.S. minutes. The organization shall be notified and a copy of the minutes shall be sent to the organization the senator represents.

Article VII . MEETINGS

Section 1 .

The U.S.S. shall meet weekly on Tuesdays. The President of the S.S.A. shall call special meetins when needed or requested by one quarter (1/4) of the voting membership of the U.S.S.

Section 2 . UNEXCUSED ABSENCES

- Part 1. An unexcused absence shall be made upon the discretion of the President of the S.S.A.
- Part 2. Members shall be automatically eliminated from the U.S.S. upon obtaining three (3) unexcused absences in any semester.
- Part 3. An absence from meetings shall be defined as not being present at the initial roll call or any roll call thereafter. If a member of the U.S.S. is absent at the initial roll call, and does not attend the rest of the meeting; the maximum number of absences that member may obtain is one (1) for that meeting.
- Part 4. The Vice President of the S.S.A shall notify any member of the U.S.S., in writing, who has only one (1) unexcused absence left by a letter within two (2) days after obtaining the unexcused absence. A copy of this letter must also be given to the President.
- Part 5. An absence form the Caucus, shared governance, office hours, or tardy shall be one half (1/2) absence. An absence from an S.S.A. meeting or standing committee shall be one (1) absence.

Section 3 .

An absence from the U.S.S. meeting shall be defined as not being present at any roll call.

Section 4 .

Lateness shall be defined as entering the scheduled meeting after the first roll call was taken. This does not include a roll call vote.

Section 5 .

Any absence which occurs because of U.S.S. business and can so document the necessity of the business will be excused.

Article VIII . SPECIAL PROVISIONS

Section 1 . ALLOCATION OF SEGREGATED UNIVERSITY ACTIVITY FEE

- Part 1. No money shall be allocated to organizations unless a proposed budget, signed by the President, Treasurer, and Advisor of the organization, has been submitted to the Financial Affairs Committee of the U.S.S.
- Part 2. S.S.A. recognized organizations must be in compliance with the S.S.A. Policies and Procedures for Segregated Fees to apply for any segregated fee money.
- Part 3. Upon approval of the annual budget of the U.S.S., by the U.S.S., and the Chancellor of the University, funds shall be allocated by the U.S.S.

Section 2 . MAJOR OFFICES

- Part 1. A major office shall be an elected member of the S.S.A. Executive Board and/or Executive officer of a recognized organization.
- Part 2. No U.S.S. Executive or Senator may hold more than one (1) major office at one time, unless approved by the Dean of Students.

Section 3 . VETO POWER

- Part 1. If the President of the S.S.A. disapproves a motion for any reason, he/she should write the word "veto" on the motion and return to the next meeting with his/her reasons to the U.S.S. The President of the S.S.A. shall veto the entire motion.
- Part 2. If three-fourths (3/4) of the U.S.S. voting members repass the motion over his/her veto, the motion carries.

Article IX . STANDING COMMITTEES

Section 1 . COMMITTEE MEMBERSHIP

- Part 1. All standing committee voting members shall be U.S.S. Senators, with each committee comprised of a minimum of two (2) voting senators, but no more than five (5) voting senators
- Part 2. Each committee chairperson and voting membership, if not provided, shall be appointed by the President of the S.S.A. and voted on by the U.S.S.
- Part 3. Additional non-voting members shall be selected by the voting members.
- Part 4. Not attending a committee counts as a half (1/2) absence.
- Part 5. Vacancies must be verified through the Committee Chair before an appointment to a standing committee can be made.
- Part 6. All appointments to standing committees must be made out of caucus.

Section 2 . ACADEMIC AFFAIRS COMMITTEE

- Part 1. The chairperson and four (4) senators shall serve on this committee. The Vice President shall be the chairperson for this committee.
- Part 2. The purpose of the Academic Affairs Committee shall be:
1. To serve as an assistant to the Vice President as he/she deems necessary.
 2. To handle tasks delegated by S.S.A.
 3. Serve as a voice of the Students on appropriate bodies concerning academic affairs.
 4. Study and take necessary action in the area of academic affairs on behalf of the U.S.S.
 5. Study the need for academic reform and propose needed change on behalf of the U.S.S.
 6. Propose major academic affairs policies to the U.S.S.

Section 3 . FINANCIAL AFFAIRS COMMITTEE

- Part 1. The chairperson and five (5) additional voting Senators shall serve on this committee. The director of Financial Affairs shall be the chairperson of this committee. One advisor of the U.S.S. shall serve on the committee with non-voting privileges.
- Part 2. The responsibility of the Financial Affairs Committee is to prepare an annual budget and consider any additional appropriations.
- Part 3. Requests for budgeting appropriations from the Segregated University Activity Fee shall be dealt with in the following manner: Recognized organizations under the Legislative Division shall present an itemized budget to the U.S.S. Financial Affairs Committee for recommendations to the U.S.S.
- Part 4. One member of the Financial Affairs Committee shall be the student representative on the University Budget and Finance Committee.

Section 4 . ORGANIZATIONAL AFFAIRS COMMITTEE

- Part 1. The chairperson and three (3) voting members and an approved non-voting advisor shall serve on this committee. The Organizational Affairs Director shall be the chairperson of this committee.
- Part 2. The responsibilities of the committee shall be:
1. To review the S.S.A. Constitution and By-Laws annually.
 2. To review and introduce all constitutions for new organizations applying for reactivation or reinstatement coming before the U.S.S.
 3. To review all constitutions recognized by the U.S.S.
 4. Responsible for any revisions to the policy statement on Obligation of Recognition, Rights, Conduct and Discipline.

Section 5 . LEGISLATIVE AFFAIRS COMMITTEE

- Part 1. The chairperson, four (4) additional voting senators and one (1) advisor shall serve on the committee. The Director of Legislative Affairs shall be the Chairperson on this committee.
- Part 2. The purpose of this committee shall be:
1. To disseminate all information to the State Legislature, Central Admission, the Board of Regents and United Council.
 2. To analyze and summarize legislative and systems policy.
 3. To make recommendations to the U.S.S. concerning legislative and system policy.

4. To provide and effective lobbying force for both on and off campus students.
5. To coordinate voter registration.

Section 6 . PUBLIC RELATIONS

- Part 1. The chairperson and three (3) additional voting senators shall serve on this committee. The Director of Public Relations shall be the Chairperson of this committee.
- Part 2. It shall be the prime responsibility of this committee to make available to the University community all S.S.A. information and material. This should be done through various media such as the Stoutonia, WVSS, printers, etc.
- Part 3. It shall be the responsibility of the Public Relations Committee to nominate members from the S.S.A. to Who's Who Among Students in the American Colleges and University, and for receipt of the Medallion Award. Such nominations shall be confirmed by the S.S.A.
- Part 4. It shall be the responsibility of the Committee to work with the Administration to establish all polices governing advertisements on the Stout campus.

Section 7 . DIVERSITY COMMITTEE

- Part 1. The chairperson and four (4) voting senators shall serve on this committee. The Director of Diversity shall be the Chairperson of this committee.
- Part 2. Shall work with the Director of Diversity to research and collect data that they will use to inform and educate the U.S.S. of diversity issues, including but not limited to: gender, sexual orientation, disability, and multicultural concern.
- Part 3. It shall be the responsibility of this committee to assist the University in the administration of a yearly campus wide safety check. The Diversity Committee will be responsible for the presentation of this information to the U.S.S.
- Part 4. It shall be the responsibility of this committee to develop at least three (3) informative or educational activities to create awareness on diversity issues to the University Community. A minimum of one (1) activity per Diversity Priority must be held, additional activities may also be held.
- Part 5. Shall work every September to develop up to three (3) Diversity Priorities for the Academic Year. Priorities should align with University Priorities whenever possible, and must be approved by the U.S.S. of the S.S.A.
- Part 6. It shall be the responsibility of this committee to conduct at least two (2) diversity training sessions with the U.S.S. per semester. At least one training session each semester must be cooperatively conducted with another office on campus, including but not limited to: The Multicultural Affairs Office, the Affirmative Action Office, the International Office, Housing and Residence Live, or Involvement and Leadership.
- Part 7. All members of Diversity Committee shall also serve as members of the Student Representation Committee.

Section 8 . ORGANIZATIONAL AFFAIRS CONDUCT OVERSIGHT COMMITTEE

- Part 1. The Chairperson and four additional voting members shall serve on this committee. The Chairperson and all members shall be members of the S.S.A. and be appointed to such committee by the President of the S.S.A. with the approval of the U.S.S.
- Part 2. The purpose of the Organizational Affairs Conduct Oversight Committee shall be:
1. Determine violations of the Student Organizations Code of Conduct as outlined in the Student Organizations Code of Conduct.
 2. Determine appropriate sanctions to violations of the Student Organizations Code of Conduct as outlined in the Student Organizations Code of Conduct.
 3. Maintain a database of information relating to student judicial processes, and precedent setting cases from peer institutions.

Section 9 . SPECIAL REPRESENTATION COMMITTEE

- Part 1. The President, Vice President, Director of Diversity, Director of Public Relations, and the members of the Diversity Committee shall serve on this committee. The President shall be the Chairperson of this committee.
- Part 2. It shall be the responsibility of the committee to convene as necessary to ensure that at least one member of each standing committee of the S.S.A. has sufficient background on issues of Diversity.
- Part 3. The committee shall work with students of diverse background, and diversity organizations to encourage a diverse population to run for SSA elections, and apply for vacancies of the U.S.S.
- Part 4. The committee shall work with the President and Vice President of the S.S.A. during hiring processes, to ensure compliance with Affirmative Action, and Equal Opportunity.

Article X . INTERNAL MEMBERSHIP

Section 1 . CAUCUS AND EXECUTIVE BOARD COMMITTEE

- Part 1. All members of Caucus and Executive Board Committee shall be U.S.S. members.
- Part 2. Not attending Caucus will count as half (1/2) an absence. Executive board Committee will count as one (1) absence.
- Part 3. The committee chairperson or their appointee, is required to document attendance at each meeting and submit attendance to the Vice President.

Section 2 . CAUCUS

- Part 1. The Caucus Leader, and all senators shall serve on this committee. The Caucus Leader shall be the Chairperson of Caucus. Three-fifths (3/5) of the senators are required for a quorum. Caucus may sponsor legislation be a simple majority vote.
- Part 2. The purpose of Caucus shall be:
1. To review, develop, and discuss upcoming S.S.A. legislation.
 2. It shall be the responsibility of Caucus to review internal/external problems of the S.S.A. and make recommendations to the U.S.S.
 3. It shall be the responsibility of Caucus to assist in the guidance of S.S.A. actions.

Section 3 . EXECUTIVE BOARD COMMITTEE

- Part 1. The Chairperson, Vice President, and all Directors shall serve on this committee. The President shall be the Chairperson of this committee.

Two-thirds (2/3) of the executives are required for quorum. The Executive Board Committee may introduce legislation with two-thirds (2/3) majority vote.

Part 2 . The purpose of this committee shall be:

1. To insure the executive of the S.S.A. Constitution, by-laws, standing rules, policies, and procedures and all S.S.A. business actions deemed necessary.
2. To review, develop, and introduce upcoming S.S.A Legislation.
3. Direct the S.S.A.
4. Review, recommend, and implement all internal and external actions by the S.S.A.

Article XI . SPECIAL EMPLOYEES OF THE S.S.A.

Section 1 . EMPLOYEES

Part 1. The Employees of the S.S.A. shall be appointed by the President of the S.S.A., upon consultation with the Executive Board Committee, and final approval of the U.S.S.

Part 2. Employees of the S.S.A. shall include, but not be limited to: Winter Representatives, and two (2) Summer Representatives.

Section 2 . MAJOR RESPONSIBILITIES

Part 1. Summer Representative (1)

1. Shall fulfill the duties as outlined in Article V, Section 8 of the Legislative Bylaws "SPECIAL REPRESENTATION PROVISIONS"
2. Shall post and keep weekly office hours.
3. Shall begin work on or before the first day of the first session of summer classes, and end work during the first week of classes in the fall semester.
4. Shall work with the Director of Financial Affairs to provide students with Student Health Insurance Information.
5. Shall work with the Director of Public Relations and the Director of Creative Development to perform needed maintenance to the Off Campus Housing Site / Subleasing Central, and perform troubleshooting as necessary with users.
6. Shall perform other duties as delegated by the President of the S.S.A. Duties may include, but should not be limited to:
 - a. Plan the S.S.A. Week One Ice Cream Social
 - b. Prepare Senator Handbooks
 - c. Plan the S.S.A. Executive Retreat
 - d. Plan the S.S.A Senator Training
 - e. Assist in Planning the Organization Recognition / Renewal Process
 - f. Organize & Purchase Office Supplies
 - g. Attend the Chancellor's Advisory Council, and other Shared Governance Committee meetings as needed
 - h. Assist the Involvement and Leadership Center in the planning and execution of the Commuter Student Breakfast

Part 2. Summer Representative (2)

1. Shall post and keep weekly office hours.
2. Shall begin work on or before the first day of the first session of summer classes, and end work during the first week of classes in the fall semester.
3. Shall perform special job duties as assigned by the President. Duties may include, but should not be limited to:
 - a. Specific Web Assignments
 - b. Work on behalf of any member of the Executive Board
 - c. Assist the Summer Representative (1) in performing job duties as assigned.

Part 3. Winter Representative

1. Shall fulfill the duties as outlined in Article V, Section 8 of the Legislative Bylaws "SPECIAL REPRESENTATION PROVISIONS".
2. Shall post and keep weekly office hours.
3. Shall begin work on or before the last day of the fall semester of classes, and end work during the first week of classes in the spring semester.
4. Shall work with the Director of Financial Affairs to provide students with Student Health Insurance Information.
5. Shall work with the Director of Public Relations and the Director of Creative Development to perform needed maintenance to the Off Campus Housing Site / Subleasing Central, and perform troubleshooting as necessary with users.
6. Shall perform other duties as delegated by the President of the U.S.S.

Article XII . AMENDMENTS TO THE S.S.A. BY-LAWS

Section 1 .

The proposed amendments shall be read and discussed at the meeting of the U.S.S.

Section 2 .

Typewritten statements of the proposed amendments shall be given to each member of the U.S.S.

Section 3 .

Such amendments shall be submitted to the members of the U.S.S. for a vote of not less than two (2) weeks following the first meeting. Amendments of the U.S.S. by-laws shall require the approval of a two-thirds (2/3) vote of the U.S.S.

BY-LAWS OF THE JUDICIAL DIVISION OF THE S.S.A.

Article I . NAME

The name of the S.S.A. Judicial Division shall be the University Court.

Article II . PURPOSE

Section 1 .

The purpose of the University Court is to maintain established standards by helping students and organizations understand their responsibility to the University Community. The University Court focuses on peer involvement, which will lead to an improved educational experience for students. This is an opportunity for students to formally respond to the actions of their peers within the philosophy of the mission, vision, and policies of the University of Wisconsin State Statute 36.09 (5).

During all proceedings, the University Court shall be advised by a faculty or staff member of the University appointed by the President of the Stout Student Association in collaboration with the Dean of Students.

Article III. RESPONSIBILITIES

Section 1 .

The individual responsibilities of individuals who serve on the University Court include, but are not limited to:

Part 1. To be knowledgeable of University policies and procedures, judicial policies and procedures as well as standards of behavior / operations for Recognized Student Organizations.

Part 2. To be objective

Part 3. To represent the interests of all students; not individual organizations.

Part 4. To read complaints and familiarize themselves with the cases prior to the hearings.

Part 5. To remove themselves in a particular case if they have a bias or direct involvement in the case, or are members of the organization under charges.

Part 6. To attend all hearings.

Part 7. To keep confidential all proceedings, discussions, and votes.

Part 8. To audio or videotape all hearings so a complete record is on file in the event of an appeal.

Part 9. Serve for the duration of the review board proceedings unless removed because of affiliation with the pending case.

Part 10. Remain in good standing throughout their term, review board proceedings or court hearings.

Section 2 . Orientation of University Court Justices:

Part 1. Orientation sessions shall be held for members of the University Court and shall be conducted by the advisor of the Court and/or qualified designees. Members must complete the orientation process prior to serving on the adjudicating Court.

Part 2. The University Court shall convene at minimum, once every month during the academic calendar year, as determined by the President of the Stout Student Association and the Chief Justice of the University Court. Consistent and on-going judicial training is essential for optimum practices and knowledge of current trends in student, high education, & judiciary affairs.

Article IV . ORGANIZATIONS OF THE JUDICIAL DIVISIONS

Section 1 . Member Selection:

The University Court shall consist of seven (7) students appointed by the President of the Stout Student Association in collaboration with the Dean of Students and/or designee and the advisor. The University Court Justices shall be selected from a pool of potential Court members. At any given hearing, quorum shall be majority plus one.

In addition to the seven (7) Court Justices, one University Court Chief Justice will be appointed by the President of the Stout Student Association and the Court advisor. His / her primary responsibilities include collaboration and facilitation of conduct hearings and oversight of essential judicial training for Court Justices.

All Court Justices shall be students in good standing (2.0 GPA on a 4.0 scale) with the university and carry a 34 time academic credit load to be eligible for appointment.

Section 2 . Term of Office

These appointments are two (2) year terms and are made in the period of April through the following academic calendar year (to follow Stout Student Association elections/appointments). University Court Justices may serve consecutive terms, upon the approval of the President of the Stout Student Association, the Dean of Students and Court advisor and/or designees.

Section 3 . PROCEDURES FOR FILING A COMPLAINT

Part 1. Formal Adjudication: The University Court has jurisdiction for the interpretation of constitutions and policies of any recognized student organization, including the S.S.A. Constitution by-laws and polices when and only when specific challenges are brought before it.

Part 2. Only Non-Conduct related Complaints may be submitted for formal adjudication. All conduct – related complaints must be handled through the Organizational Affairs Conduct Oversight Committee procedures as outlined in the Student Organization Code of Conduct.

i. Any student, faculty or staff member of the University, or member of the public may file a challenge against a Recognized

Student Organization with the Chief Justice of the University Court. A complaint must be in writing and include as much of the following information as possible:

- A. Detailed description of the alleged violation.
- B. Date, time, and place of the alleged violation.
- C. Name of organization(s) involved in the alleged violation.
- D. Name of individual(s) involved in the alleged violation.
- E. Name and address of the person(s) filling the complaint (complainant).
- F. Any and all other legal documentation of the alleged violation (when readily available).

All written complaints must be filed with the University Court within one academic calendar year (9 months) of when the incident in question occurred. This policy is not to supersede any organizational, University, local, state or federal statute of limitations as defined by such laws / ordinances.

Complaints must be submitted to the Chief Justice Directly, or may be submitted through the Student Organization Center.

Part 3. Appeal Hearings: A written request for a hearing must be submitted by the president / chairperson of the student organization to the Chair of the OACOC within five (5) business days of receipt of the report. A copy of the written request will then be forwarded to the President of the Stout Student Association, who will convene the University Court to hold a hearing.

Section 4 . HEARING PROCEDURES OF THE UNIVERSITY COURT

Part 1. If a student organization requests a hearing, or a hearing is required to be scheduled, the President of the Stout Student Association will take the necessary steps to convene the University Court, and will schedule the hearing within ten (10) business days of receipt of the request or written report (coinciding with the University academic calendar). The hearing will be conducted within then (10) business days of the request or written report, unless a different time period is mutually agreed upon by the student organization and the OACOC (when involved), or is ordered or permitted by the University Court (coinciding with the University academic calendar).

Part 2. Once the hearing is scheduled, the organization under charges and the OACOC (when involved) will receive the following information from the President of the Stout Student Association and/or the University Court Chief Justice in writing at least five (5) business days before the hearing:

- j. Written notification of the date, time and location of the hearing.
 - i. A statement of the charges against the organization.
- f. A copy of the Student Organization Conduct Procedures.

Part 3. A Recognized Student Organization under charges has the right to have the charges heard by a board of its peers. The board of original jurisdiction for all conduct cases involving Recognized Student Organizations is the OACOC of the Stout Student Association. All cases not involving conduct fall in the direct jurisdiction of the University Court.

Part 4. Current student leaders of the organizations being charged will present the student organization's case at the hearing. Advisors and other representatives may be present at the hearing but will not be allowed to speak unless called as a witness by the University Court. The Stout Student Association is required to limit attendance to the normal size of a hearing room.

Part 5. If the given student organization representatives are unable to attend the hearing, two (2) business days notice must be given to the President of the Stout Student Association. There will only be one (1) rescheduling of the University Court hearing. If either party is unable to attend the rescheduled hearing, any and all previously submitted written documentation and evidence shall stand and will be used to determine a basis for any judgment.

Part 6. The University's case will be presented by the OACOC (when involved).

Part 7. All hearings will follow the requirements of the Wisconsin Open Meeting Law.

Part 8. At the beginning of the hearing the Chief Justice of the University Court will:

- i. Call the meeting to order.
- ii. Record attendance.
- iii. Ask those present to introduce themselves and state their association with the case. (Faculty/staff Advisors for the organization under charges may attend and participate in the hearing; however, the current student leaders shall conduct the defense).
- iv. Explain the procedure to be followed during the hearing and answer any questions related to the proceedings.
- v. The Chief Justice will read aloud the charges against the organization in question.
- vi. The Chief Justice will ask the organization under charges to state whether it admits or denies any or all charges.

Part 9. If the organization under charges admits to the charges:

- i. The Chair of the OACOC (when involved) and one presenter for the organization will each be allowed no more than ten (10) minutes to address the University Court. After each presentation, members of the University Court may ask questions of the presenter.
- ii. The University Court will then move to a vote in order to go into a closed session to deliberate on the case and the sanctions.

Part 10. If the organization under charges denies the charges:

- i. The Chair of the OACOC (or complainant in non-conduct related cases) will be permitted to make opening remarks (limited to ten minutes).
- ii. A designated presenter for the organization will be permitted to make opening remarks (limited to ten minutes).

- iii. The Chair of the OACOC (or complainant in non-conduct related cases) will present the University's case and evidence by calling and questioning witnesses one at a time. After the Chair of the OACOC (or complainant in non-conduct related cases) has questioned each witness, the designated presenter for the student organization may question the witness and then members of the University Court may ask questions of the witness.
- iv. A designated presenter from the student organization will then present the student organization's case and evidence by calling and question witnesses one at a time. After the student organization presenter has questioned each witness, the Chair of the OACOC (or complainant in non-conduct related cases) may question the witness and then members of the University Court may ask questions of the witness.
- v. The Chair of the OACOC (or complainant in non-conduct related cases) will be permitted no more than ten (10) minutes to make closing remarks.
- vi. A designated presenter for the student organization under charges will be permitted no more than ten (10) minutes to make closing remarks.

In all cases, it is the discretion of the Chief Justice of the University Court to determine the appropriateness of any questions asked or evidence presented. Evidence and questions must be shown to be directly relevant to the incident being reviewed. Character witnesses, hearsay, and unduly repetitive testimony will not be allowed.

Once all evidence and testimony has been heard, the University Court shall offer a motion and pass it in order to move into closed session for deliberation. The University Court will deliberate at a time and place determined by the Court. The University Court will issue its findings and decisions in writing to the parties involved. This shall be done no later than five (5) business days from the completion of the hearing.

Section 5 . RANGE OF POSSIBLE SANCTIONS

Possible sanctions, which the OACOC and University Court may recommend / impose upon a student organization, its members and/or designees include, but are not limited to:

Disciplinary Warning. A written warning that the conduct of the student organization was not appropriate and must not be repeated.

Disciplinary Probation. A status in which the student organization may remain recognized by the Stout Student Association and University only upon the condition that the organization complies with specific standards of conduct or other requirements or restrictions on privileges, for a specified period of time, not to exceed 36 months. Probation will allow for the use of University facilities, including services provided to student organizations. But all use must first be approved by a OACOC-APPOINTED FACULTY/STAFF MEMBER. Probation may also have several conditions attached. Student organizations currently on disciplinary probation that are found guilty of further misconduct will be subject to a minimum of one semester disciplinary suspension o f University recognition. (This will be a final decision, not open to appeal).

Disciplinary Suspension of University Recognition (includes loss of University privileges and services). A loss of University recognition with resultant loss of all student organization rights and privileges for specified length of time, not to exceed 36 months.

Revocation of University Recognition. A permanent termination of University recognition for a student organization with resultant loss of all student organization rights and privileges. This is intended for a student organization with resultant loss of all student organization rights and privileges. This is intended to be a permanent decisions, and may only be carefully reconsidered after a period of at minimum, four (4) calendar years from date of imposed sanction, and only upon the approval of the Chancellor and/or appointed designee.

Funds Freeze. This would impose a hold on the student organization's event/activity funding as provided and allowable through Allocable Segregated University Fees (ASUF). This is intended to freeze organizational funds for a 6-9 month period from date of imposed sanction.

Loss of University Privileges / Services. (i.e. use of University facilities, intramural activities, use of Student Organization Center services).

Restitution. (i.e. organization may be required to pay for damages).

Fines. (i.e. organization may be required to pay a sum of money, the amount of which shall be determined through conduct hearing process).

Community Service. Requirement of the organization to organize and/or participate in specified community service activities or events in collaboration with university / community officials.

Education Program. This would require attendance/participation, and/or organization in educational programs for the organization, members and/or campus community.

Specific Conditions Related to Organization Functions and Activities. Limitations or parameters may be placed on the activities and functioning of the organization.

Section 6 . CONCLUSION

The University Court shall send their final decision in written form to the president and advisor of the student organization and the Chair of the OACOC within five (5) business days of reaching their decision. The University or Stout Student Association may issue a press release at the conclusion of any case to inform the campus community of the outcome of the decision.

Section 7 . APPEAL PROCESS

If the sanction(s) prescribed by the University Court is suspension or revocation of University recognition, the organization may appeal the decision to the Chancellor (or appointed designee) of the University to review the decision of the Court based upon the record. If the sanction recommended by the OACOC was suspension or revocation of University recognition and the University Court did not support the recommendation, the OACOC may appeal the decision of the University Court to the Chancellor to review the decision of the University Court based on the record. In either case, the Chancellor (or appointed designee) of the University shall sustain the decision of the University Court unless the Chancellor (or appointed designee) finds:

- (a) The evidence of record does not support the finding or recommendations of the University Court;
- (b) Established procedures were not followed by the University Court and material prejudice to the organization or the University resulted;

All appeals must be submitted to the Chancellor in writing within five (5) business days after the notification of the decision and the sanction(s). until such

time that the Chancellor (or appointed designee) renders a decision, the decision of the University Court shall remain in effect.

If the Chancellor (or appointed designee) finds grounds for the appeal, he or she may remand the matter for reconsideration to the University Court or may invoke an appropriate remedy of his or her own.

All decisions and sanctions given by the University Court that do not include suspension or revocation of University recognition shall be final.

All decisions and sanctions given by the University Court which are appealed to the Chancellor, and in turn, are either supported by the Chancellor (or appointed designee) or new / additional sanctions are invoked shall be final. This is the absolute final level of appeal for a student organization, its members or designees.

STANDING RULES OF THE LEGISLATIVE DIVISION OF THE STOUT STUDENT ASSOCIATION

Article I.

A member of the audience at a U.S.S. meeting must be recognized by the President of the S.S.A. or by one voting member of the U.S.S. The statements expressed by the non-voting member must be germane to the discussion on the floor.

Article II.

Any member of the U.S.S. who wishes to leave the assembly before it adjourns shall rise to a question of privilege and ask permission to leave. If this procedure is not followed, it will be counted as an absence if the roll is called, whether it be for a vote or to establish if there is a quorum.

Article III.

Robert's Rules of Order states "that while it is the duty of every member who has an opinion on the question to express it by a vote, yet he cannot be compelled to do so. He may prefer to abstain from voting, though he knows the effect is the same as if voted on the prevailing side." Therefore, if the ayes (yeses) have the question by majority, (anything over 51%) depending on the vote needed to pass the measure, the abstentions shall be counted with them. If the measure fails because there are not enough ayes (yeses)a, the abstentions shall be counted with the nos.

Article IV.

All handouts to Senators at U.S.S. meetings must have both the name of the person distribution the handout and the date included on the handout.

Article V.

In order to receive recognition of a new organization, reactivate an inactive organization, a constitution must be submitted by the constitution committee and placed on the floor for discussion during two (2) U.S.S. meetings before it can be voted on by the U.S.S.

Article VI.

All policy motions passed by the U.S.S. and approved by the President of the S.S.A. and the Chancellor of the University take effect immediately upon the approval of the University and Procedure Handbook.

Article VII.

No two (2) student organizations having the same purpose will be recognized by the U.S.S. of the S.S.A.

Article VII.

Senators, by the second session of each congress, shall appoint a Caucus Leader by majority vote.

Article IX.

The Caucus Leader shall meet weekly with the President of the S.S.A.

Article X.

During all Senate and Caucus Meetings, all pagers, cell phones, or other electronic noisemakers must be silenced for the duration of the meeting.

Article XI.

The drafted Segregated University Activity Fee Budget must be distributed to all recognized student organizations immediately following the session in which it is introduced to the senate.